University of Limerick

Policy and Procedures for the Promotion of Teaching Staff

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1 Introduction

1.1 Primary Aims and Principles

The promotion policy for Teaching grades at the University aims to enable the University to develop and recognise the best talent available within the organisation:

1.2 The promotion policy for Teaching grades at the University aims to provide Teaching staff with the opportunity to advance their careers within the organisation, in accordance with their own strengths and the priorities of the university as set out in the strategic plan. Promotions will reflect the positive contribution made by individuals.

1.3 The promotion policy for Teaching grades at the University aims to recognise excellence in performance and achievements to date.

1.4 The promotion policy for Teaching grades at the University aims to provide an incentive towards higher quality performance and achievement.

1.5 The promotion policy for Teaching grades at the University aims to foster and encourage Teaching staff development.

1.6 The promotion policy for Teaching grades at the University aims to promote on the basis of performance and merit in the context of the applicant's discipline.

1.7 It is noted that University of Limerick's Culture Charter forms an important backdrop to all University policies and procedures. The Values and Behaviours outlined in the Culture Charter should guide how we act, interact and connect with one another in the challenges and successes of university life. The Values and Behaviours outlined in the Culture Charter should also guide how we interpret these policies and procedure.

1.8 Scope:

This policy covers promotion of Teaching staff from;

- Associate Teacher to University Teacher
- University Teacher to Teaching Fellow
- Teaching Fellow to Senior Teaching Fellow

Teaching promotions, across all grades, are non-competitive and based on individual performance across;

1. Teaching and curriculum development
2. Teaching Leadership and Service
3. Scholarly activity

Teaching Role Profiles can be accessed via the HR A-Z as follows; HR Procedures, Processes & Forms

1.9 Responsibility for implementation and monitoring

The implementation of this Policy is the responsibility of the Director Human Resources, with the Promotions Committee playing a key procedural role.

2 Context - Legal and Regulatory

2.1 Employment Equality Acts, 1998 -2015

The Equality Employment Acts 1998-2015 prohibit discrimination under the grounds of Gender, Marital Status, Family Status, Race, Age, Religious belief, Disability, Sexual Orientation and Membership of the Traveller Community. Decisions taken in regard to conditions of employment and promotion or retention of employees should ensure that discrimination has not taken place on the basis of any of the grounds named above.

2.2 Equality of Opportunity

The University of Limerick is an equal opportunities employer and is committed to selection on merit. Consequently, the policy and procedures for promotion will be equitable and transparent and will seek to treat people in similar circumstances equally and fairly.

Individuals will not be discriminated against in promotion on any basis, noting in particular, disability, gender, civil status, family status, sexual orientation, religious belief or lack of religious belief, age, race or membership of the Traveller community, socio-economic status, ethnicity, national identity or neurodiversity.

3 Policy Statements

3.1 Principles for the Policy and procedures for the Promotion of Teaching staff.

The standards for promotion under this Policy will be the same as the standards outlined and guidance provided in the Teaching Role Profiles available on the HR A-Z as follows; HR Procedures, Processes & Forms
Promotion will be based on individual performance assessed against the criteria and benchmarks set out below. Promotion will be based on achievement of Teaching standards relevant to the promotional grade.

3.2 The operational structure of the Policy is designed to employ procedures which are seen to be transparent, fair, and thorough.

4 Related Procedures

4.1 Availability of Sample Portfolios

Portfolios of previous successful applicants will be made available to prospective applicants for viewing when available. The University will provide applicants with the opportunity to indicate their willingness to share their Portfolios upon application.

4.2 Membership of University Promotions Board

Except for ex officio members, members of the University Promotions Board must be at or above the level to which the promotion applies. Members of the University Promotions Board must be at a more senior grade than that of the Promotion grade being assessed.

The University Teachers Promotions Board will consist of:

- Provost/Deputy President.
- Director CTL
- All faculty ADAA's
- One Executive Dean (Rotating annually)
- Two external subject specialists nominated by the Provost.
- Director Human Rights, Equality, Diversity & Inclusion (non-scoring) will be invited to attend to ensure adherence to Policy and Procedure and ensure adherence to principles of diversity.
- A HR representative will be present at meetings.

