

DUBLIN CITY UNIVERSITY

Extraordinary Promotion Scheme for Senior Academic Staff

Application Form

Name & Qualifications

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School

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Current rank and month/year of promotion	
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Checklist

- Relevant sections completed without duplication, incl. declaration
- Final page preceding appendices is page number 20 or less
- Precisely four appendices, completed exactly as required
- Layout, section numbering, fonts, spacing etc. retained
- Three publications as web links (*not* hard copy unless book)
- Electronic copy of application as pdf file (*not* WORD document)
- Contact details for assessors/referees & signed nomination forms

DO NOT EXCEED 20 PAGES EXCLUDING APPENDICES.

See the accompanying instructions. **Do not write much in sections that have less relevance to your own circumstances; short or empty responses to many parts is normal.** Where no order of items is stated, proceed from the most significant/important/demanding ... to less so. Do not change the form except to add lines as indicated, and to delete unused bullet points. Do not delete empty sections or empty entries in tables, or blank spacing lines. Do not change section numbering. Retain font & font size.

0. Curriculum vitae

0.1 Degree level qualifications (highest first). Add lines if needed.

Year of award	Award	Period of study	Awarding institute

0.2 Tick in the very unusual case of no Ph.D. and justify in an accompanying note.

0.3 Employment history in *reverse* chronological order. Add lines if needed.

Month/Year	Organisation	Position

0.4 Periods of sabbatical/maternity/illness/... leave in past 10 years, and other documented periods of special work circumstances short of leave (most recent first). Add lines if needed.

Start date month/year	Duration (months)	Nature of leave etc.

Highlights of Application

Succinctly state the highlights of your case for promotion, most significant first. Use bullet points. Do not exceed half a page in total.

- Bullet Point 1
Short elaborative text here.
- ...

DOMAIN 1: TEACHING AND LEARNING

1.1 Teaching Productivity

1.1.1 State each module you have taught in the past 5 academic years (includes current academic year). Level 1 = 1st year undergraduate, etc. Level 5 = Master's/doctorate level (more than one level possible). Add lines if needed. Module credits = total credits for module.

Module code	Title	Level (1-5)	Module credits

State here any significant overlap of content (50%+) in the above modules.

1.1.2 For each of the past 5 years, state modules taught (up to 6, most demanding first). Group related modules (50%+) into one entry. *Your credits* = module credits X fraction taught by you. Year 0 = this academic year, year -1 = preceding academic year, etc, here and throughout. Leave entries blank for years of leave. Do not insert any explanatory text. For non-DCU modules (e.g. prior to DCU employment) indicate institution and make best guess at assigning credits if necessary.

Year	Module code (or codes)	% taught by you	Your contact hours	Your credits (i)	Approx students (ii)	Student credits (i) X (ii)	Student credits for year
Year 0							
Year -1							

Year -2							
Year -3							
Year -4							

1.1.3 Any additional modules in the last 5 years to which you have made significant contributions. Add lines if needed.

Code	Years	Contribution

1.1.4 Numbers of projects, INTRA students, etc. for which you are *solely or primarily* responsible. "Projects" refers to solo/team student projects worth 15 credits or more.

Year	3rd Year projects	4th Year projects	Taught PG projects	INTRA students	Other (explain below)
Year 0					
Year -1					
Year -2					
Year -3					
Year -4					
Total					

1.2 Teaching Quality

1.2.1 Give a web link, if any, to a personally managed supporting web page for up to 3 of your taught modules. Provide a username/password if needed. Do not refer to any university web page associated with a module (e.g. module description).

Module code	Web link

1.2.2 For the modules in 1.2.1, list any mechanisms used to monitor their quality.

Module code	Evaluation

1.2.3 Give at most 5 bullet points listing objective evidence of teaching quality. You may summarise responses to teaching surveys, but do not cut-and-paste extracts.

- Bullet Point 1
Short elaborative text here.
- ...

1.3 Knowledge Transfer/Dissemination in Teaching

Give bullet points (no more than 5) highlighting examples of knowledge transfer in teaching; see instructions for prompts.

- Bullet Point 1
Short elaborative text here.
- ...

1.4 National and International Recognition of Teaching

Give bullet points (no more than 8) demonstrating any peer or community recognition of teaching and learning.

- Bullet Point 1
Short elaborative text here.
- ...

1.5 Innovation/Creativity in Teaching

1.3.1 Give bullet points (3 or 4, max 8) highlighting innovative techniques used in delivering modules, including assessing, motivating, and giving feedback to students.

- Bullet Point 1
Short elaborative text here.
- ...

1.3.2 Give bullet points (up to 5) briefly describing modules whose design you contributed to creatively. Indicate what modules they replaced, if any.

- Bullet Point 1
Short elaborative text here.
- ...

