



Assistant Professor Progression to Above Bar Policy

Introduction

The University is committed to encouraging staff members to develop and progress during their career. It aims to do so by recognising success and rewarding achievement through a series of progression and promotion initiatives. This policy aims to recognise the achievement of attaining a doctorate qualification (or equivalent) by facilitating Assistant Professor postholders to progress from the Lecturer below bar, to above bar grade. In doing so it aims to reward achievement, facilitate advancement and promote retention.

Purpose

The purpose of this policy is to recognise the achievement of staff employed at Assistant Professor (below bar) who attain a doctorate qualification or an equivalent level of achievement in a practitioner-based specialism where such an award may not be the recognised qualification. This recognition of achievement is applied through the progression to the Lecturer above bar grade.

Scope

This policy applies to post holders at Assistant Professor below bar grade.

Policy Statement

The University promotes and supports a working environment that is conducive to the achievement of excellence in all its activities. This policy is intended to reflect the high value the University places on the achievement of staff and their advancement within the University career structure.

The [DCU Academic Development and Promotion Framework](#) outlines expectations for academic career development and progression. It serves as a tool to support both individual career planning and development conversations with Heads of School and/or mentors and should be read in conjunction with this policy.

The University supports the progression of Assistant Professors (below bar to above bar) based on academic qualifications, experience, scholarship and performance.

Principles

The following principles will apply to this policy:

- An application for progression to above bar will be made by the postholder and is subject to approval based on the criteria outlined below. Progression is therefore not an automatic entitlement.

- Normally an interview will not be required as part of the progression process, however in certain instances an interview may be needed. The Director of Human Resources will decide on the requirement for an interview.
- Progression is based on meeting the relevant criteria and is irrespective of post availability.
- Re-application is allowed annually for unsuccessful candidates.

Criteria for Progression

An Assistant Professor (below bar) post holder may apply to be considered for above bar progression without interview subject to the following criteria:

- Evidence of successful attainment of a doctorate in an area of specialism relevant to the post.
- Evidence of successful completion of probation and therefore the completion of at least one years' service.
- Confirmation from the relevant Line Manager of continuing satisfactory performance.

Progression to above bar without a doctorate will only be facilitated in a very limited number of cases following an interview. Such exceptions will be considered in disciplines where a doctorate is not the recognised academic above bar benchmark together with achievements in post. The decision as to whether a doctorate is the recognised Above Bar qualification will be made by the Director of Human Resources in conjunction with the relevant Executive Dean.

Application Procedure

Please refer to Appendix 1 for the application procedure.

Roles & Responsibilities

Employee

- a) Submit an application for progression.
- b) Provide evidence of attainment of a doctorate qualification.
- c) Maintain confidentiality and respect all aspects of the DCU Assistant Professor Progression Policy and associated processes.
- d) Adhere to the advice and guidance provided by their Line Manager/Head of School and Human Resources.

Line Manager / Head of School

- a) In conjunction with HR provide evidence that the employee has successfully passed their probation, (e.g. completed probation forms).
- b) Confirm that the postholder has continuous satisfactory performance and that the employee holds a doctorate qualification.
- c) Work constructively with HR in agreeing progression timelines and actions.
- d) Ensure any budgetary implications are approved by the Finance Department.

Human Resources

- a) Responsible for overseeing the implementation of the Progression Policy and providing advice and guidance on all aspects of the process.
- b) Responsible for ensuring receipt of evidence that the employee has successfully passed their probationary period and holds a doctorate qualification.
- c) Inform the employee that they have met or otherwise the requirements to progress from Assistant Professor below bar to Assistant Professor above bar.
- d) Ensure that unsuccessful employees are notified, and appropriate feedback provided if required.
- e) Maintain confidential records and ensure fair application of the policy.

Related Documentation

This policy should be read in conjunction with the [DCU Academic Development and Promotion Framework](#).


Contact

Please liaise with your [HR Representative](#) on any aspect of this policy or its associated procedures.

Policy Review

This Policy will be reviewed as required and as soon as practicable after there has been a material change in any matter to which this Policy refers.

Version Control

Document Name	Assistant Professor Progression Policy	 <p>DCU Ollscoil Chathair Bhaile Átha Cliath Dublin City University</p>
Unit Owner	Human Resources Department	
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Approved by	Executive	
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Appendix 1 - Assistant Professor Progression to Above Bar Procedure

The procedure for progression from Assistant Professor below bar to Assistant Professor above bar is as follows:

1. Eligible Assistant Professor below bar post holders must submit an application in writing to their Head of School to progress to Assistant Professor above bar.
2. The Head of School approves or declines the application.
3. If approved, the Head of School forwards the application to their relevant HR Representative / Director of Human Resources providing evidence that the employee has successfully passed their probation and holds a doctorate qualification.
4. Successful probation is confirmed through a completed Probationary Assessment Form.
5. An interview will not normally be required as part of the progression process.
6. The Head of School seeks budgetary approval from the Finance Department.
7. Once the required criteria are met, the Director of Human Resources or their nominee approves the employee's progression to Assistant Professor above bar and informs the employee.
8. Progression will be applicable from the date of the doctorate award and after the successful completion of a one-year probationary period.
9. Where progression has not been approved, the Director of Human Resources or nominee will communicate the decision to the employee.

In exceptional circumstances as outlined in Criteria for Progression (above) consideration may be given to applicants without a doctorate degree. In such cases the applicant will need to clearly demonstrate the following:

- Evidence of a doctorate not being the recognised benchmark for above bar progression in their relevant academic discipline.
- Evidence of their relevant School making above bar appointments for this discipline without a doctorate within the last five years.

Such an application will be considered by the Director of Human Resources and the relevant Executive Dean. Should an application be accepted in these circumstances an interview will be required.

End.