

Human Resources

Policies and Procedures

Accelerated Progression from Assistant Professor Below Bar to Assistant Professor Above Bar

INTRODUCTION

There currently exists within the University a Progression Policy where an Assistant Professor Below Bar can progress to Assistant Professor Above the Bar grade based on:-

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

This policy deals with Accelerated Progression to Assistant Professor Above the Bar and aims to complement the existing progression mechanism without in any way altering this latter facility.

ACCELERATED PROGRESSION POLICY

The University will consider applications from Assistant Professors Below Bar for progression to Assistant Professor 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.

(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 Assistant Professor Below Bar to Assistant Professor Above Bar by way of an interview process. The Progression Committee/Interview Panel will constitute the following members:

Dean of Faculty

Head of School

Director of Human Resources or his/her nominee

One external board member at senior Assistant Professor 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 will be to consider applications for progression from eligible Assistant Professors Below Bar at interview. The Committee may consider written reports from the Head of School and any other documents, which might be considered relevant. 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 an Assistant Professor Below Bar successfully applies for progression to Assistant Professor Above Bar grade after three years University service, their contract of employment which specifically refers to their status as Assistant Professor Below Bar cannot be changed.

However where an Assistant Professor 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 Assistant Professor Above Bar salary scale.

Where an Assistant Professor Below Bar are successful in their application for progression after three years University service, the recommendation of the Progression Committee should be formally processed through the normal channels i.e. approved by the President and noted by Governing Authority.

Given the self-funding nature of this accelerated progression mechanism additional salary will be paid in the form of a non-pensionable allowance. 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 Assistant Professor Above Bar salary in line with the University's incremental policy.

The additional non-pensionable salary allowance will be calculated on the basis of a double increment by reference to the Assistant Professor point on the below bar scale. This will be paid until the formal progression scheme comes into effect at which stage normal increments will apply.

All eligible Assistant Professors 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: <https://www.dcu.ie/hr/6-page-application-form>). 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 threshold has been met.

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

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