1.6 Leadership and Responsibility in Teaching

Give bullet points (about 4 or 5, at most 8) showing exercise of leadership and responsibility in teaching and learning.

- Bullet Point 1
Short elaborative text here.
- ...

1.7 Capacity Development & Mentorship in Teaching

Give bullet points (at most 5) showing any contributions to capacity development & mentorship in teaching and learning.

- Bullet Point 1
Short elaborative text here.
- ...

1.8 Social & Economic Impact & Enterprise Awareness in Teaching

Give bullet points (at most 5) showing contributions with a social or economic impact, or that demonstrate any enterprise awareness in teaching and learning.

- Bullet Point 1
Short elaborative text here.
- ...

DOMAIN 2: Research AND Scholarship

2.1 Research Quality & Productivity: Publications

2.1.1 Refereed research papers. Under each heading, insert total number on the left side & number for which you are the sole/lead/corresponding/... author on the right.

Year of publication	Refereed journal papers	Refereed conference papers	<i>Total</i>
0			
-1			
-2			
-3			
-4			
-5			
-6			
-7			
-8			
-9			
<i>Total</i>			

2.1.2 Research oriented books. Under each heading show both total numbers & numbers for which you are the sole/primary author/editor, as above.

Year of publication	Books authored	Book chapters	Books edited	Conf. procs. edited	Total
0 ... -2					
-3 ... -5					
-6 ... -9					
Total					

2.1.3 Other significant publications with a research content. Under each heading show total numbers & numbers for which you are the sole/primary author, as above.

Year of publication	Research reports	Training manuals	Evaluation etc. instruments	Innovative software	Other (explain below)
0					
-1					
-2					
-3					
-4					
-5					
-6					
-7					
-8					
-9					
Total					

2.1.4 Performances, film, broadcasts, creative media, etc.

Year	State number and type for each year	Total
0		
-1		
-2		
-3		
-4		
-5		
-6		
-7		
-8		
-9		

2.1.5 Patents. Add lines if needed.

Year	Patent applications	Patents granted	Invention disclosures	Total
Total				

2.1.6 Number of significant older publications/performances etc. that are described in Appendix 3:

2.2 Research Quality & Productivity: Students

2.2.1 Graduated research students for which you were the sole/principal supervisor (S), or equal joint supervisor (EJ), most recent first. *Add lines if needed.*

Year graduated	S/EJ	Name	Degree

2.2.2 Current research students for which you are the sole or principal supervisor. *Do not write in shaded cells, here and below.*

Year of student	Full-time doctoral	Part-time doctoral	Full-time masters	Part-time masters
1				
2				
3				
4				
5				
6				
Total				

2.2.3 Long-term research students (not included above) solely supervised by you.

PhD submitted	PhD to submit	Masters submitted	Masters to submit

2.2.4 Current research students for which you are the equal joint supervisor.

Year of student	Full-time doctoral	Part-time doctoral	Full-time masters	Part-time masters
1				
2				
3				
4				
5				
6				
Total				

2.2.5 Long-term research students (not included above) jointly supervised by you.

PhD submitted	PhD to submit	Masters submitted	Masters to submit

2.3 Research Quality & Productivity: Funding

2.3.1 External research funding (i.e. other than from university) where you are the sole principal investigator, most recent first. *Add lines if needed.*

Short project title	Source & grant ref. no.	Period	€
<i>Total</i>			

Associate short titles with full project titles here.

2.3.2 External research funding where you are a co-investigator, most recent first. *Add lines if needed.*

Short project title	Source & grant ref. no.	Period	To university €	% to you	To you €
<i>Total</i>					

Associate short titles with full project titles here.

2.3.3 Internal research funding, most recent first. *Add lines if needed.*

Purpose	Funding source	Period	€
<i>Total</i>			

2.3.4 Funding awards to research students, visiting researchers, etc. where the application was actively promoted by you, and where the application included your name as sole supervisor/host. Exclude awards listed elsewhere. *Add lines if needed.*

Person & Purpose	Source	Period	€

		<i>Total</i>	

2.3.5 Total research funding (sum of totals in 2.3.1 to 2.3.4)

€

2.3.6 Research funding applications in past three years (up to deadline for this application) where result is pending (p) or was unsuccessful (u). Add lines if needed.

Date (m/y)	Short project title	Source	Principal investigator? (y/n)	Result (p/u)	Value to you €

Associate short titles with full project titles here.

2.4 Research Quality & Productivity: Collaborations

List significant research collaborations in academia and industry, recent first. Include dates, names of principal collaborators (not all names needed), affiliations (school/unit if DCU), and a brief description. Do not exceed 20 lines of text.

- Collaboration heading
Brief details

- ...

