

Promotion to Associate Professor 2024

External Reference

The Human Resources Department will contact external referees, as per the indicative timeline, available at <https://www.dcu.ie/hr/promotion-associate-professor>

External referees are not provided with an electronic copy of an application by the Human Resources Department; however, the applicant may choose to share their application directly with their external referee. It is the applicants' responsibility to ensure that their external referee is available to provide a reference by the stipulated deadline. **Late external references shall not normally be pursued by HR.**

Appeals Procedure

In relation to the outcome of the application, there is an appeals procedure outlined within the Promotion to Associate Professor Policy Guidelines. This states that "any applicant shall be entitled to make an appeal to the President, but **only in respect of an alleged irregularity in procedure**. An appeal must be made within 10 working days of the applicant being notified of the outcome of the application."

Please refer to the Policy document and information available at: <https://www.dcu.ie/hr/promotion-associate-professor> for more information.

How to share Loop pages with members of the DCU Faculty Review Panel and Academic Promotions Committee

An account has been set up for each Faculty, with a separate username (listed below) for each Faculty account, should an applicant wish to share their Loop Page with members of the DCU Faculty Review Panel and Academic Promotions Committee.

In order to do so, please follow these steps:-

1. On your Loop page, select **Participants** from the page top menu.
2. Select the **Enrol Users** button.
3. Enter the name or email address of the relevant faculty account below in the *Select users* search box in the drop-down menu and when it appears, select it.
4. Choose the role of *Non-editing teacher* to assign to this role.
5. Select the **Enrol selected users and cohorts** button.

The page will then be available to view for members of the Faculty Review Panel and Academic Promotions Committee.

Please only use the username for the account that applies to your relevant Faculty:

Faculty	Loop account username	Loop account email address
DCU Business School	dcubs_dcu	dcubs_dcu@example.com
Faculty of Engineering and Computing	fec_dcu	fec_dcu@example.com
Faculty of Humanities and Social Sciences	fhss_dcu	fhss_dcu@example.com
Faculty of Science and Health	fsh_dcu	fsh_dcu@example.com
Institute of Education	ioe_dcu	ioe_dcu@example.com

If you need assistance with enrolling one of these accounts to your Loop page, please log a Service Request at www.dcu.ie/iss

How to reference archived Loop pages within the application form, for example, where a staff member taught courses in St. Patrick's College that are not on the current teaching programme in DCU:

Please go to Loop and at the top of the page click on "archived sites" then click on the year that you are looking for. Find the course that you want to share and then add the external assessor as you have been instructed for the current Loop courses.

If you have any queries in relation to the above, please do not hesitate to contact the Teaching Enhancement Unit at teaching.enhancement@dcu.ie.

Submission of Applications

One signed electronic copy of the application (including appendices) as a pdf file to hr.apapplications@dcu.ie

In lieu of the submission of hard copy books, applicants can include links to the publisher's catalogue/website.

Please note that all of the above information must also be submitted and received by the specified application deadline.

Deadline:

Applications must be submitted to the Human Resources Department **by 4pm on Monday 22 April 2024. Late applications will not be accepted under any circumstances**

If you need any support in relation to saving as pdf, please contact <https://www.dcu.ie/iss> and log a ticket.