The two members nominated by the Provost will be chosen to ensure, where possible and practicable, a range of diverse disciplines and will take into account the principle of diversity. An applicant may not be a member of the University Promotions Board and will be replaced by a nominee of the Provost.

The Provost will convene a mandatory pre-meeting of the University promotions board once it is established and confirmed but before the applications of the candidates is shared with its members to ensure that all Promotions board members fully understand the evaluation criteria in advance of their evaluation work.

4.3 Gender Balance

Due regard will be given to the requirement for appropriate gender balance when nominating/appointing members to the University Promotions Board. To ensure appropriate gender balance on the University Promotions Board, the President may co-opt additional members (internal or external) to the Board.

4.4 Conflict of Interest

If at any stage during the Promotions process, a party becomes aware of a conflict of interest (as specified in Code of Conduct for Employees), they must report this to the Director, Human Resources or their nominee.

4.5 Disability disclosures or reasonable accommodation requests

Applicants may disclose a disability during the Promotion process or request reasonable accommodation via the confidential Employment Equality Form.
Human Resources will engage with the individual, to understand and facilitate support(s) and reasonable accommodation that may be required.

4.6 Unavailability of University Promotions Board Member(s)

In the event of a University Promotions Board member(s) becoming unavailable, it will be open to the President to nominate a replacement(s) or to determine whether the promotions process proceeds or not.

4.7 Eligibility

All Teaching Staff at Associate Teacher, University Teacher and Teaching Fellow are eligible to apply for Promotion to the next Teaching grade, once they have successfully completed their probationary period.

Unsuccessful applicants may not resubmit for promotion for a period of two years after the closing date of their original application. Unsuccessful applicants will be given written detailed summary feedback to enable them to address any areas of focus identified.

Staff progressing will progress on the basis of their current contract and terms and conditions of employment, e.g. permanent, specific purpose or fixed-term contracts. Staff on specific purpose or fixed-term contracts will not automatically have an entitlement to a contract of indefinite duration or permanent contract on promotion to the next Teaching grade.

4.8 Criteria

The criteria for promotion are as set out hereunder.

In considering the candidature of applicants for promotion, applicants will be assessed under each heading, as appropriate (see the relevant promotion portfolio for more detail):

- Teaching and curriculum development.
- Teaching leadership and service.
- Scholarly activity.

Qualitative and quantitative evidence will be used to assess each criterion.

4.9 Standards for Promotion

Promotional scoring across the criteria outlined below will be in consideration of the level and promotional grade being applied for, and in line with guidance under the Teaching Role Profiles available on the HR A-Z as follows; HR Procedures, Processes & Forms

The criteria for promotion are as set out hereunder.

Promotion may be granted based on reaching minimum thresholds of performance for the particular career stage, per Section 4.8 of the Policy.

		Teaching and Curriculum Development	Teaching Leadership and Service	Scholarly activity	Minimum overall Score
Associate Teacher to University Teacher	Min. standard in each category	70	50	N/A	120
University Teacher to Teaching Fellow	Min. standard in each category	75	60	10	155
Teaching Fellow to Senior Teaching Fellow	Min. standard in each category	75	75	30	200

5 Process

5.1 The promotion process will normally be conducted each year for each relevant Teaching grade.

5.2 The HR Division will invite applications from all eligible applicants who have successfully completed their probation period by the closing date of applications for the relevant promotions round.

5.3 HR supports will be provided to eligible applicants during the call.

5.4 All applicants will be requested to submit an application form and supporting documentation.

5.5 Applications, including a completed promotion portfolio, should be submitted electronically via the UL e-recruitment portal.

5.6 Applicants will be notified of the closing date for the receipt of applications.

5.7 The Head of Department/School will be invited to confirm the accuracy of the applicant's contribution to the Department/School, in writing, to the University Promotion's Board.

5.8 The HR Division will forward a complete file with all applications and supporting documentation to the University Promotions Board.

5.9 The University Promotions Board will convene to evaluate the applications and recommend applicants for promotion.

5.10 The HR Division will forward the recommendations of the University Promotions Board to the Governing Authority for noting.