2.5 Research Quality & Productivity: Impact

2.5.1. List up to 5 of the most important journals/conferences in which your refereed work appears, most important first. Journal/conference rating can be impact factor, paper acceptance rate, peer assessment, etc., or a combination.

Journal or conference	Year/s of your publ.	Journal/conference rating

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2.5.2 Choose 3 publications for review. Supply web links (with username/password if needed) or hard copy in the case of a book. If multiply authored, state the principal author and your contribution. Provide any independent evidence of quality, and citation analysis if available. Briefly explain your choices. A half to 1 page in total. Do *not* supply hard copies of papers.

1. Complete reference.
Web link (username/password if needed). Omit for book.
Details.
2. Complete reference.
Web link (username/password if needed). Omit for book.
Details.
3. Complete reference.
Web link (username/password if needed). Omit for book.
Details.

2.5.3 List awards for research excellence, including awards to research students under your supervision. Do not overlap with 2.7. Add lines if needed.

Award	Year	Details

2.5.4 Give a brief citation analysis of your publications to the extent available, e.g. h-index.

2.6 Knowledge Transfer/Dissemination in Research

Give bullet points (at most 5) highlighting examples of knowledge transfer/dissemination of research & scholarship. Most significant first. See instructions for prompts.

- Bullet Point 1
Short elaborative text here.
- ...

2.7 National and International Recognition of Research

Give bullet points (at most 5) showing any peer or community recognition for your research, other than in 2.5.3. See instructions for prompts. Most significant first.

- Bullet Point 1
Short elaborative text here.
- ...

2.8 Innovation/Creativity in Research

Give bullet points (up to 8) highlighting innovation and creativity in your research. See instructions for prompts.

- Bullet Point 1
Short elaborative text here.
- ...

2.9 Leadership and responsibility in Research

Give bullet points (at most 5) showing exercise of leadership and responsibility in research, not listed elsewhere. Most significant first.

- Bullet Point 1
Short elaborative text here.
- ...

2.10 Capacity Development & Mentorship

Give bullet points (at most 5) showing any contributions to capacity development & mentorship in research. See instructions for prompts. Most significant first.

- Bullet Point 1
Short elaborative text here.
- ...

2.11 Social & Economic Impact & Enterprise Awareness in Research

Give bullet points (at most 5) showing research-oriented contributions with a social or economic impact, or that demonstrate enterprise awareness. See instructions for prompts. Most significant first.

- Bullet Point 1
Short elaborative text here.
- ...

DOMAIN 3: Service TO University & Society

In this section confine your responses to aspects of service not already mentioned in the teaching and research domains. *Do not repeat. Be as brief as possible.*

3.1 Innovation/Creativity in University & Society

Give bullet points (up to 8) highlighting innovation and creativity in support of your school/faculty, the university, your profession, and society.

- Bullet Point 1
Short elaborative text here.
- ...

3.2 Leadership and responsibility in University & Society

Give bullet points (at most 8) showing exercise of leadership and responsibility in the service of your school/faculty, the university, your discipline, and society at large. See instructions for prompts. Most significant first.

- Bullet Point 1
Short elaborative text here.
- ...

3.3 Capacity Development & Mentorship in University & Society

Give bullet points (at most 5) showing contributions to capacity development & mentorship. See instructions for prompts. Most significant first.

- Bullet Point 1
Short elaborative text here.
- ...

3.4 Social & economic Impact & Enterprise Awareness in University & Society

Give bullet points (at most 5) showing contributions in the service of the university and society that have a social or economic impact, or that demonstrate enterprise awareness. See instructions for prompts. Most significant first.

- Bullet Point 1
Short elaborative text here.
- ...

DECLARATION

I hereby certify that all statements given by me as part of this application are true and correct, and that I have not omitted any fact material to my application. I accept that any misstatement or canvassing will result in disqualification.

Signature:

Date

Submit

- one signed copy (with appendices), plus any books chosen as published work
- six additional copies (double-sided), and
- one electronic copy as a pdf file (*not* a WORD file and not including Assessor Nomination Forms).

to *The Director of Human Resources, Human Resources Department, DCU*, marked *Confidential, Addressee only, Extraordinary promotion application*; the electronic copy is sent to hr.epapplication@dcu.ie.

Appendix 1

Publications/Patents/Performances underlying Tables of Section 2.1

References may be in any recognised style; do not highlight any author or re-arrange author list. Provide only the references underlying the counts in tables 2.1.1 to 2.1.5, incl. Do not add any commentary. In each section, order chronologically in reverse. Retain section headings, and do not insert additional ones.

A.1.1.A Refereed journal papers.

Indicate in any way (e.g. with *) those items for which you are the sole/lead/corresponding/... author. Check that (i) the number of entries and (ii) the number *'d entries agrees with the corresponding counts in the table of 2.1.1. Take care not to include journal papers that are not refereed.

