



**UNIVERSITY OF
LIMERICK**
OLLSCOIL LUIMNIGH

Policy for Internal Promotion to Professor (Personal Chair)

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1 Introduction

1.1 Purpose

This Policy sets out the University of Limerick Policy for awarding internal promotion to Professor (Personal Chair).

1.2 Scope

1.2.1 *To whom does the Policy apply?*

This policy applies to all applicants who wish to apply for internal promotion to the grade of Professor (Personal Chair). The grade of Professor is the highest academic grade in the University structure.

An applicant must normally be at Associate Professor level for at least five years on the date of application. In exceptional circumstances, these criteria may be waived by the President on foot of a written case indicating evidence of achievement of the international standards of academic distinction and outputs consistent with the grade of Professor. An applicant may not be considered under this Policy more than once in any three-year period.

1.2.2 *In what situations does the Policy apply?*

Applicants may be considered for internal promotion to the grade of Professor (Personal Chair) when they have achieved the standards of academic distinction and outputs consistent with the grade of Professor. Promotion to Professor will be judged by international standards and will be evidence based. Applicants for promotion to Professor are expected to have attained an international reputation based on sustained highest quality research with societal impact as demonstrated by a respective dissemination record, external funding and research supervision, evidence of significant academic leadership achievements within the University and/or the international community and a record of quality and innovation in learning and teaching.

1.2.3 *Who is responsible for ensuring that the Policy (and any associated procedure) is implemented and monitored?*

Within the University of Limerick, the Human Resources Division has overall responsibility for managing the Policy for Internal Promotion to Professor (Personal Chair).

The President, supported by the VPR and the Provost, has responsibility for establishing an Assessment Panel for the purpose of considering an application for internal promotion to Professor (Personal Chair).

Where a review of the outcome is required, Governing Authority have responsibility to appoint an external independent person to conduct the review.

2 Context

2.1 Legal and Regulatory Context

2.1.1 *Employment Equality Act 1998 -2015*

All stages of the internal promotion to Professor (Personal Chair) process will be in compliance of the Employment Equality Acts 1998-2015 and other relevant legislation. No candidate shall be discriminated against on any of the nine grounds mentioned in legislation, i.e. Gender, Marital Status, Family Status, Race, Religion, Sexual Orientation, Age, Disability, or Membership of the Traveller Community.

3 Policy Statements

3.1 Principles for Internal Promotion to Professor (Personal Chair)

Equality of Opportunity

The University of Limerick is an equal opportunities employer and is committed to selection on merit. Consequently, the Policy for internal promotion to Professor (Personal Chair) will be equitable and transparent and will seek to treat people in similar circumstances equally and fairly.

Disability, gender, civil status, family status, sexual orientation, religious belief or lack of religious belief, age, race or membership of the traveller community will not be a barrier to achieving internal promotion to Professor (Personal Chair).

4 Related Procedures for Internal Promotion to Professor (Personal Chair)

- 4.1 An applicant who wishes to be considered for promotion will forward a **Promotion to Professor (Personal Chair) Application Form** to the Recruitment Section, Human Resources Division.

4.2 Assessment Criteria

4.2.1 The assessment criteria for promotion to Professor (Personal Chair) will be as follows:

- i. Research and Scholarship
- ii. Academic Leadership
- iii. Teaching and Learning
- iv. Contribution to the University and the wider community

4.2.2 Satisfactory performance will be required in all criteria and evaluations will take place against disciplinary benchmarks/subject norms as set out within the discipline area/Faculty and the university. The assessment for promotion will primarily rest on the Academic Leadership and Research and Scholarship criteria or the Academic Leadership and Teaching and Learning criteria, based on outstanding achievement in Academic Leadership together with international recognition and peer reviewed achievement in Research and Scholarship or in the externalised scholarship of Learning and Teaching and pedagogical innovation.

4.2.3 Evidence of achievement will be required under each of the criteria. Examples of the types of evidence of contribution and achievement that may be appropriate to promotion to Professor (Personal Chair) are included at **Appendix 1**. This list is intended to be indicative only. All evidence must be fully documented. As part of the application, research publications; sources and amounts of research income must be verified through the UL online Research Performance Dashboard and the number of successful PhD completions and current PhD supervisions must be confirmed by the UL Doctoral College at application stage. In addition, an applicant will be required to outline their contribution to the University's strategic goals and planned contribution for the next five years.

4.3 The application requires five academic referee reports evaluating the performance of the applicant against all applicable criteria.

- (i) Three of the external referees will be nominated by the University, to be advised by the VPR and the Provost. These referees will be external reviewers who are internationally recognised leaders in the field of the applicant. These should not be current or former collaborators, co-authors or supervisors.
- (ii) One reference is provided by the Dean of the relevant Faculty placing particular emphasis on academic leadership and contribution to the University and the wider community.
- (iii) The applicant will nominate one external reviewer who is not a current or former collaborator, co-author or supervisor of the applicant.
- (iv) The University may consult these or other appropriate external

assessors selected by the President.

(v) HR will verify that referees meet the criteria outlined above.

