



# Human Resources

## Policies and Procedures

### Accelerated Progression from Lecturer below bar to Lecturer above bar

#### **INTRODUCTION**

There currently exists within the University a Progression Policy where Lecturers below bar can progress to Lecturer above the bar grade based on:-

(a) Four years' service with the University at a lecturer below bar level and having completed one year's probation and having been confirmed in post. (b) Satisfactory performance in Lecturer below bar post. (c) Possession of a Doctoral Degree or its professional equivalent.

This policy deals with Accelerated Progression to Lecturer-above-the-bar grade and aims to complement the existing progression mechanism without in any way altering this latter facility.

#### **ACCELERATED PROGRESSION POLICY**

The University will consider applications for Accelerated Progression from Lecturers below bar for progression to Lecturer above bar grade after completion of three years continuous service with the University, having successfully completed one year's probation and having been confirmed in post. All applicants must possess a Doctoral Degree or its professional equivalent.

(Note: Applications will be accepted after 2 years and 9 months but only on the understanding that the applicant also meets all the other required criteria).

#### **PROGRESSION COMMITTEE**

All eligible applications will be considered by a Progression Committee for accelerated progression from Lecturer below bar to Lecturer above bar by way of an interview process. The Progression Committee/Interview Panel will constitute the following members:

Executive Dean

Head of School

Director of Human Resources or his/her nominee

One external board member at senior lecturer level or higher in the relevant subject area.

External experts should be recommended by the Head of School of the applicant and the Director of Human Resources shall have the responsibility of approving the membership of the Committee.

The function of the Committee shall be to consider applications from eligible Lecturers below bar for progression to Lecturers above bar at interview. The factors to be assessed in deciding on the suitability of an applicant for progression should include demonstrated ability in existing and previous posts in such areas as:-

- Teaching - Research - Contribution to curriculum development and teaching method - Evidence of interest in and contribution to the development and administration of the School and University. - Contribution to industry, commerce and the professions - Contribution to learned societies and public bodies.

## **PROCEDURE**

Given the existence of the progression policy it is important that this accelerated progression mechanism should not in any way alter or conflict with the formal approved policy. Therefore the following should apply:

This progression shall be irrespective of whether a new post of Lecturer has been established or a vacancy at Lecturer level has occurred. In the event of the staff member subsequently being appointed to another post at the university or resigning from the university the status of the vacated post will revert to Lecturer below bar level.

The recommendation of the Progression Committee shall be formally processed through the normal channels i.e. submitted through the Human Resources Department to the President for approval.

Where a Lecturer below bar is successful in an application for progression they will be notified by the Director of Human Resources of their success in being placed on the Lecturer above bar salary scale at the earliest possible date following the approval.

Given the self-funding nature of this accelerated progression mechanism additional salary will be paid in the form of a non-pensionable allowance. The additional non-pensionable salary allowance will be calculated on the basis of a double increment by reference to the Lecturers point on the below bar scale

This allowance, subject to satisfactory performance, will continue to be paid until the formal policy comes into effect and the successful applicant can be moved to the Lecturer above bar salary in line with the University's incremental policy, i.e. on completion of four years' service at Lecturer below bar.

Where progression has not been approved the appropriate Head of School should meet the staff member and communicate the decision of the Board. The staff member may seek a further discussion with the Director of Human Resources and appropriate Head of School on the issue. The staff member is equally entitled to request a meeting with the Chairman of the Selection Panel.


All eligible Lecturers below bar should make an application in writing to the Director of Human Resources who will set up the progression process. This application should contain a cover letter and a standard DCU academic application form (available at: [http://www.dcu.ie/vacancies/6pager\\_form.pdf](http://www.dcu.ie/vacancies/6pager_form.pdf)). Applicants may also wish to include their curriculum vitae.

The Timeline for completing the Accelerated Progression Process is 3 months from the date of receipt of the application by the Human Resources Department. If the process takes longer than 3 months and the applicant is successful, payment of the non-pensionable allowance will be backdated 3 months from the date of receipt by the Human Resources Department of the Accelerated Progression application.

Irrespective of the date of the interview, increases will not be implemented until the 3 year service thresh-hold has been met.

Staff members who have been unsuccessful in their application for progression can reapply on an annual basis.

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