Progression Policy from Assistant Lecturer to Lecturer Career Grade

Version 1.0

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Ollscoil
Teicneolaíochta
an Oirdheiscirt

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Feedback or issues arising on implementation of this policy should be communicated to the policy author.	
Policy Author:	

Policy Management Framework Compliance Review as requested by EMT all draft policies should be reviewed by the Policy Review Group[1] in advance of review by EMT. Please confirm that the policy was reviewed by the policy review group.	
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Contents

1. Introduction

This policy and procedure is designed to inform both staff members and Heads of Department/Faculties in SETU of their responsibilities with regard to progression from Assistant Lecturer to Lecturer Career Grade, the application process and the criteria by which an application is considered.

2. Purpose

The purpose of this policy is to enable suitably qualified Assistant Lecturers to apply to Lecturer Career Grade under the Circular IT 03/05 (available in Procedures document).

3. Scope

This policy applies to all Assistant Lecturers who meet the criteria for progression to Lecturer Career Grade in line with this policy and Circular IT 03/05. It shall be made available and published publicly via the University website.

4. Principles

4.1 SETU recognises the importance of progression in lecturing staff and will afford the opportunity for progression for eligible staff.

This policy document outlines the criteria for progression from Assistant Lecturer to Lecturer Grade with a link to the procedure and application form (See appendix 1).

The general principle which should be followed can be seen in diagram 1.

The following demonstrates the criteria required and procedure attaching to making an application.
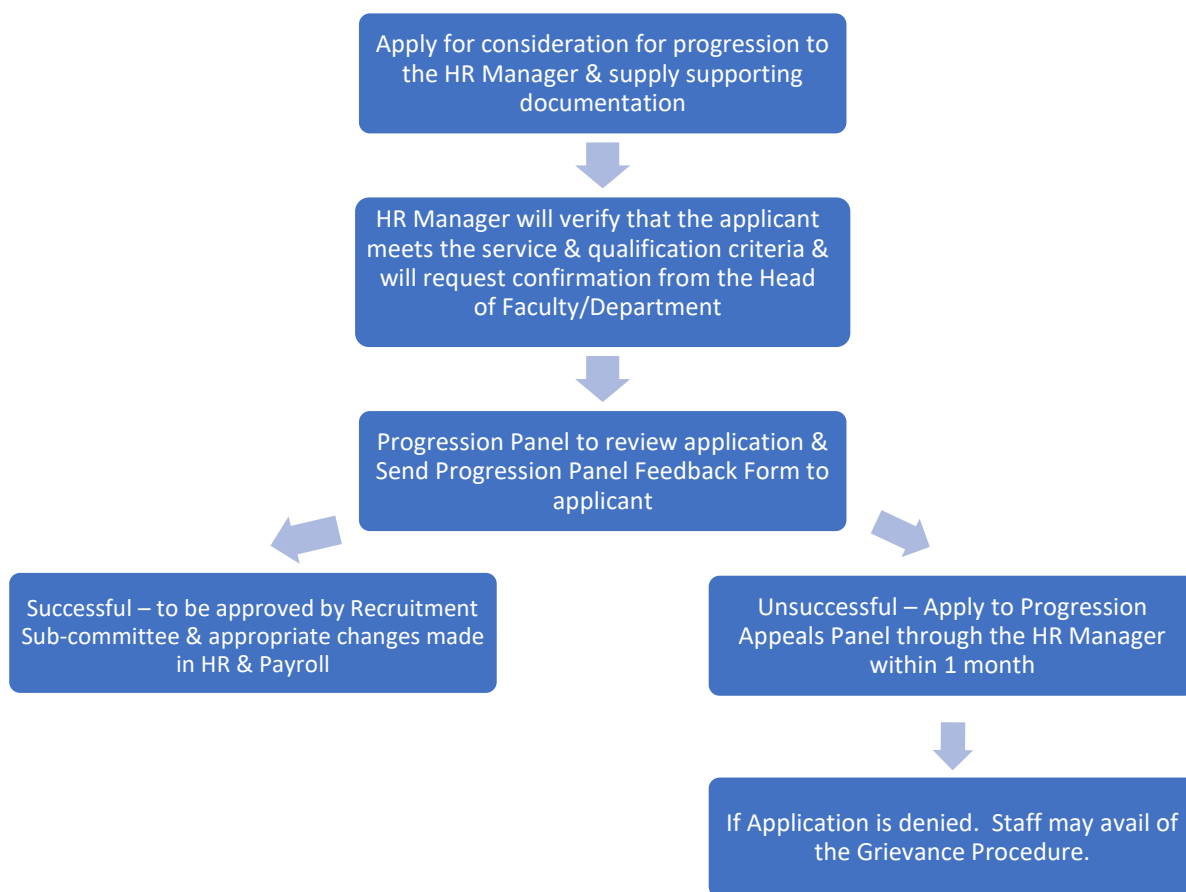
Diagram 1: Progression of Assistant Lecturer to Lecturer Career Grade

4.2 If a member of staff moves campus under the Voluntary Campus Transfer policy they will maintain their existing terms and conditions of employment (including substantive grade).

