

APPLICATION FORM

PROGRESSION FROM ASSISTANT LECTURER TO LECTURER

**Guidelines to Applicants:**

i) Please refer to the Progression from Assistant Lecturer to Lecturer policy and procedures before completing this application form which is available [here.](http://www.dit.ie/hr/resourcing/resourcing/progression/)

ii) It is recommended that the applicant discusses their application with their manager in advance of submitting the application who will provide appropriate feedback in writing as appropriate;

iii) There is no requirement to meet all of the headings or sub-headings under demonstrated performance, ability, experience, research\* and scholarly activity. The list of headings is not an exhaustive list.

\* Relevant research may be counted but is only a specific criterion for the fast track PhD progression path.

iv) In order to progress, standard applicants **(including those under Special Category B)** should have outputs from the following categories:

* + *any four* of the headings under **Demonstrated Performance, Ability and Experience**, plus
	+ *any one* of the headings under **Research and** **Scholarship**.

v) In order to progress via the fast track PhDprogression paththe applicant should have outputs from the following categories:

* + *any four* of the headings under section 4.3 **Demonstrated Performance, Ability and Experience** plus
	+ *any two* of the headings from section 4.4 **Research and** **Scholarship**.

**Where a heading is divided into sub-headings, fulfillment of any one sub-heading meets the output requirement of that heading.**

vi) It is the intention that the amount of documentation accompanying an application be kept to a minimum, e.g. a reference or link to a publication is sufficient. The applicant should give a statement that explains how the output to which they are referring has advanced their professional development and contributed to TU Dublin (or previously DIT, ITB, ITT). In order for the Progression Panel to determine the date on which an applicant has met the Academic Criteria for Progression, the date on which the outputs were achieved must be included under each output. Suitable evidence for an output may be a supporting statement from the relevant academic manager or third party. See section 2 of policy ie a meeting is to be scheduled with the relevant academic manager to review the first draft of the application.

vii) Applications should be submitted by the applicant to HR on their host campus i.e.

Onboarding@tudublin.ie

1. **Application Track** (Tick as appropriate)

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| --- | --- |
| Assistant Lecturer with a minimum of 5 years’ continuous service in the grade, and having completed one year on the maximum of the scale. Some of the 5 years’ service, may be acquired in another institute or university but the applicant must have a minimum of 2 years’ equivalent service in the DIT/ITB/ITT/TU Dublin and must satisfy itself that the applicant has met the criteria for progression over the 5 year period |  |
| Assistant Lecturer with a PhD and relevant research experience with 3 years’ continuous service |  |

1. **Personal**

|  |  |
| --- | --- |
| Name  |  |
| **School**  |  |
| **Head of School** |  |
| **Faculty Dean** |  |
| **Campus**  |  |
| **Commencement Date** |  |
| **Contact Details** |  |

1. **Qualifications**

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| --- | --- | --- |
|  | **Awarding Institution/Organisation****(Please include copies of qualifications with application)** | **Date** |
| **Academic**  |  |  |
| **Professional Memberships** |  |  |
| **Awards/Fellowships** |  |  |

 **4. Employment History**

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| --- | --- | --- |
| **Position** | **Employer** | **Dates** |
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|  |  |  |

1. **Part-time Service (if any)**

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| --- | --- | --- |
| **Employer** | **Dates/Academic Sessions** | **Approximate Hours per academic session** |
|  |  |  |
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1. **Demonstrated Performance, Ability and Experience** (Tick as appropriate and give statement supporting that output including date on which it was achieved – **maximum 100 words per output**)

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| --- |
| [**Teaching Load**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Quality of Teaching**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Teaching Development**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Innovation in Teaching and Assessment**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Subject/Course Development**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Advising Students**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Supervision of Projects, Assignments, Industrial Placements**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Preparation of Students for Competitions**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Department**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**School**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**TU Dublin (or previously DIT, ITB or ITT)**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Professional Bodies**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Subject**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Industry**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Sports**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Community**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□** [**Engagement**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□** |

1. **Research and Scholarship** (Tick as appropriate and give statement supporting that output including date on which it was achieved – **maximum 100 words per output**)

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| **RESEARCH AND SCHOLARSHIP**[**Publications**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Research Involvement**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□** [**Exhibitions, Performances, Prototypes**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Consultancy/Commissions**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Membership of Editorial Boards**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Supervision of Postgraduate students**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Research Funding**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Patents**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Research Leadership**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□** [**Conferences**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Dissemination of Research and Scholarship**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**External Examining**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**Qualifications (upgraded qualifications since appointment)**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□**[**New module/programme development**](file:///C%3A%5CUsers%5Cconor.mccague%5CDesktop%5CProgression%20from%20AL%20to%20L%20HRP007%20FINAL.pdf) **□** |
| **OTHER ACHIEVEMENTS OR ACTIVITIES (if not captured elsewhere)** |
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**Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**