6 Feedback

6.1 The applicant will be informed of the decision in writing within two weeks of the Promotions Board meeting. The decision letter will include the applicant's scores. Human Resources will also contact all applicants with detailed written summary feedback clearly indicating areas of focus across specific criteria as agreed by the relevant Promotions Committee. Applicants may seek a meeting with their relevant Faculty ADAA's or other relevant faculty representative who sat on the board, to discuss the basis for the decision

6.2 Separate to the Policy and Procedures for the Promotion of Teaching Staff, applicants may choose to discuss appropriate staff development requirements with their Dean/Head of Department/School.

7 Promotions Appeals

7.1 The Promotions Appeals Committee will be established as an independent committee. Once membership has been proposed as set out in Clause II, it will be approved by the Governing Authority.

7.2 The Promotions Appeals Committee will be composed of five members, to be appointed as follows:

A non-Governing Authority Full Professor Emeritus (recently retired) to be appointed as Chair from a short-list of potential candidates by agreement of University of Limerick Executive Committee.

- Two senior Academic members (at the rank of full Professor, one male and one female) to be appointed by the President.
- One member (at the rank of full Professor) to be elected by Academic Council.
- One external Committee member (at the level of full Professor) to be nominated by the President.

7.3 The term of office of the Promotions Appeals Committee will be for three years.

The members of the Promotions Appeals Committee will not be members of any Promotions Committee for the duration of their term.

7.4 All parties will seek to ensure that there are at least two members of each gender on the Promotions Appeals Committee.

7.5 Appeals must be lodged with the University no later than thirty (30) working days following a feedback meeting with the relevant Executive Dean or Faculty representative from the relevant Promotions Committee. An appeal ordinarily should be initiated after the candidate has received feedback on the decision. If an applicant does not engage with a requested feedback meeting, an appeal can not proceed.

7.6 The Promotions Appeals Committee shall hear appeals made, in writing, by candidates for promotion, to be based on alleged defects in the application of the procedures for promotion, set out in the university's policies and procedures. The only basis of an appeal shall be the following.

- Failure by the Promotion Committee to follow in due manner University policy and procedures for the consideration of an application for promotion.

7.7 The appellant is required to specify the grounds of the appeal and to demonstrate why the promotions process was so defective as to influence the decision. In making the appeal, the appellant may provide reasonable additional information to substantiate their claim. Any such new material should be germane to, and substantiate, the alleged failure. The Promotions Appeals Committee may accept or reject this new information, providing reasons for doing so in writing.

In considering an appeal, the Promotions Appeals Committee shall provide the Chair of the relevant Promotions Committee with the opportunity to comment on the appeal.

7.8 The Promotions Appeals Committee will determine whether any of the alleged failures could have influenced the outcome. They will have available to them all the materials available to the relevant Promotions Committee.

7.9 While the setting of Teaching standards to be used in the promotion process is a matter for the exclusive competence of the relevant Promotions Committee, the application of those standards in a case may be reviewed by the Promotions Appeals Committee. Nothing in this process shall have the effect of substituting a differing teaching judgement arrived at by the Promotions Appeals Committee for the teaching judgement validly arrived at by the relevant Promotions Committee following review.

7.10 The Promotions Appeals Committee may come to one of the following conclusions:

- **No manifest departure(s) in relation to the process.** The appeal is not upheld. The Promotions Appeals Committee should provide the appellant and the relevant Promotions Committee with a clear rationale for its decision in writing.
- **Manifest departure(s) are found to have occurred, but they are found not to have influenced the outcome.** The appeal is not upheld. The Promotions Appeals Committee should provide the appellant and the relevant Promotions

Committee with a clear rationale for its decision in writing. The attention of the relevant Promotions Committee is drawn to the defects and they are asked to ensure that a remedy is put in place. The relevant Promotions Committee should inform the Promotions Appeals Committee of the intended remedial action.

- **Manifest departure(s) are found to have occurred and they are deemed to have had the potential to influence the outcome.** The appeal is upheld. The Promotions Appeals Committee should inform the appellant of its decision and of its consequences in writing. The Promotions Appeals Committee should also supply the relevant Promotions Committee with sufficient detail of the failures in process to allow the Committee to understand the basis of the decision.

8 Related Documents

Policy and Procedures for Progression Across the Merit Bar
Policy and Procedures for Granting Permanent Status to Tenure Track Teaching Staff
Policy for Internal Promotion to Professor (Personal Chair) at University of Limerick

Teaching Role Profiles can be accessed via the HR A-Z as follows;

HR Procedures, Processes & Forms