



# Faculty Promotions Candidate Workshop

10th February 2025  
SCIE 2.16/2.17 ALE



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Capability

# Faculty Promotions – Topics Today



- 1) Faculty Promotions - Key Points
- 2) Faculty Promotions Committee – Current Membership
- 3) How the Committee Works
- 4) The Role of the Candidate
- 5) The Roles of the Head of School & College Principal
- 6) Nominating External Assessors
- 7) Conflict of Interest Guidelines
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- 9) Statistics 2019 - 2024
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# Faculty Promotions – Key Points

- Faculty Promotions Process in UCD is a rolling process. There is no closing date – *you can apply when ready.*
- The process is built on the principle of self-reflection, and conversations with your Head of School and other colleagues are recommended to proactively consider your readiness.
- The Faculty Promotion Committee (FPC) provides feedback on each application, irrespective of the outcome. This is intended to be constructive and to inform your next application

# Faculty Promotions – Key Points (Cont.)

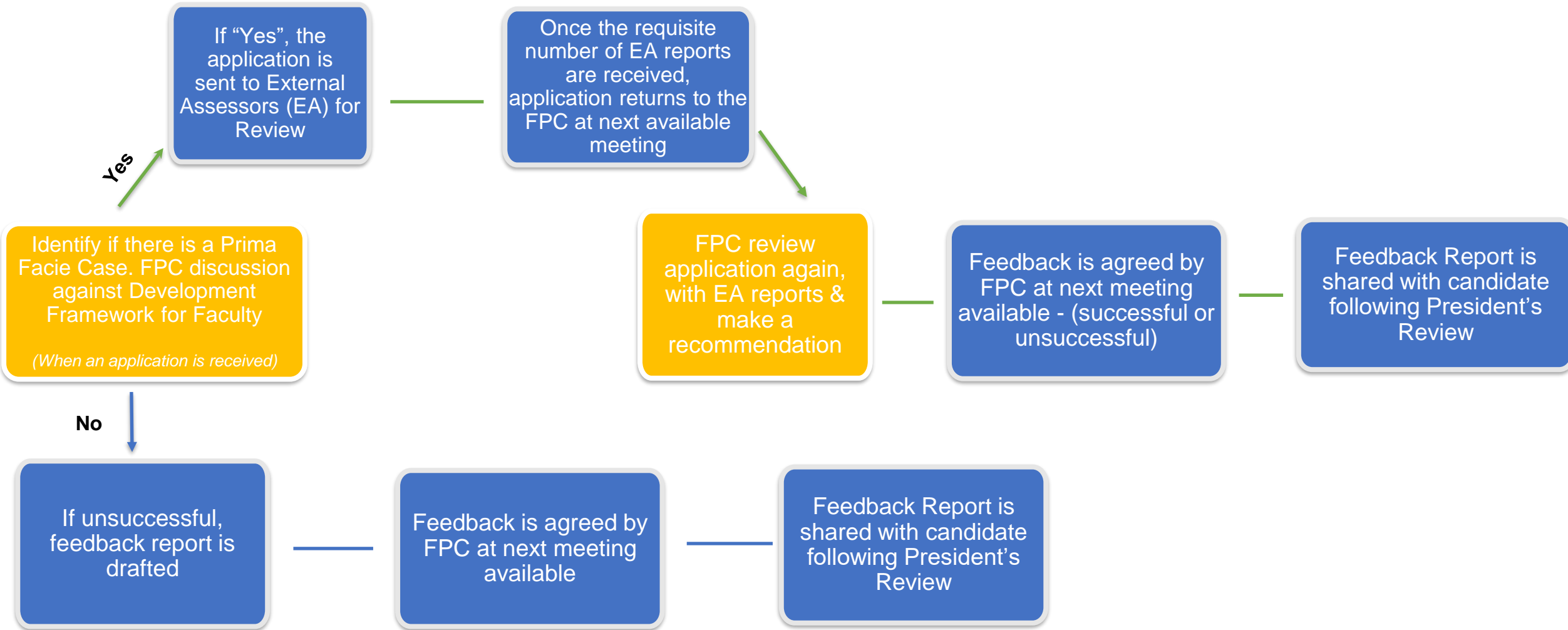
- Faculty Promotions Committee meets approximately 10 times a year between September and June, breaking for the summer months.
- Pipeline for applications is busy. From submission to HR, (*following commentaries by Head of School and College Principal*), applications take on average 9 - 12 months to process, to the release of outcome to the candidate.
- A summary of the assessment stages will be covered under '**How the Committee Works**' section in this presentation.

