

DUBLIN CITY UNIVERSITY
Promotion to the grade of Associate Professor 2024
Application Form

Name & Qualifications

School

Please note that should you tamper with, or edit in any way, any of the sections in blue, your application will be ineligible for consideration for the competition.

Checklist – to be completed by the applicant

- Relevant sections completed, without duplication
- Final page preceding appendices is page number 20 or less
- Layout, section numbering, fonts etc. retained
- Declaration signed
- 5 pieces of published work, each as web link or supplied book
- Electronic copy of application as pdf file
- Contact details for one external referee

DO NOT EXCEED 20 PAGES EXCLUDING APPENDICES.

No additional material or additional appendices other than those specifically requested can be submitted with your application.

See the accompanying instructions. **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 add lines as indicated, to add rows to tables as required or to delete unused bullet points or page breaks. Do not delete empty sections or empty entries in tables. 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 exceptional case of no Ph.D./Professional Doctorate and provide a detailed justification why at this stage of your career a Ph.D./Professional Doctorate has not been completed and outline a plan for completion of same. This should be provided in an appendix.

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

Month/Year	Organisation	Position

0.4 Periods of parental/maternity/certified 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.

0.5 Periods of sabbatical leave in past 10 years (for an intensive programme of research and/or study, in order to complete a research project or in order to initiate new research or to experience practice elsewhere in education, research, industry or teaching). 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 (typically about 5, at most 8). 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 years (includes current academic year). 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* allows for % taught by you. Year 0 denotes this academic year, year -1 denotes preceding academic year, etc, here and throughout.

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/placement students, etc. for which you are solely or primarily responsible. If you were part of a supervisory team, divide number of students by your contribution. "Projects" refers to solo/team student projects worth 15 credits or more.

Year	3rd Year projects	4th Year projects	Taught PG (Cert, Dip, Masters) projects	INTRA/ placement students	Other (explain below)
Year 0					
Year -1					
Year -2					
Year -3					
Year -4					
Total					

Note – Supervision of dissertations on a taught programme should be included in Section 1.1.4

1.2 Teaching Quality

1.2.1 Give the web link, if any, to the supporting web page for up to 3 modules you teach or recently taught. Provide a guest username/password if needed.

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.

- Bullet Point 1

Short elaborative text here.

- ...

1.3 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.
- ...

1.4 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.
- ...

1.5 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.
- ...

1.6 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 and book chapters. 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	Book chapters	Total
0			
-1			
-2			
-3			
-4			
-5			
-6			
-7			
-8			
-9			
Total			

2.1.2 Refereed conference contributions. 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	Published papers and refereed proceedings	Written papers with refereed abstract	Oral presentations with refereed abstract	Poster presentations with refereed abstract	Total
0					
-1					
-2					
-3					
-4					
-5					
-6					

-7					
-8					
-9					
Total					

2.1.3 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	Books edited	Editor of conference proceedings	Total
0 ... -2				
-3 ... -5				
-6 ... -9				
Total				

2.1.4 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					

2.1.5 Performances, film, broadcasts, creative media, other creative outputs.

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

2.1.6 Patents. Add lines if needed.

Year	Patent applications	Patents granted	Invention disclosures	Total

Total				
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2.2 Research Quality & Productivity: Students

2.2.1 Graduated Ph.D / Professional Doctorate or Research Masters 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 which 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 Choose 5 outputs 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 impact. Briefly explain your choices. A half to 1 page in total.

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.
4. Complete reference.
Web link (username/password if needed). Omit for book.
Details.
5. Complete reference.
Web link (username/password if needed). Omit for book.
Details.

2.5.2 List awards for research excellence, including awards to research students under your supervision. Do not overlap with 2.8. Add lines if needed.

Award	Year	Details

2.6 Innovation/Creativity in Research

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

- Bullet Point 1 here
Elaborative sentence here
- ...

2.7 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.
- ...

2.8 National and International Recognition of Research

Give bullet points (at most 5) showing any peer or community recognition for your research, other than in 2.5.2 See instructions for prompts. Most significant first.

- 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 or Economic Impact or 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 and Contribution 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 Leadership and responsibility in University & Society

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

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

3.2 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.
- ...

3.3 Social or economic Impact or 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 electronic copy of the application (including appendices) as a pdf file to hr.apapplications@dcu.ie

Please submit books chosen as published work directly to *The Director of Human Resources, Human Resources Department, DCU, marked Confidential, Addressee only, Associate Professor application*. Please note that books must also be submitted by the specified application deadline.

Please note that no additional material or additional appendices other than those specifically requested can be submitted with your application

Appendix 1

Publications

References may be in any of the recognised standards; do not re-arrange author list, or highlight any author e.g. in bold.

A.1.1 Refereed papers and book chapters.

Order chronologically in reverse. Clearly indicate how each reference contributes to the table of 2.1.1. Check that entries tally with the counts in the table of 2.1.1.

A.1.2 Refereed conference contributions

Order chronologically in reverse. Clearly indicate how each reference contributes to the table of 2.1.2. Check that entries tally with the counts in the table of 2.1.2

A.1.3 Research oriented books.

Order chronologically in reverse. Clearly indicate how each reference contributes to the table of 2.1.3. Check that entries tally with the counts in the table of 2.1.3.

A.1.4 Other research publications.

Order chronologically in reverse. Clearly indicate how each reference contributes to the table of 2.1.4. Check that entries tally with the counts in the table of 2.1.4.

A.1.5 Details of performances, film, etc.

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

A.1.6 Details of patents

Order chronologically in reverse. The number of entries in this section should equal the total in the table of 2.1.6.

Appendix 2

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 they left office no more than six months before the closing date of this promotion application process.

Name of Head	Current/Preceding?

Appendix 3

REFEREE

Please list one person (external to DCU) from whom the University may request a reference; the referee should be an eminent academic or professional expert in the applicant's 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	