A.1.1.B Refereed conference papers.

Indicate in any way (e.g. with *) those items for which you are the sole/lead/corresponding/... author. Check that (i) the number of entries and (ii) the number *'d entries agrees with the corresponding counts in the table of 2.1.1. Take care not to include papers in conferences/seminars/etc. that are not refereed.

A.1.2.A Research oriented books authored.

Indicate in any way (e.g. with *) those items for which you are the sole/primary author. Check that (i) the number of entries and (ii) the number *'d entries agrees with the corresponding counts in the table of 2.1.2.

A.1.2.B Research oriented book chapters.

Indicate in any way (e.g. with *) those items for which you are the sole/primary author. Check that (i) the number of entries and (ii) the number *'d entries agrees with the corresponding counts in the table of 2.1.2.

A.1.2.C Research oriented books edited.

Indicate in any way (e.g. with *) those items for which you are the sole/primary editor. Check that (i) the number of entries and (ii) the number *'d entries agrees with the corresponding counts in the table of 2.1.2.

A.1.3 Other research publications.

Indicate the type of each entry according to the table of 2.1.3. Check that the number of entries of each type agrees with the counts in the table of 2.1.3.

A.1.4 Details of performances, film, etc.

The number of entries in this section should equal the total in the table of 2.1.4.

A.1.5 Details of patents

The number of entries in this section should equal the total in the table of 2.1.5.

Appendix 2

Older Publications/Performances etc.

You may optionally provide details of important publications/performances etc. that precede the years covered in Appendix 1. Do not be exhaustive, but rather select only the more important items. Follow the guidelines of Appendix 1 regarding content. This appendix may be left blank. Enter the number of items in 2.1.6.

Appendix 3

Head of School information

Nominate the current or preceding Head of School who will be asked to provide a reference; the preceding head can only be nominated if he/she left office no more than six months before the closing date of this promotion application process.

Name of head	Current/Preceding?

Appendix 4

Assessors & Referees

[Complete as a separate hard copy page and do not include in the electronic copy of application submitted to HR]

Name and contact details of two **assessors**:

Name	
Position	
Institution	
Postal address	
e-mail	
Telephone	

Name	
Position	
Institution	
Postal address	
e-mail	
Telephone	

Name and contact details of two **referees**:

Name	
Position	
Institution	
Postal address	
e-mail	
Telephone	

Name	
Position	
Institution	
Postal address	
e-mail	
Telephone	

You are advised to contact your nominated assessors and referees in advance to ensure they are willing to write assessments/references.

Assessor Nomination Form

[Complete as a separate hard copy page and do not include in the electronic copy of application submitted to HR]

Name of candidate:

Proposed assessor:

Answer Y (yes) or N (no) to each of the following:

(a)	Is the proposed assessor an appropriate expert?	
(b)	Has the candidate personal knowledge of the assessor?	
(c)	Is the candidate's acquaintance with the assessor solely professional?	
(d)	Have the candidate & assessor been simultaneously employed by DCU?	
(e)	Have the candidate & assessor been simultaneously employed elsewhere?	
(f)	Has the assessor been a postgraduate/postdoctoral supervisor of the candidate (or vice versa)?	
(g)	Have the candidate & assessor engaged in research collaboration?	
(h)	Have the candidate & assessor worked together in any other capacity?	

If the answer to (d) or (e) is Y give employer and employment dates.

If the answer (g) or (h) is Y give dates and outline nature of collaboration

If the suitability of the assessor is not evident from his/her post and rank (e.g. if the assessor is in industry or an independent research institute) write a brief statement of his/her suitability, including current post, responsibilities, and career history.

Signature of candidate:

Assessor Nomination Form

[Complete as a separate hard copy page and do not include in the electronic copy of application submitted to HR]

Name of candidate:

Proposed assessor:

Answer Y (yes) or N (no) to each of the following:

(a)	Is the proposed assessor an appropriate expert?	
(b)	Has the candidate personal knowledge of the assessor?	
(c)	Is the candidate's acquaintance with the assessor solely professional?	
(d)	Have the candidate & assessor been simultaneously employed by DCU?	
(e)	Have the candidate & assessor been simultaneously employed elsewhere?	
(f)	Has the assessor been a postgraduate/postdoctoral supervisor of the candidate (or vice versa)?	
(g)	Have the candidate & assessor engaged in research collaboration?	
(h)	Have the candidate & assessor worked together in any other capacity?	

If the answer to (d) or (e) is Y give employer and employment dates.

If the answer (g) or (h) is Y give dates and outline nature of collaboration

If the suitability of the assessor is not evident from his/her post and rank (e.g. if the assessor is in industry or an independent research institute) write a brief statement of his/her suitability, including current post, responsibilities, and career history.

Signature of candidate: