

SCHEME FOR INTERNAL PROMOTION TO PROFESSOR (PERSONAL CHAIR) AT UNIVERSITY OF LIMERICK

1. Introduction

- 1.1 This Scheme is designed to provide for internal promotion to Professor (Personal Chair).
- 1.2 The grade of Professor is the highest academic grade in the University structure. Applicants may be considered for promotion to this grade when they have achieved the standards of academic distinction and outputs consistent with this grade. Promotion to Professor will be judged by international standards and will be evidence based. Applicants for promotion to Professor are expected to have an international reputation based on sustained high impact publications and evidence of significant academic leadership achievement within the University and/or the international community.

2. Assessment Criteria

- 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
- 2.2 Satisfactory performance will be required in all criteria. The assessment for promotion will primarily rest on the Research and Scholarship and Academic Leadership criteria. In exceptional circumstances, an applicant may make a case that assessment should rest primarily on the Academic Leadership and Teaching and Learning criteria based on outstanding achievement in academic leadership together with international recognition and peer reviewed achievement in the scholarship of Teaching and Learning and/or pedagogical innovation.

3. Eligibility

- 3.1 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 scheme more than once in any three-year period.

4. Process

- 4.1 An applicant who wishes to be considered for promotion will forward an application in the required format to the Recruitment Section, Human Resources Division. The application form is available at [Personal Chair Application Form](#). Evidence will be required of achievement 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 to this document. This list is intended to be indicative only. All evidence must be fully documented. In addition, an applicant will be required to outline his/her contribution to the University's strategic goals and planned contribution for the next five years.
- 4.2 An applicant will be required to provide five academic referee reports with their application. At least three of these reports will evaluate the quality of the applicant's research and scholarship achievements and academic leadership; these reports will be from external reviewers who are internationally recognised leaders in the field of the applicant. These should not normally be current or recent collaborators or co-authors. At least one report will evaluate the applicant's contribution to teaching and learning. The University may consult these or other appropriate external assessors selected by the President.
- 4.3 Every effort will be made to complete the process within six months.

5. Assessment Panel

- 5.1 For the purpose of considering an application for promotion to Professor (Personal Chair), the President will establish an Assessment Panel. The Panel will be chaired by the President and will comprise at least five Professors of the University and two external assessors. Both genders will be represented on the Assessment Panel.
- 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 not proceed.
- 5.3 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).

- 5.4 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.
- 5.5 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.

6. Review

- 6.1 An unsuccessful applicant may request a review, on grounds only of manifest departure from the terms of this scheme, which affected the outcome for the applicant.
- 6.2 To request such a review, an applicant will make a written submission setting out the entire grounds for his/her review request to the Deputy Secretary within one month of the notification of the outcome of their application.
- 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.

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. (Evidence of impact will be required).
- No. of research students supervised through to completion
- Creation and/or leadership of substantial research group, Centre, Institute, facilities or programmes
- Significant track record in acquisition of research funding including ability to attract funding from external 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, leadership and administration within the University as evidence by successful performance in University leadership position such as Dean or Head of Department
- Leadership of collaborative multi-disciplinary or multi-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 College or University Committees
- Service as External Examiner/Visiting Professor
- Significant contribution as Chair or Member of Government 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 teaching and learning
- Sustained, high quality contribution to the scholarship of teaching and learning
- Outstanding teaching commitment 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 of public policy
- Contribution to colleagues through mentoring or advisory roles
- Active, sustained contribution to University or College Committees
- Engagement in marketing, promotion and fundraising activities on behalf of the University
- Development of and participation in access initiatives
- Engagement in partnerships with local regional and national agencies
- Successful engagement with external agencies on behalf of the University
- Substantial contribution to the intellectual, cultural or economic life of the University, local or regional communities