5. Service & Qualification Criteria

The criteria for applying for progression is as follows:

5.1   An Assistant Lecturer with 5 years continuous lecturing experience in a third level Institution (internal or external to SETU) and with a Master's, subject to ability, experience including research experience, academic qualifications, scholarship and demonstrated performance may be considered for progression.

An applicant with a Master's must have a minimum of 5 years' service of which 2 years must have been served in SETU.

5.2 An Assistant Lecturer with 3 years continuous lecturing experience in a third level Institution (internal or external to SETU) and with a PhD and relevant research experience subject to ability, experience including research experience, academic qualifications, scholarship and demonstrated performance may be considered for progression.

An applicant with a PhD must have a minimum of 3 years' service, of which one year must have been served in SETU.

5.3 Continuous service, as referred to above includes service as a whole time Assistant Lecturer and/or Pro-Rata/Part-time Assistant Lecturer in SETU, other TUs/IoTs or Universities.

5.4   Minimum Requirements to apply for Progression

5.4.1   Have obtained a Master's degree since meeting minimum entry requirements **OR**

5.4.2   Have obtained the equivalent to 5.4.1 above e.g. Recognised Professional Qualifications e.g. ACA, ACCA, Solicitor, RIAI, etc in addition to obtaining the minimum requirements.

5.5   Special Category

0n particular circumstances, the SETU Progression Panel may deem the following as meeting the requirements:

● In the case of assistant lecturers in the area of trade or craft who have obtained appropriate certification in the particular trade, having at the time of application for progression obtained a relevant primary honours degree - achieved since meeting minimum entry requirements plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the entry academic requirements.

Or

● In the case of trade or craft, have obtained the appropriate advanced qualification at a higher level – achieved since meeting minimum entry requirements (award must be examination and/or assessment based and mapped to the QQI Framework) – plus

a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.

In the event that 'Special Category" is referenced, the Progression Panel will, with the formal support of the relevant Head of Department/Faculty, take advice as necessary and decide as to whether the applicant has the required advanced qualifications in the trade area.

A Master's Degree must have been obtained by thesis/examination. Eligibility will be based upon official evidence of a defined Master's qualification from a recognised degree awarding authority or an approved equivalent qualification.

Area	Qualification	Experience
Trade Apprenticeship	Master's Degree	5 years (teaching experience at third level)
Trade Apprenticeship	Ordinary/Honours Degree/ Appropriate advanced Qualifications in the relevant trade/craft – achieved since meeting minimum entry requirements. (Award must be examination and/or assessment based and mapped to QQI Framework)	Minimum of 8 years relevant experience (in industry and or teaching) obtained since meeting the minimum academic requirements.

Diagram 2: Minimum Academic Requirements for Special Category

6. Academic Criteria

The application will be considered under the following criteria:
6.1   Demonstrated Performance, Ability & Experience
6.2   Qualifications
6.3   Research & Scholarship

The following is a range of areas which may be considered both by applicants in their application for progression and by the Progression Panel in assessing applications. There is no requirement to meet all of the headings.

6.1 Demonstrated Performance, Ability and Experience

- **Teaching Load:** - range and level of courses; laboratory and workshops; fieldwork; student numbers.

- **Quality of Teaching:** - External Examiners' reports; other recommendations/reports.

- **Teaching Development:** - participation in/attendance at courses etc. on teaching development.

- **Innovation in Teaching and Assessment:** the adoption of new approaches to teaching and assessment; applications of information and communication technologies to teaching and assessment.

- **Subject/Course Development:** reviews and revisions of own subjects; contribution to design, development and introduction of new and existing programmes.

- **Advising Students:** formal and informal involvement.

- **Supervision of Projects, Assignments, Industrial Placements:** formal and informal involvement.

- **Preparation of Students for Competitions:** formal and informal involvement.

- **Department:** routine administration, organisation of class timetables; organisation of examinations, collation of examination results; co-ordination of fieldwork, work experience; formal or informal involvement responsibility with a particular programme or year of programme; willingness to undertake *ad hoc* tasks.