# Faculty Promotions Committee – effective 1st Sept. 2024

- Membership is normally for a 3-year period. This may be renewed in exceptional circumstances for up to a further 3-year term to ensure consistency and continuity.
- Membership of the FPC is subject to review by the President and the Governing Authority.

Name	College / Unit	Term
Professor Colin Scott	Registrar and Deputy President	Ex Officio
Professor Maria Brenner	Health and Agricultural Sciences	2023-2026
Professor Eoin Casey	Engineering and Architecture	2021-2025
Professor Mark Crowe	Health and Agricultural Sciences	2021-2025
Professor Dympna Devine	Social Sciences and Law	2021-2025
Professor Fiona Doohan	Science	2022-2025
Professor Susi Geiger	Business	2024-2027
Professor Frank McDermott	Science	2024-2027
Professor Bettina Migge	Arts and Humanities	2023-2026
Professor Karl Whelan	Social Sciences and Law	2022-2025

# Faculty Promotions – How the Committee Works:



# Faculty Promotions: How the Committee Works (cont.)

- Every application is read by every committee member, except where there is a recusal.
- Members must attend for their views to be considered.
- Members' notes are intended to inform discussion – they are not final statements of opinion.
- Every member is expected to comment on every application and to make an initial recommendation. Discussion of each application takes on average 10-15 minutes, but this can vary.
- Every voice has equal weight.
- The final adjudication is by consensus.



# Faculty Promotions: The Role of the Candidate

## ➤ Prior to applying:

**Pre-application conversation** with Head of School.

Read Feedback Letter from Faculty Promotions Committee (*if applicable*)

Performance is reviewed in the aggregate against the Development Framework for Faculty:

- For Associate Professor: Level of Substantial
- For Professor: Level of Outstanding
- For Full Professor: Level of Exceptional

You must be at least *Satisfactory* in each category.



# Faculty Promotions: The Role of the Candidate (cont.)

## ➤ **Prepare your application.**

Sample applications for previously successful candidates are available upon request from Promotions & Grading.

## ➤ **Nominate External Assessors**

Consider quality of individual, quality of institution, geographical spread, gender balance.

All applicants must nominate **three** external assessors.

## ➤ **Post-promotion process conversation, discuss feedback letter, with Head of School and/or Senior Colleagues.**

# Faculty Promotions: The Role of the Head of School

## ➤ Pre-application conversations with candidates

## ➤ Provide Commentary on Application:

Commentaries should provide an object and non-judgement assessment of the candidate and their achievements relative to others in the field. It should be **neither** a reference **nor** a recommendation.

**Note:** *Applications may be returned to commentators where the FPC consider the commentary does not meet these requirements, which may result in a delay in the application.*

## ➤ Nominate External Assessors:

For applications to the level of Associate Professor, the Commentator 1 must nominate **four** External Assessors.

For applications to the level of Professor or Full Professor, the Commentator 1 must nominate **five** External Assessors.

## ➤ Feedback conversations with candidates post-promotions process.

# Faculty Promotions: The Role of the College Principal

## ➤ Provide Commentary on Application:

The College Principal's role when providing a commentary on a candidate's application for promotion is to endorse the commentary from the Head of School/Commentator 1, or when necessary, add additional context to that commentary.

The College Principal should also, where applicable, comment on any work undertaken by the candidate within the College.



# Faculty Promotions: Nominating External Assessors

## ➤ External Assessors should be:

- At the level of Full Professor (or equivalent) or, in the case of applications for promotion to Associate Professor, at the level of Professor (or equivalent) at a minimum
- In a leading academic institution (similar ranking to UCD or higher), or have retired from such a position within the past five years
- A leading academic with an international profile
- Cognisant of the norms within the candidate's academic discipline and be qualified to comment on the candidate's achievements and her/his suitability for promotion. This does not require that the external assessor be active in precisely the same discipline or sub-discipline as the candidate. Rather, the requirement is to be familiar with standards of excellence in that discipline and thus qualified to assess the candidate against the criteria.
- Have no perceived conflict of interest as specified in the Conflict of Interest guidelines ([available on website](#)).



