

FEEDBACK FORM

PROGRESSION FROM ASSISTANT LECTURER TO LECTURER

**Guidelines to Progression Panel / Progression Appeal Panel:**

i) Please refer to the Progression from Assistant Lecturer to Lecturer policy and procedures before completing this Feedback Form.

ii) 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.

iii) 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**.

iv) 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.**

v) 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), the date on which they met the Academic Criteria for Progression and the date on which the outputs were achieved. Suitable evidence for an output may be a supporting statement from the relevant academic manager or third party.

vi) Feedback should be provided against each output identified by the applicant has having been achieved where the Progression Panel / Progression Appeals Panel is of the view that insufficient detail was provided, clarity required etc. The feedback must be sufficient for the applicant and relevant Academic Management to understand and appreciate the Panel’s view of the requirements that would lead to a successful application.

vii) The Feedback Form should be signed and dated by the Chair on behalf of the the Progression Panel / Progression Appeals Panel (as appropriate).

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. **Details of Applicant**

|  |  |
| --- | --- |
| Name  |  |
| **School**  |  |
| **Campus** |  |

**3. Demonstrated Performance, Ability and Experience** (Tick each output as appropriate and give feedback)

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| **Teaching Load □****Quality of Teaching □****Teaching Development □****Innovation in Teaching and Assessment □****Subject/Course Development □****Advising Students □****Supervision of Projects, Assignments, Industrial Placements □****Preparation of Students for Competitions □****Department □****School □****TU Dublin (or previously DIT, ITB or ITT) □****Professional Bodies □****Subject □****Industry □****Sports** **□****Community □** **Engagement □** |

1. **Research and Scholarship** (Tick each output as appropriate and give feedback)

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| --- |
| **RESEARCH AND SCHOLARSHIP****Publications □****Research Involvement □** **Exhibitions, Performances, Prototypes □****Consultancy/Commissions □****Membership of Editorial Boards □****Supervision of Postgraduate students □****Research Funding □****Patents □****Research Leadership □** **Conferences □****Dissemination of Research and Scholarship □****External Examining □****Qualifications (upgraded qualifications since appointment) □****New module/programme development □** |
| **Any further comment** |
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**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Chair**