- **Faculty/School:** membership of Faculty/School committees; formal and informal involvement with Open Days and other school liaison activities, involvement with course planning and development; representing Department/School in course/college promotion; preparation/delivery of part-time and evening courses.

- **University:** member of the Academic Council or any committees.

- **Professional Bodies:** contribution/involvement with professional body.

- **Subject:** participation in national subject associations and committees.

- **Industry:** liaison with industry; organisation of industry –linked education and training programmes; authorised consultancy services; placement of students or graduates with industry.

- **Sports**: formal and informal involvement in training etc. University teams.

- **Community:** involvement with the community and or the voluntary sector.

6.2 Qualifications

- **Qualifications:** upgraded qualifications since appointment.

6.3 Research and Scholarship

- **Publications:** – research publications.

- **Supervision of Postgraduate students:** – formal and informal involvement.

- **Research Funding:** – formal and informal involvement in making application for and or receiving funding.

- **Research Leadership:** active member of research team.

- **External Examining:** acting as External Examiner for undergraduate courses/subjects and or postgraduate research theses.

- **Conferences:** organising and contributing to conferences, conference papers.

- **Dissemination of Research and Scholarship:** public lectures, articles in non-refereed publications, book reviews, broadcasts etc.

7. Preparation for Progression

7.1   Staff who wish to apply for consideration for progression to Lecturer grade, under the Programme for Competitiveness and Work Agreement Third level 1998 (PCW), should do so in writing to the Human Resource Manager.

7.2   The application should set out in detail the basis and supply supporting documentation i.e. Curriculum Vitae and any other relevant documentation where appropriate.

7.3   The HR Manager will verify that the applicant meets the service and qualification criteria set down in the PCW agreement as discussed in Section 5.

7.4   The HR Manager will then request a report on the applicant's service/performance from the relevant Head of Department, in line with the PCW agreement.

7.5   The application will be assessed in SETU by a Progression Panel that comprises of two members of senior management such as Head of Faculty/Department and signed off by the HR Manager as complying with 3.2 and 3.3 of circular IT 03/05. The Progression Panel will reflect gender balance in its composition. If the application is successful, the applicant will be recommended for appointment to Lecturer grade by the Recruitment Sub-committee.

The applicant will be notified of the outcome within one month. The recommendation for appointment to Lecturer grade will be effective only from the date of sanction by the Recruitment sub-committee.

Notification of the progression policy will be issued twice a year to all lecturing staff.

7.6   The Progression Panel will receive the following in relation to each applicant:

- A HR assessment of the applicant's Service and Qualifications.
- If required, an assessment of the applicant's Qualifications from the Registrar and QQI if necessary.

- A report sent by the Head of Department/Faculty.
- A copy of the submission as prepared by the applicant.

7.7   The applicant will receive feedback from the Progression Panel and be advised by the HR Manager whether or not a recommendation to progress is to be referred to the Recruitment Sub-committee.

7.8   Human Resources will implement appropriate changes to pay and terms and conditions. Successful applicants and SETU will be required to sign a new Lecturer contract of employment. The clause regarding Probationary Period will not apply.

7.9   In the event that an application for progression is not approved by the Panel, the Panel will provide feedback to the unsuccessful applicant to help detail the requirements that should lead to a successful application. An email will be sent by the HR Manager to the Head of Department indicating that the progression is not approved at this point.

7.10   Where an Assistant Lecturer with a Ph.D. and relevant research experience has progressed after only three years continuous lecturing service, the Lecturer will remain on Point (01) of the Lecturer grade until five years continuous lecturing service have been completed. The five years is inclusive of the three years continuous service already served (1 year of which should have been served in SETU).

7.11 Where an Assistant Lecturer on a fixed-term contract achieves progression, the staff member will progress for the balance of the duration of the fixed-term.

8. Progression Appeals Panel

8.1   In the case where an application is not successful the applicant may seek a review of the decision by making an appeal in writing to the HR Manager. The decision will be reviewed by two senior staff not involved in the original decision such as Head of Faculty/Department/Registrar. Where a change is recommended to the original decision, this will be brought to the Recruitment Sub-Committee for approval after which the staff member will be advised of the outcome of the appeal. If the original recommendation is upheld, the applicant will be advised of this decision by the HR Manager.

8.2   The applicant will be advised by the HR Manager of the Recruitment Sub-committee's decision.

8.3   Unsuccessful applicants at this stage may appeal the decision using the grievance procedure. Link to the procedure as follows: here

9. Compliance

It is expected that assistant lecturers seeking to apply to progress to Lecturer Career Grade will comply with this policy. SETU reserves the right to amend and update this policy over time in line with best practice, consultation procedures and any changes in legislation.