# Faculty Promotions: Nominating External Assessors [Cont.]



- In addition, consideration should be given when nominating to **gender balance** and to **geographical spread**.
- When nominating, you can provide clarification as to why each External Assessor has been selected, particularly if the External Assessor is outside the above criteria, as this helps the Faculty Promotions Committee when ranking the nominations. *E.g. If an Assessor isn't attached to a University and/or is a megastar in your field, attached to a low-ranking University.*
- Candidates (for all grades) must nominate **three** external assessors of which **one** will be selected.
  - *Candidates may exclude **two** external assessors.*



# Faculty Promotions: Nominating External Assessors [Cont.]



## How many External Assessors should Commentator 1 nominate:

- For applications to the level of **Associate Professor**, commentators must nominate **four** external assessors of which **one** will be selected.
- For applications to the level of **Professor or Full Professor**, commentators must nominate **five** external assessors of which **two** will be selected.

**Note:** If the requisite number of nominations are not ranked eligible by the FPC, a request may be sent to either the Candidate or Commentator for additional External Assessor nominations which can cause delays to the process.




# Faculty Promotions: Nominating External Assessors [Cont.]

## Conflict of Interest Guidelines:

1	Where the External Assessor has had a formal (paid or unpaid) affiliation with the candidate at UCD or elsewhere within the last 5 years e.g. is a former close colleague or associate of the School/Unit or is a past member of a School/Unit/Research Group.
2	Where a Ph.D. or Post-Doctoral Supervisory relationship has existed between the candidate and the External Assessor in either direction.
3	Where there has been close collaboration, including significant co-authorship, co-presentational, co-editorial activities (excluding co-membership of editorial boards) or mentorship between the candidate and the External Assessor within the last 5 years.
4	Where a close personal relationship e.g. friendship, business, professional partnership or family relationship, exists, or has existed, between the candidate and the External Assessor.
5	Where a known professional or personal conflict exists between the candidate and the External Assessor.
6	Where the External Assessor holds strong negative opinions on the work presented or research conducted by the candidate that could prevent her/him from providing a fair and balanced review of the candidate's application.

# Development Framework for Faculty



- Revised Development Framework for Faculty came into effect from 1<sup>st</sup> September 2022.
- All applications received after the 1<sup>st</sup> September 2022 are assessed against this framework.
- Some of the changes are captured in this table: 

Categories	Dimensions
Research, Scholarship and Innovation	• Qualifications
	• Publication and Profile
	• Research Funding
	• Research Supervision and Management
	• Research Culture
	• Innovation and Impact
Teaching and Learning	• Facilitated Student Learning
	• Curriculum Design, Assessment and Development
	• Scholarship of Teaching and Learning
	• Enhancement of Practice: Personal and Professional Development
Leadership and Contribution	• Administration and Leadership
	• Recruitment and Outreach
	• Building Community
	• Building Support
	• Professional / Clinical Service
	• Public and Professional Engagement





# Faculty Promotions: Statistics 2019 to 2024

Total number of applications approved by the President from 1st September 2019 to 31st August 2024

Number of applications								
	A&H	B	E&A	H&AS	S	SS&L	Totals	
Female	23	7	10	44	24	50	158	Numbers
Male	25	8	39	22	55	30	178	
Total	48	15	49	66	79	80	337	

Successful applications								
	A&H	B	E&A	H&AS	S	SS&L	Totals	
Female	19	7	7	35	19	36	123	Numbers
Male	18	3	24	17	34	20	116	
Total	37	10	31	52	53	56	239	

Female %	83%	100%	70%	80%	79%	74%	78%	% Success Rate
Male %	72%	38%	63%	77%	62%	67%	65%	
Total %	77%	67%	65%	79%	67%	70%	71%	

# Faculty Promotions -

## Infohub System & Faculty Development Workspace



# Faculty Development Workspace



[UCD Home](#) [News and Opinion](#) [Key Dates](#) [Events](#) [UCD Directory](#) [UCD Connect](#) [Governance](#)

Tasks



[Students](#) [Research](#) [Human Resources](#) [Finance](#) [Campus](#) [Systems](#)

[Home](#) / [Human Resources](#)



## Human Resources



**My Details**

Personal Info, Location,  
Leave ★



**My Team  
Dashboard**

Team Dashboard ☆



**Employee Self  
Service**

Link to ESS System for  
eRecruitment, Payslips,  
Pension ☆



**HR Policies**

Link to HR-related policies  
☆



**My Development  
Workspace**

Career development profile  
☆



**Contact HR**

Contact details for central  
HR specialist teams ☆

The Revolution of Work



[\[Promotions and Grading\]](#)

[www.ucd.ie/hr](http://www.ucd.ie/hr)

## Personal Details -

Photo:



Personnel No:

Name:

School / Unit:

College:

Job Title:

Scale:

Tenured:

Email:

To update information on your RMS Researcher profile, click on the Edit link above if available. If any other information is incorrect please contact [HR Helpdesk](#).

