



UNIVERSITY *of* LIMERICK

O L L S C O I L L U I M N I G H

RETENTION SCHEME FOR ACADEMIC STAFF

Approved by Governing Authority 29 June 2017

Retention Scheme for Academic Staff

1. Purpose of the Scheme

This Scheme is designed to provide the University of Limerick (UL) with a mechanism to retain staff of strategic importance to the realisation of UL's mission and objectives as set out in its Strategic Plans, and who have been offered posts at equivalent institutions, by considering them for promotion to Lecturer above the Bar, Senior Lecturer, Associate Professor and Professor, as appropriate, having regard to their academic standing and the level of post offered to them.

The Scheme is required to enable the University respond rapidly where the staff member in question is not eligible to apply for promotion or where the next round of promotional posts is not due.

2. Eligibility

Staff members¹ who have been offered an appointment, above the grade of their existing UL grade, by another institution, whether they are or are not eligible to apply for promotion under the relevant UL Academic Promotions Policy, are eligible to make an application under this Scheme for promotion to the equivalent grade at which they have been offered an appointment, provided that they have the endorsement of their Dean.

3. Principles of the Scheme

3.1 Standards

The standards for promotion under this Scheme will be the same as the standards outlined in the University of Limerick Policy and Procedures for the Promotion of Faculty and the Scheme for Internal Promotion to Professor (Personal Chair) at the University of Limerick.

3.2 Operational Structure

The operational structure of the scheme is designed to employ procedures which are seen to be transparently fair and thorough and which are accepted as such by the academic community.

¹ The Scheme is open to permanent and fixed-term/part-time staff. Fixed-term staff successful under this scheme will be placed on a multi-annual contract.

4. Criteria

Account will be taken of three broad areas as set out in the Policy and Procedures for the Promotion of Faculty to the relevant grade.

- Research and Scholarship;
- Teaching and Learning;
- Service to the University and Wider Community.

Applicants for Senior Lecturer/Associate Professor/Professor grades will also be expected to demonstrate satisfactory performance in Academic Leadership as set out in the University of Limerick Policy and Procedures for the Promotion of Faculty and the University of Limerick Scheme for Internal Promotion to Professor (Personal Chair).

In addition, in the case of all applicants, consideration will be given to:

- The career path of the applicant;
- The standing of the institution which has offered the appointment to the applicant;
- The importance of the research expertise of the applicant to the research strategy of the University.

5. Application

5.1 Timing

Applications may be made at any time to the Office of the Director, Human Resources.

5.2 Documentation

The application must include:

- A copy of the letter of offer received from the other institution, to include information on the grade of post offered, salary and the conditions attaching to the post;
- A completed portfolio document for the relevant grade offered (portfolio for progression across the merit bar; portfolio for promotion from Lecturer (above the bar) to Senior Lecturer; portfolio for promotion from Senior Lecturer to Associate Professor; Promotion to Professor Application Form). Portfolio documents are available at www.ul.ie/hr.
- Applications must be supported by three complete external academic references from referees who should be familiar with the candidate's work. Candidates are required to ensure their referees submit references in confidence directly to the Office of the Director, Human Resources.

6. Assessment

6.1 Composition of Committee

The Retention Committee should normally consist of:

- President (Chair);
- Vice-President Academic & Registrar (to Chair in the absence of the President);
- Vice-President Research;
- Faculty Deans;
- Three members nominated by the President (at least two of whom should be external academics);
- One member of Governing Authority (non-voting) who is not an employee or student of the University;
- A HR representative will be present at meetings.

6.2 Voting members of the Retention Committee should reflect an appropriate gender balance (minimum 30%).

6.3 In the event of a Retention Committee member(s) becoming unavailable for the Retention Committee review meeting, it will be open to the President to nominate a replacement(s) or to determine whether the process proceeds or not.

6.4 An applicant may not be a member of the Retention Committee and will be replaced by a nominee of the President.

7. Procedure

7.1 Determination of Prima Facie Case

The Committee will decide whether there is a prima facie case to assess an applicant under the scheme based on the application material provided by the applicant. In arriving at its decision the Committee may seek additional and confidential statements from the applicant's Head of Department on the applicability of the applicant's research to the strategic goals of the University, and from other senior academics, as it deems appropriate, on the applicant's suitability for promotion to the relevant grade.

7.2 Decision

7.2.1 The Retention Committee will, in the context of the totality of the information available to it, decide on the application and (a) make a positive recommendation to Governing Authority for adoption, or (b) make no recommendation and, in such cases, the applicant will not be promoted.

7.2.2 Where promotion is not recommended, the applicant will be informed of the decision by the relevant Dean.

8. Implementation of a Positive Recommendation

8.1 Promotion

The positive recommendation of the Retention Committee will take effect from the first day of the month following on the adoption of the recommendation of the Retention Committee by Governing Authority and the applicant will be informed accordingly.