10. Related Documents

The policy should be read in conjunction with:

Circular IT 03/05 (as at Appendix 2)

Voluntary Campus Transfer Policy

Grievance Procedure.

11. Useful Links

[Policies page](#)

12. Document Control

13. Policy Author

The authors of this policy are the SETU HR Managers. Any feedback or issues arising on implementation of this policy should be communicated to the policy authors. They are responsible to ensure that the Policy Owner is aware of these comments when reviewing the policy.

14. Appendices

Appendix 1: Application Form for Progression from Assistant Lecturer to Lecturer Career Grade

APPLICATION FORM FOR PROGRESSION FROM ASSISTANT LECTURER TO LECTURER

SECTION 1- To be completed by the applicant

Name:_____

Department:_____

Educational Qualifications: *(Please give year obtained)*

No of years' service in SETU: _____
No of years in another Institute or University (if applicable):_____

Date reached maximum of Assistant Lecturer Scale: _____
SECTION 6 OF CONTRACT SETS OUT DETAILS OF PROGRESSION

Assistant Lecturers will progress to the grade of Lecturer on completion of one years' service after having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years continuous service in the grade subject to ability, experience, academic qualifications, scholarship and demonstrated performance. Possession of an appropriate defined post graduate qualification or equivalent shall normally be considered an essential requirement. Institutes may award incremental credit for previous service in the Assistant Lecturer grade in another Institute or University. The Institute may require five years' service in the Institute before progression is considered.

An Assistant Lecturer with a PhD and relevant research experience may be considered for progression after three years continuous service. If successful such

an assistant Lecturer may be placed on the first point of the lecturer scale and remain on that point until five years' service have been completed. Progression for Assistant Lecturers shall be irrespective of whether a new post of Lecturer has been established or a vacancy at Lecturer level has occurred.

Appendix 2 of CL No. IT 03/05 sets out a range of areas, which may be considered in assessing applicants as part of the progression process.

DEMONSTRATED PERFORMANCE, ABILITY AND EXPERIENCE
Please set out in detail your involvement in and contribution to the following areas. (please use additional sheets if necessary). There is no requirement to meet all of these headings.
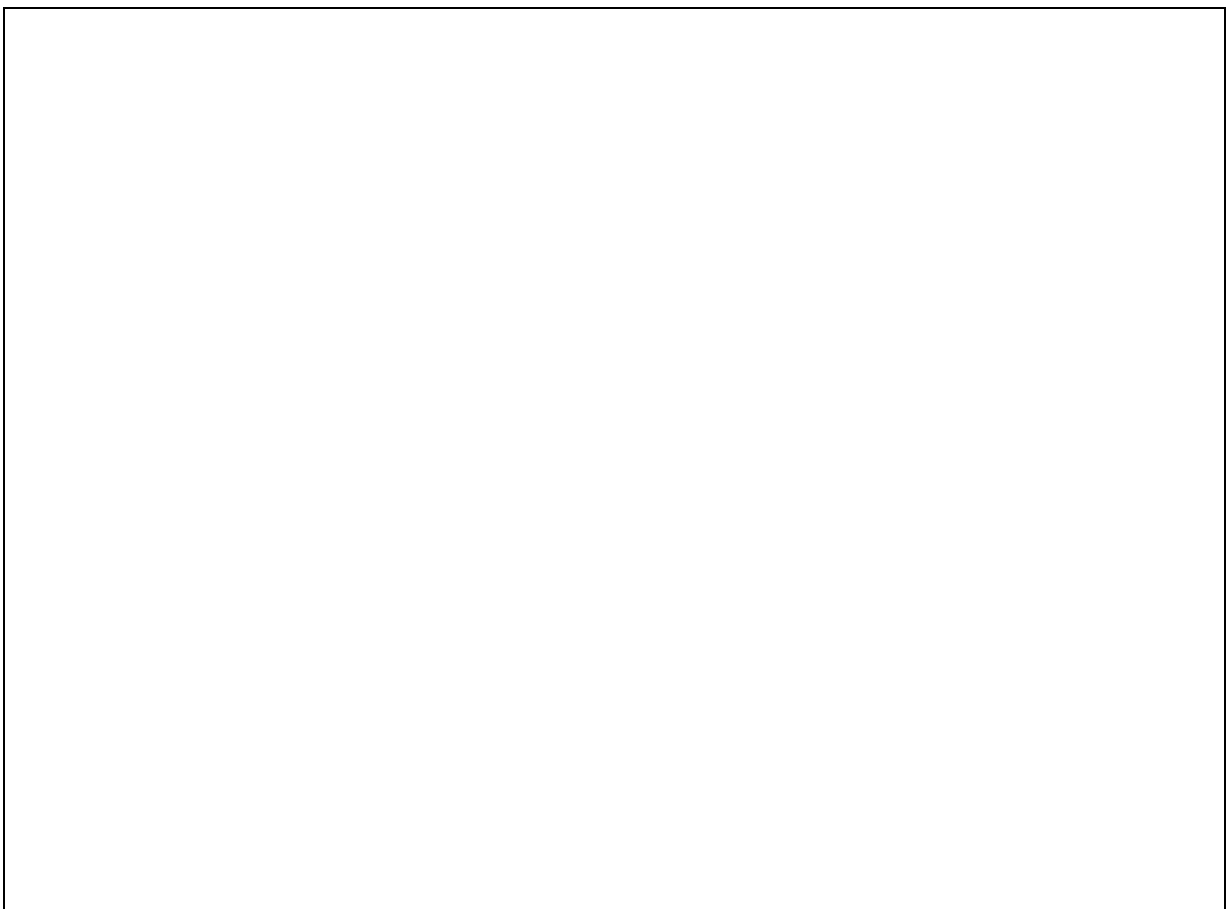
Teaching Load: range and level of courses; laboratory and workshops; fieldwork; student numbers: **Quality of Teaching**: External Examiner's reports; other recommendations/reports. **Teaching Development**: participation in/attendance at courses etc. on teaching development. **Innovation in Teaching and Assessment**: the adoption of new approaches to teaching and assessment; applications of information and communication technologies to teaching and assessment.