Qualifications +

Publications +

Scopus Information +

Research Proposals +

## Development Workspace -

Your Development Workspace is an important resource for your professional and career development. It shows you key metrics relating to your career development and information such as your P4G records. It is important that you ensure that the information contained in your Development Workspace is up to date so do review the information shown and amend/update as necessary as per the individual instructions at the end of individual sections.

Relevant information contained in the Development may form part of any promotion application that you may wish to submit at a future date. Before applying for promotion, candidates should review the information available on the [Faculty Promotions](#) website.

P4G Reviews +

Teaching Profile +

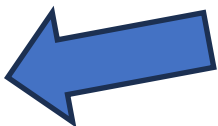
Graduate Research Students +

Career Contributions +

Awards, Prizes & Other Achievements +

Associations +

Promotion Applications -



Publications +

Scopus Information +

Research Proposals +

Research Grants (Awards) & Budgets Managed +

Associations +

Promotion Applications -

**Please note due to an extremely high volume of applications in the InfoHub System, it is currently taking in excess of 9 months to process applications for promotion. All information in relation to the Faculty Promotions System is available on the HR Promotions and Grading website [here](#).**

Shows applications submitted through the online system. Use the **Create Application** button below to initiate a new application - button will only appear if you are not already a full professor and/or there is no application in progress as simultaneous applications are not allowed. Ensure your development workspace information is accurate and up to date before you formally submit your application for promotion. Click on the Application ID to view an application on screen.

[Create Application](#) [Workspace PDF](#)

Application ID	Pathway	Created On	Status	Application
744190	Lecturer/Assistant Professor > Associate Professor	14 Feb 2024	Application Created	PDF

[Click here for further information](#) from the HR website.

Previous Promotions +



# Promotion Application for Mr Conor O'Rourke

Submit to Commentator 1

Please note due to an extremely high volume of applications in the InfoHub System, it is currently taking in excess of 9 months to process applications for promotion. All information in relation to the Faculty Promotions System is available on the HR Promotions and Grading website [here](#).

By submitting this application the candidate is confirming that the evidence provided by the candidate is complete and accurate and that authorisation is being given to the University to verify if necessary, any or all of the statements made on this application

## Application Details

Shows details of promotion application. Candidates can generate a PDF of the application using the icon below - if the application is already submitted to HR, this will be a view of the information at point of submission, otherwise it will be a real-time view of the application. Candidates should use the navigation bar above to move the application to the next point in the process.

<b>Application ID:</b>	744190
<b>Candidate:</b>	Mr Conor O'Rourke
<b>School:</b>	Human Resources (HR)
<b>College:</b>	Vice-President for Staff
<b>Promotion Pathway:</b>	Lecturer/Assistant Professor > Associate Professor
<b>Application Status:</b>	Application Created
<b>Commentator 1:</b>	Tristan Aitken
<b>Commentator 2:</b>	Tristan Aitken
<b>Tenured:</b>	No



Application PDF

## Summary of Promotion Process

Before applying for promotion, candidates should read the following [documentation](#) for further information.

Candidates may submit an application for promotion at any time during the year, following consultation with their Head of School and College Principal. The main steps involved in submitting an application for promotion are:

- (1) Discuss your intentions to apply for promotion with your Head of School
- (2) Review your data in the "Development Workspace"
- (3) Initiate your Promotion Application via the "Development Workspace"
- (4) Student Feedback is automatically exclude, confirm inclusion if you wish
- (5) Complete your Statement of Achievements
- (6) Complete Further Information (if applicable)
- (7) Upload Employment History
- (8) Nominate your External Assessors
- (9) Review your Application PDF
- (10) Share your application with trusted colleagues or your Head of School if required
- (11) Submit your application for review by your Head of School/College Principal\*
- (12) Consider and respond to commentaries provided by your Head of School/College Principal\*
- (13) Submit your application formally to HR Promotions and Grading. At this point of submission, a PDF of your application is saved by the system. This is the application that will be reviewed by the Faculty Promotions Committee.

