

Policy for Targeted Promotion to Associate Professor Grade

DCU has a well established promotions process whereby academic staff at Assistant Professor grade may apply for promotion to Associate Professor grade. The process involves university-wide competition for a number of Associate Professor promotional posts offered by the university. The Faculties initially assess and rank Faculty applicants based on a comprehensive set of published criteria, the ranking process also establishing whether or not the applicant has achieved the minimum set thresholds to warrant further consideration for promotion. The Academic Promotions Committee (APC), taking into consideration the Faculty outcomes, determines the overall university ranking and recommends the appropriate number of highest-ranked applicants for promotion.

Occasionally a situation arises whereby consideration needs to be given to promotion from Assistant Professor to Associate Professor grade for strategic reasons that may not be compatible with the normal competitive process. Such situations include, for example:

- a. where a School (or in the case of DCU Business School, an Academic Group) has a low senior:junior staff ratio
- b. where an academic member of staff at Assistant Professor grade has been seconded to a non-academic post of university-wide strategic importance, involving increased responsibility, or
- c. other unique situations that may arise and are not covered by normal competitive mechanism and need consideration from time to time.

The policy regarding promotion under these three headings is set out below. **With the exception of case (c) (ii) below**, in order to be eligible to apply under any of these headings it is a condition that a candidate has been deemed to have achieved, the minimum benchmark for promotion through the competition process to Associate Professor in the most recent completed round of the university-wide Assistant Professor to Associate Professor promotion competition

<https://www.dcu.ie/hr/promotionassociateprofessor.shtml>.

(a) Low senior:junior ratio in a School:

Where a Dean considers that a School (or in the case of the DCU Business School, an Academic Group) is disadvantaged by having a low senior:junior staff ratio, and where other considerations do not warrant the establishment of an additional Associate Professor post to be filled by open competition, a case may be made to Executive, by the Dean, to permit an internal competition for promotion to Associate Professor in that School. If granted, candidates would re-submit their applications on the form in use for the normal university-wide competitive process and, if making a recommendation for consideration for appointment at Associate Professor level, an interview board will be convened by the Dean. The interview board would include Deputy President, the Dean, the Head of School, the Director of Human Resources and one external discipline expert.

(b) **Secondment situations:**

In a situation where an academic at Assistant Professor grade has been seconded to a non-academic post and seeks promotion, as indicated above he/she should in the first instance pursue the normal competitive process for promotion to Associate Professor.

In order to be eligible to apply it is a condition that a candidate has been deemed to have achieved, the minimum benchmark for promotion through the competition process to Associate Professor *in any of the three preceding rounds*.

However if, having reached a level of achievement at least equal to the threshold set within the competitive promotion process, and where a significant (minimum 5 years) overall commitment to the secondment has been agreed with the university, this may mean that demands of the secondment post are such as to make it improbable that the member of staff can remain sufficiently competitive to succeed via the normal competitive academic process. This should be discussed with the Director of Human Resources in the first instance. A review process may then be implemented. Applicants can be advised to re-submit an updated application together with a two page letter outlining their case and how their application meets strategic criteria under this scheme. The application is submitted to the APC by the appropriate Senior Manager or Dean. APC will then gather references from the Dean and/or Senior Manager. Provided the evidence submitted by an applicant satisfies the requirements of the APC, the APC will recommend that the applicant proceed to the interview stage. This will involve an assessment by an interview board of the overall achievements and contributions of the candidate to the university and whether taken together they warrant promotion to Associate Professor grade. The interview board would include the Deputy President, a Senior Officer or Dean, the Director of Human Resources and two external experts.

(c) **Other situations:**

(i) Where a Dean considers a unique situation has arisen and, for strategic purposes, wishes to consider a member of staff for promotion to Associate Professor the following procedure will apply. Applicants are advised by the Dean to re-submit an updated application, outlining the particular details of their case for promotion. The application is submitted to the APC by the Dean. APC will then gather references from the Dean. Provided the evidence submitted by an applicant satisfies the requirements of the APC, the APC will recommend that the applicant proceed to the interview stage. The interview board would include the Deputy President, a Senior Officer or Dean, the Director of Human Resources and two external experts.

(ii) Where the President – in consultation with the Deputy President (as Chair of the APC), the relevant Executive Dean, the HR Director, the Vice President for Research and Innovation and/or the Vice President for Academic Affairs / Registrar – considers that a unique situation has arisen and, for strategic purposes, wishes to consider a member of staff for promotion to Associate Professor, the following procedure will apply. Applicants will be advised by the relevant Executive Dean of Faculty that an application should be made to the Director of Human Resources. A formally constituted selection board will then be organised for a single interview, in accordance with university recruitment and selection board criteria applicable to the level of Associate Professor.