

Appendix 1

Procedures for Targeted Promotion to Associate Professor

The following outlines the procedures to be followed in situations whereby promotion to Associate Professor has been approved by the University Executive for one of the following reasons: senior:junior ratio, secondment reasons and other strategic reasons.

(a) Senior : Junior Ratio

- Where an Executive 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 they will submit a proposal to the University Executive (via the Director of Human Resources) to promote the next ranked candidate on the relevant Faculty FRP list from the most recent round of the University-wide promotions competition for approval.
- Subject to the approval of Executive, the promotion can be progressed without the requirement for an interview.
- HR will process and implement the promotion in line with the normal appointment procedures.

(b) Secondments

- Where an Executive Dean considers that a seconded staff member has met the criteria outlined in the policy, they can make a case for promotion to Associate Professor via the Director of Human Resources to the University Executive.
- Subject to the agreement of Executive, the applicant can proceed to the interview stage.
- The candidate will be advised to re-submit an updated application together with a two-page letter outlining their case for promotion to Associate Professor and how their application meets strategic criteria under the secondment situation.

- The application will then be processed in line with the normal recruitment and selection procedures.
- The Human Resources Department will gather references from the Dean and/or Senior Manager, but only where they are not available from the most recent round of the university wide promotion to Associate Professor competition.
- An interview board will include the Deputy President (as Chair of the APC), a Senior Officer or Dean, the Director of Human Resources and two external experts.
- The interview board will consider the overall achievements and contributions of the candidate to the university and whether taken together they warrant promotion to Associate Professor grade.
- The normal recruitment, selection and appointment procedures as they relate to the candidate's success or otherwise at interview will follow.

(ci) (cii) Other Strategic Reasons

- Where the President or a Dean considers a unique situation has arisen and, for strategic purposes, wishes to consider an academic employee for promotion to Associate Professor, they can make a case (via the Director of Human Resources) to the University Executive
- Subject to the agreement of Executive,
 - the promotion can be progressed without a requirement for interview where the applicant is the next ranked candidate on the FRP list from the most recent round of the competition to Associate Professor **OR**
 - the applicant can proceed to the interview stage if they are not the next ranked candidate on the most recent FRP listing.
- Where the promotion can be progressed without an interview, the normal appointment procedures as they relate to promotions should apply.
- Where the applicant can proceed to an interview stage, the following procedures apply:
 - The candidate will be advised to re-submit an updated application together with a two-page letter outlining their case for promotion to Associate Professor and how their application meets strategic criteria under this policy.
 - The application will then be processed in line with the normal recruitment and selection procedures.

- The Human Resources Department will gather references from the Dean and/or Senior Manager, but only where they are not available from the most recent round of the university wide promotion to Associate Professor competition.
- An interview board will include the Deputy President (as Chair of the APC), a Senior Officer or Dean, the Director of Human Resources and two external experts.
- The interview board will consider the overall achievements and contributions of the candidate to determine whether the candidate warrant's promotion to Associate Professor. Their considerations should include the rationale in the submission to Executive eg. whether it is on the grounds of strategic leadership and/or strategic research and/or retention of strategically important female talent (in Schools where these numbers are low).
- The normal recruitment, selection and appointment procedures as they relate to the candidate's success or otherwise at interview will follow.

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