\* If you are a Head of School or College Principal, applying for promotion, then nominated commentators will be assigned to review your application - see Sections 9 and 10 of the Faculty Promotions Policy. ([provide link here](#))

Once submitted your application will be considered as follows:



## Statement of Achievements

Enter / Update Statement



The checklist below correlates to the dimensions outlined in the [Development Framework for Faculty](#). Candidates are required to complete a response for each dimension. Candidates may save their information and return to complete it at a later stage. The **Info Entered** column indicates which dimensions candidates have begun to complete. Prior to submitting their application, candidates are expected to address all relevant dimensions and are expected to evidence at a minimum satisfactory performance. Candidates are expected to evidence performance against sufficient dimensions to, or greater than, the level required for promotion so that their performance in the round across all dimensions is at the level required.

**Please note that there is currently a high volume of applications for promotion in the system and it is taking several months longer than usual to process applications.**

Achievement Dimensions	Info Entered
<input checked="" type="checkbox"/> Opening Statement	
Details	
Highlight Achievements Since Last Application?	

Please note the character limit for each section is **3974 (with spaces)**

## Statement of Achievements

In accordance with the [Development Framework for Faculty](#), candidates are asked to provide a response to each of the dimensions below as part of an application for promotion. The [Development Framework for Faculty](#) can be used as a guide to completing this section. Candidates may save their information & return to complete it at a later stage by using the **Save** button at the bottom of the page. Prior to submitting their application, candidates are expected to address all relevant dimensions & are expected to evidence at a minimum satisfactory performance. Candidates are expected to evidence performance against sufficient dimensions to, or greater than, the level required for promotion so that their performance in the round across all dimensions is at the level required.

Copying from MS Word

### Opening Statement

This section may be used to demonstrate that, in the round, you are currently working at the level to which you are seeking to be promoted, and that you have the drive and capacity to continue working at this level.

Details



4000 characters left

Highlight Achievements Since Last Application?

4000 characters left

### Research, Scholarship and Innovation Achievements

Publication, Outputs and Profile





## Student Feedback

Student feedback can be viewed from the Teaching Profile section of the [Development Workspace](#).

**By default, student feedback is automatically excluded from promotion applications.**

**Candidates can explicitly include or exclude their student feedback before they submit their application to their first commentator.**

Feedback is currently included [Click to Exclude Feedback](#)

## Supporting Document

To support a promotion application, candidates must submit a document outlining their employment history. A template should be downloaded from [here](#) and completed offline. When ready, click **Upload** to attach the document to the application. This is a mandatory requirement and applications cannot move to the next step until this is completed.

**Note:** Oral Feedback Documents are only related to previously unsuccessful applicants who attended an Oral Feedback meeting.

Requirement	Mandatory	
Employment History	Yes	<a href="#">Upload</a>
Oral Feedback Document	No	<a href="#">Upload</a>

## Nomination of External Assessors

[Add Nomination](#)

Candidates must enter details of three potential external assessors by clicking **Add Nomination** above. Only assessors nominated by the candidate will be visible here. If the add button is not visible - the nominations have already been added or the application has progressed to commentators. The list of External Assessors nominated by the candidate, is reviewed by and added to by commentators. The complete list will be reviewed by the Faculty Promotions Committee and a final list approved. **Note:** Once the external assessor has agreed to act, any further contact with them in relation to this application, must go through the Promotions, Grading and Reward Office only.

External Assessor	Institution	Position	Nominated By	Date Created
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No external assessor nominations for this application yet

[Exclusions](#)

Candidates may enter up to two individuals that they **do not** wish to be considered as external assessors on this application, by clicking the **Exclusions** button above. Individuals appear below.

Individuals to Exclude:



### Further Information

**Enter / Update Information**

Further information can be completed as part of the promotion application. Candidates may save their information and return to complete it at a later stage. The **Info Entered** column indicates which areas candidates have begun to complete.

Area	Info
Research Sabbaticals	
Leave Details	
Google Scholar Profile (URL)	
Google Scholar h-index	
ORCID iD	

### Share This Application

**Share**

Candidates can share their application with a UCD colleague before it is formally submitted for commentary, using the **Share** button above. Colleagues can view applications shared with them via the **Faculty Development & Promotions** menu. Click the checkbox beside a colleague and click the **Unshare** button to disable their view of the application.

Shared With	Shared Date	Unshare
		<input type="checkbox"/>

Application has not been shared.



## Promotion Application for Mr Conor O'Rourke

**Submit to Commentator 1**

Please note due to an extremely high volume of applications in the InfoHub System, it is currently taking in excess of 9 months to process applications for promotion. All information in relation to the Faculty Promotions System is available on the HR Promotions and Grading website [here](#).

