DUBLIN CITY UNIVERSITY

**APPLICATION FOR PROMOTION TO THE GRADE OF
PROFESSOR AND FULL PROFESSOR**

In completing this application form, applicants should strictly observe the instructions outlined in Section IV in the - Instructions for Application for Promotion from (a) Associate Professor to Professor and (b) Professor to Full Professor

- **YOU <u>ARE ADVISED NOT TO REPLICATE INFORMATION ACROSS THE FOUR HEADINGS</u>**

- **IF REPLICATION IS NECESSARY, PLEASE HIGHLIGHT IT**
- **PLEASE COMPLETE EACH SECTION OR INSERT:**

  "NOTHING TO INCLUDE"

- **DO NOT EXCEED 20 PAGES EXCLUDING APPENDICES. No additional material or additional appendices other than those specifically requested can be submitted with your application.**

- Do not write much in sections that have less relevance to your own circumstances; having 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 expand the boxes as necessary

- Do not delete empty sections or empty entries in tables.

- Do not change section numbering. Retain font & font size.

Name: _____

School: _____

Checklist for Applicants: Please ensure that**:**

- You have consulted the *DCU Academic and Development Framework Document*
- Relevant sections completed, without duplication
- Final page preceding appendices is page number 20 or less
- Layout, section number, fonts etc. retained
- Declaration signed
- Three pieces of published work, attached as PDF documents (attached as an appendix). First and last page numbers included for each.
- Electronic copy of application as PDF file
- Your Head of School details are completed
- Your external referee details are completed

PFP2019

- ## CURRICULUM VITAE

PERSONAL DETAILS	
Name:	**School:**
Qualifications:	**Present Post:**
Professional Body Memberships:	**Date of Appointment to Present Post:**

EMPLOYMENT HISTORY (LIMITED AS INDICATED)			
No.	**ORGANISATION**	**POSITION**	**DATES**
1.			
2.			
3.			

ACADEMIC RECORD				
PROG. TITLE	**LEVEL**	**AWARD**	**AWARDING BODY**	**DATE**

PFP2019

Associate Professor to Professor and Professor to Full Professor Application Form

1. HIGHLIGHTS OF APPLICATION

Succinctly state the highlights of your case for promotion, most significant first. (not more than 500 words)

2. LEADERSHIP

Demonstrate how you have shown effective leadership in your career to date and outline how you see your future in this regard. (not more than 500 words)

3. RESEARCH AND SCHOLARSHIP

3.1 Research Agenda.
This should be a succinct statement of your research agenda, of not more than one page, outlining the objectives of your research and how you see it developing in the future.

3.2 Publications (Publications/outputs should be included as an appendix)
This list should be generated from your Research Engine profile. The following publication sections (where relevant) should be included**:**

(a)   Books
(b)   Book Chapters
(c)   Edited Books
(d)   Conference Publications
(e)   Peer reviewed journal publications
(f)   Other journal publications
(g)   Published Reports
(h)   Creative Outputs (peer reviewed/externally validated)
(i)   Other

Each section should be appropriate titled, ordered by date (most recent first),and should include full bibliographic details.

3.3 Research Impact

Provide appropriate metrics to demonstrate Research Impact to include H-index from Google Scholar and Scopus and Field-weighted Citation Impact (FWCI).

3.4 Research Quality and Productivity: Funding

3.4.1 Funding awards to research students, visiting researchers, etc. where the application was actively promoted by you, and which included your name as sole or joint principal supervisor/host. Exclude awards listed elsewhere.

3.4.2 External research funding where you are the sole principal investigator, most recent first.

Please take responsibility that the information included is accurate. Please be explicit about the percentage of funding that came to DCU. Please quantity the subsequent amount that came to DCU and the amount that came to you.

Explain all acronyms here.

3.4.3 Explain all acronyms here. External research funding (i.e. other than from university) where you are a co-investigator, most recent first.

3.4.4 Internal Research funding, most recent first.

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

Explain all acronyms here.

3.4.6 List awards for research excellence, including awards to research students under your supervision.

3.5   Publications for Review

3.5.1   Three publications (Please provide citation analysis for your nominated publications where available and/or other independent evidence of quality).

3.5.2   Commentary (Please provide a brief commentary on why you have selected these particular contributions in support of your application and your role in them).

3.6 Additional Research Activities:

3.6.1   Graduated research students for which you were the sole or joint principal supervisor, most recent first.

3.6.2   Current registered research students for which you are the sole or joint principal supervisor.

3.6.3   Current registered research students for which you are the secondary supervisor.

3.7 Research Collaboration
List significant research collaborations in academia and industry, most recent first. Include dates, names of principal collaborators (not all names needed), affiliations (school/unit if DCU), and a brief description of the nature of the collaboration and any output or impact.

4. TEACHING AND LEARNING (T&L)

You may expand on the sections as you deem appropriate.

Please provide full information for the **past 5 years** under the following headings;

4.1 Excellence in T&L

    4.1.1   Philosophy of Teaching Statement (Please state your own personal philosophy of teaching and on what it is based)

    4.1.2   Teaching and Assessment Approaches (Please describe the approaches you take in your teaching. Give examples indicating why you use them and how you know they are suitable to your discipline area and how you know they are successful)

    4.1.3   Supporting Evidence (Please provide evidence or evaluation that demonstrates the quality and effectiveness of your teaching)

4.2 Scholarship in relation to T&L (evidence of wider dissemination such as conference papers, publications, textbooks).

4.3 External T&L activities (external examining, attending/presenting external courses, membership of external bodies, etc).

4.4 Innovation in Teaching and Learning and Assessment

4.5 Funding secured to support and develop Teaching and Learning

4.6 Any other relevant activities or awards

PFP2019

5. SERVICE AND CONTRIBUTION TO UNIVERSITY AND SOCIETY/ ENGAGEMENT (Describe the particular contributions you have made to your School and Faculty and to the wider University community under the following headings):

5.1 Service

5.2 Promoting Growth & Innovation

5.3 Delivering on aspects of the University Strategic Plan not covered in other sections

5.4 External Engagement

5.5 Capacity Development and Mentorship

ESSENTIAL DECLARATION (to be included as part of the application)

I hereby certify that all statements given by me as part of this application are true and correct without omission and I accept that any misstatement or canvassing will result in disqualification.

Signature: _____ Date: _____

Submit

- One signed electronic copy of the application (including appendices) as a pdf file to hr.applications@dcu.ie
- Please submit books chosen as published work directly to *The Director of Human Resources, Human Resources Department, Dublin City University*, marked *Confidential, Addressee only, Professor/Full Professor application*

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?

REFEREE

Please list one person (external to DCU) from whom the University may request a reference; the external referee should be an eminent academic or professional expert in your field, who should be able to comment in detail on your career.

The University will assume permission to contact the referee.

Name	
Position	
Institution	
Postal address	
e-mail	
Telephone	