4.4 Every effort will be made to complete the process within six months.

4.5 Assessment Panel

4.5.1 For the purpose of considering an application for internal promotion to Professor (Personal Chair), the President will establish an Assessment Panel. To ensure appropriate external expertise on the Assessment Panel, the President will seek the explicit advice of the Dean of Faculty, VPR and Provost. The composition of the Assessment Panel shall avoid membership of Professors who may have a conflict of interest or loyalty due to their discipline, recent collaborations and/or other close colleagues of the applicant.

Panel members will be required to declare any conflict of interest in advance.

The Panel will comprise of:

- The President (Chair).
- The Provost/Deputy President.
- The VP Research.
- Nominees of the President ensuring that at least four members of the panel are Professors of the University.
- Two external assessors appointed by the President on the advice of the Dean of Faculty, VPR and Provost.

Where the Provost or VP Research are applicants for promotion, their role in the process will be taken on by an appropriate internal nominee of the President at Professorship level.

There must be gender representation on the Assessment Panel with a minimum of 40% gender representation.

4.5.2 The Assessment Panel is not invalidated by the unavailability of a member. In the event of an Assessment Panel member becoming unavailable, it will be open to the President to nominate a replacement or to determine that the Assessment Panel will not proceed.

4.5.3 The President will convene a mandatory virtual pre-meeting of the Assessment Panel once it is established and confirmed but before the application of the candidate is shared with its members to ensure that all Assessment Panel members fully understand the evaluation criteria in advance of their evaluation work.

- 4.5.4 The role of the Assessment Panel will be to assess the applicant's merit for promotion to Professor (Personal Chair) against the standards and criteria outlined. The Assessment Panel will interview the applicant, consider the evidence provided in support of the application and if it deems it appropriate to do so will recommend to Governing Authority, by way of a reasoned report, that the applicant be appointed to Professor (Personal Chair).
- 4.5.5 While the Assessment Panel should make every effort to reach consensus, where this is not possible then a recommendation for promotion to Governing Authority must be supported by a minimum of 75% of the Panel.
- 4.5.6 The Assessment Panel will maintain adequate records, which will include the reason or reasons for their determination. An applicant who is not recommended for appointment will be provided with the reason or reasons for the determination.

4.6 Review

- 4.6.1 An unsuccessful applicant may request a review, on grounds only of manifest departure from the terms of this policy, which affected the outcome for the applicant.
- 4.6.2 To request such a review, an applicant will make a written submission setting out the entire grounds for their review request to the Corporate Secretary within one month of the notification of the outcome of their application.
- 4.6.3 Upon notification of a request for a review the Governing Authority will appoint an external independent person to conduct the review and to provide it with a reasoned determination which shall be made available to the applicant.

5 Related Documents

Promotion to Professor (Personal Chair) Application Form

Appendix 1

Research and Scholarship

Demonstration of international recognition as a researcher and scholar. This may be demonstrated by evidence such as:

- Substantial volume of refereed research publications, books, book chapters or monographs or other forms of external dissemination recognised by the discipline. (Evidence of their quality will be required).
- Evidence of research impact
- No. of research students supervised through to completion
- Creation and/or leadership of substantial research group, Centre, Institute, facilities or programmes or other forms of research leadership
- Significant track record in acquisition of external research funding including ability to attract funding from peer reviewed research grant agencies.

Academic Leadership

Demonstration of successfully discharging a major leadership position within the University and/or the national or international community. Examples of evidence may include:

- Demonstration of high quality management and leadership within the University as evidenced by successful performance in University leadership positions such as Dean or Head of Department
- Leadership of collaborative cross-disciplinary or cross-organisational initiatives
- Development and leadership of new programmes of study including continuing professional development and distance learning programmes
- Successful, sustained leadership of programmes of study
- Appointment/election to key positions on national or international bodies
- Editorial positions in high impact academic and professional journals
- Successful performance as Chair of Faculty or University Committees
- Service as External Examiner/Visiting Professor
- Significant contribution as Chair or Member of Government or Industry Advisory Bodies

Teaching and Learning

Demonstration of excellence of contribution to teaching and learning which will be provided through a teaching portfolio. Evidence may include:

- Demonstration of national or international eminence in learning and teaching
- Sustained, high quality contribution to the scholarship of learning and teaching nationally and internationally

- Outstanding commitment to the facilitation of learning as demonstrated through sustained track records of modules taught and final year projects supervised
- Teaching excellence as demonstrated by student evaluations, teaching awards or nominations, prizes or peer observation reports
- Sustained, successful innovation in curriculum design, delivery and review and use of technology
- Evidence of successful pedagogical innovation
- Evidence of national and/or international recognition by professional bodies
- Publication of text books

Contribution to the University and the Wider Community

Demonstration of substantial achievement in enhancing the University's contribution to its communities. Evidence under this heading may include:

- Participation in public affairs and contribution to the development, implementation, evaluation and review of public policy
- Contribution to the development of colleagues through mentoring, coaching or advisory roles
- Active, sustained contribution to University or Faculty Committees
- Engagement in marketing, promotion and fundraising activities on behalf of the University
- Leadership in the development and implementation of access initiatives
- Engagement in partnerships with local, regional, national and international bodies and agencies
- Successful engagement with external stakeholders on behalf of the University
- Substantial contribution to the intellectual, cultural or economic life of the University, and communities locally, regionally, nationally and/or internationally