By submitting this application the candidate is confirming that the evidence provided by the candidate is complete and accurate and that authorisation is being given to the University to verify if necessary, any or all of the statements made on this application

# Faculty Promotion Infohub System

**Important:** Please check all sections are up to date before submitting your application.

DEVELOPMENT WORKSPACE		Promotion Application	
		Application Details	Verify details contained in this section are correct
Personal Details	Verify details contained in this field are correct	Student Feedback	Student Feedback is pulled from the Banner System and is automatically excluded in a promotion application. It can be explicitly included at the candidate's discretion
Qualifications	Verify details contained in this field are correct	Statement of Achievements	Candidates should complete the dimensions listed in this section. Can highlight what has been done since last application (if applicable)
Publications	Verify details contained in this field are correct. This information is pulled from the RMS system. If information is incorrect the RMS Profile should be updated and will automatically update in the Infohub System	Further Information	Enter details in relation to any Research Sabbaticals or Extenuating Personal Circumstances relevant to the application for promotion
Scopus Information	Verify details contained in this field are correct	Supporting Document	This document should provide details on previous employment history. Download document from the link, complete and upload to the system
Research Proposals	Verify details contained in this field are correct	Nomination of External Assessors	Candidates should enter the details of three External Assessors who they wish to nominate as potential External Assessors for their application for promotion. Candidates may also enter the details of two External Assessors who they do not wish to be selected as potential assessors for their application for promotion.
Research Grants	Verify details contained in this field are correct	Share this Application	Candidates can share applications with a UCD colleague for feedback prior to applying for promotion. Enter UCD Colleague's details in this section. Candidates can also unshare the application. This is not a mandatory field.
Teaching Profile	Verify details contained in this field are correct		
Graduate Research Students	Verify details contained in this field are correct		
Awards, Prizes and Other Achievements	Verify details contained in this field are correct. Candidates can also add any Awards, Prizes and Other Achievements which you feel support an application for promotion.		
Career Contributions	Verify any pre populated details are correct. Candidates can also add any Career Contributions which you feel support an application for promotion		



# Faculty Promotions: Essential Information and Documentation

- Latest versions of all documentation are available here on the Promotions & Grading HR website, including FAQs, information regarding Sample Applications, Mentoring etc.
- Website: [www.ucd.ie/hr/promotionsgrading/facultypromotions/](http://www.ucd.ie/hr/promotionsgrading/facultypromotions/)
- Queries: [promotions@ucd.ie](mailto:promotions@ucd.ie)

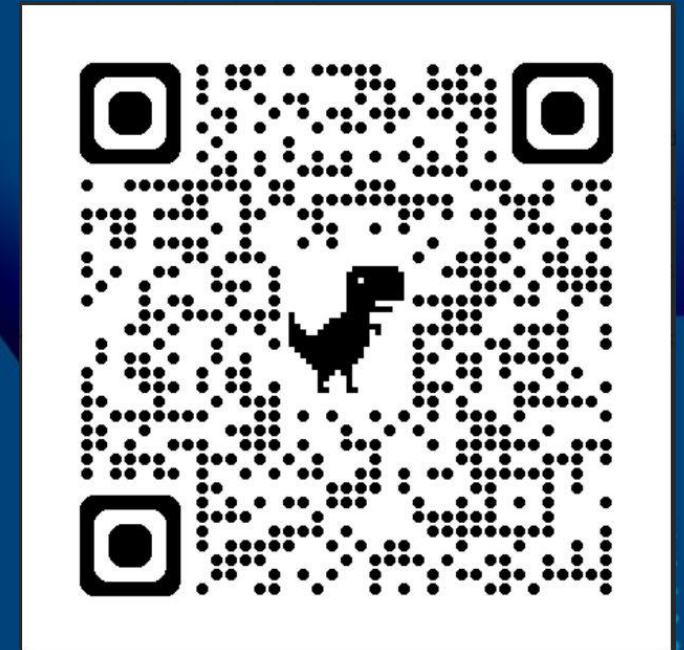
## **Must Read Documents:**

- Faculty Promotion Policy
- Development Framework for Faculty
- Conflict of Interest Guidelines
- Online Faculty Promotions InfoHub System User Guide
- External Assessor Request Sample Letter - Candidate



# Thank You

Go raibh maith agaibh



Employer  
of Choice



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Service



Enhancing  
Performance



Building  
Capability

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