Subject/Course Development: reviews and revisions of own subjects; contribution to design, development and introduction of new and existing programmes.

Advising Students: formal and informal involvement. **Supervision of Projects, Assignments, Industrial Placements**: formal and informal involvement. **Preparation of Students for Competitions**: formal and informal involvement.

Department: routine administration, organisation of class timetables; organisation of experience; formal or informal involvement responsibility with a particular programme or year of programme; willingness to undertake ad hoc tasks. **School:** membership of School committees; formal and informal involvement with course planning and development; representing Department/ School/University in course/college promotion; preparation/delivery of part-time and evening courses.

University: liaison with industry; organisation of industry – linked education and training programmes; authorised consultancy services; placement of students or graduates with industry. **Sports:** formal and informal involvement in training etc. SETU teams.
Community: involvement with the community and or the voluntary sector.

RESEARCH AND SCHOLARSHIP

Please set out in detail your involvement in and contribution to any of the above areas you feel applicable and appropriate. (please use additional sheets if necessary)

Publications: research publications **Supervision of postgraduate Students:** formal and informal involvement in making application for and or receiving funding. **Research Funding:** formal and informal involvement in making application for and or receiving funding. **Research Leadership:** active member of research team.

External Examining: acting as External Examiner for undergraduate courses/subjects and or postgraduate research theses.

Conferences: organising and contributing to conferences, conference papers. **Dissemination of Research and Scholarship:** public lectures, articles in non-refereed publications, book reviews, broadcasts etc.

SIGNED: _____DATE: _____

Applicant

To make your application please forward this to the HR Department

SECTION 2   To be completed by the HR Manager

Example: XXXX meets the service requirement for progression in that they have been employed in the University since xxxxxxxxxxxx in a full time capacity and part time since xxxxx. They also has over xx years part time service in xxxxx. They will have spent one year on the max of the scale in) as well as 2 years 4 months previous lecturing experience.

If the above requirements are not met please specify:-

Signed: _____   Date_____

         HR Manager

Section 3   Report from the Head of Department

Please report on the applicant's service/performance under the following criteria:-

Experience
Ability
Scholarship
Demonstrated performance

Also see Appendix 2 Guidelines in assessing applicants

Signed _____ date_____
      Head of Department

Section 4 - Overall Assessment by Progression Panel

Example: We judge this application to be successful in that the applicant meets the service and qualification requirements for progression. The applicant has also demonstrated a sufficient level of ability, experience and demonstrated performance in the areas listed above to be recommended for appointment at lecturer grade to the Recruitment Sub-committee:

Or

We judge this application not to be successful for the following reasons:

Signed_____   Date_____

     Progression Panel member

Signed_____   Date_____

     Progression Panel member

Appendix 2: Link to Circular IT 03/05: here