PROGRESSION FROM ASSISTANT LECTURER TO LECTURER
POLICY AND PROCEDURES

1. INTRODUCTION

1.1. This Policy and Procedures is designed to inform both staff and managers of their responsibilities with regard to progression from Assistant Lecturer to Lecturer, the application process and the criteria by which an application is considered.

2. SERVICE & QUALIFICATIONS CRITERIA

2.1. ‘Assistant Lecturers will progress to the grade of Lecturer on completion of one year’s service having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years’ continuous service in the grade subject to ability, experience, academic qualifications, scholarship and demonstrated performance. Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement. Institutes may award incremental credit for previous service in the Assistant lecturer grade in another institute or university. The Institute may require 5 years service in the Institute before progression is considered.’

2.2. The requirements set out at 2.1 apply to all Assistant Lecturers with a minimum of 5 years continuous service in the grade and having completed one year on the maximum of the scale. Some of the 5 years service may be acquired in another institute, university but the applicant must have a minimum of 2 years equivalent service in the Institute to which the application has been made and the Institute must satisfy itself that the applicant has met the criteria for progression over the 5 year period.

2.3. ‘An Assistant Lecturer with a PhD and relevant research experience may be considered for progression after 3 years continuous experience. If successful, such an Assistant Lecturer may be placed on the first point of the Lecturer scale and remain on that point until five years service has been completed.’

2.4. The requirements set out in 2.3 apply to all Assistant Lecturers with a minimum of 3 years service and qualified to PhD level. A minimum of one year’s equivalent service is required in the institute in which the applicant is making the application.

2.5. Assistant Lecturers with a PhD require 3 years continuous service. This service does not have to follow conferral of PhD. Service prior to conferral of PhD is acceptable for progression once it is continuous and in the grade.

2.6. Continuous service as a Permanent/Temporary wholetime Assistant Lecturer and Pro-Rata Part-time Assistant Lecturer (*including equivalent part-time service) in DIT, other Institutes of Technology and Universities has been deemed by the Department of Education to be acceptable for progression. Pro-Rata Part-time Assistant Lecturer service from 1st September to 31st August equates to 1 year’s service.

* Equivalent Part-time service only applies to Permanent/Temporary wholetime or Pro-Rata employees who wish to use part-time service prior to December 2001 towards continuous service criteria.
Confirmation from the Head of School(s) and relevant Director will be required in order to ascertain if such part-time service was equivalent i.e. that it was regular service (sustainable for the entire academic year) and that the full range of duties associated with that service were equivalent to the grade of Permanent/Temporary wholetime Assistant Lecturer or Pro-Rata Assistant Lecturer.

2.7 Should part-time service prior to December 2001 be taken into account when calculating continuous service, Human Resources will request the Head of School to provide a list of duties undertaken by the applicant during this time. The only service taken into account will be where the Head of School confirms in writing that the applicant carried out the full range of duties associated with the post of the Permanent Wholetime Assistant Lecturer Grade. In this case, the basis of the calculation of aggregated hourly-paid part-time service will be 630 hours = 1 year.

2.8 QUALIFICATIONS
A Normal Requirements
1. Have obtained an earned Masters degree since meeting minimum entry requirements
   OR
2. Have obtained the equivalent to 1 above e.g. ACA, ACCA, Solicitor etc. in addition to obtaining minimum requirements

B Special Category
In particular circumstances, the Director may deem the following as meeting the requirements.
In the case of trade or craft, have at the time of application for progression obtained a relevant primary honours degree - achieved since meeting minimum entry requirements plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.

OR

In the case of trade or craft, have obtained the appropriate advanced qualification in the relevant trade/craft – achieved since meeting minimum entry requirements (award must be examination and/or assessment based) – plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.

2.9 In the event that “B Special Category” is referenced, the Progression Panel will, with the formal support of the relevant Director, take advice as necessary and decide as to whether the applicant has the required advanced qualifications in the trade area.

2.10 A Masters Degree must have been obtained by thesis/examination. Eligibility will be based upon official evidence of a defined Masters qualification from a recognised degree awarding authority or an approved equivalent qualification.

3. DEFINITION OF RESEARCH AND SCHOLARSHIP
3.1 Research and Scholarship is characterised as “creative work undertaken on a systematic basis in order to increase the stock of knowledge of man, culture and society and the use of this stock of knowledge to devise new applications.”

- It contributes to the stock of human knowledge; gives meaning to isolated facts putting them into perspective through synthesis; applies knowledge through problem-solving; and transforms and extends our understanding/knowledge.
o It must be published, disseminated or made publicly available in the form of assessable research outputs.

o It includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products, pedagogical practices, and processes, including design and construction.

o It excludes routine testing and routine analysis of materials, components and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the routine development of teaching materials and CPD/training.

4. ACADEMIC CRITERIA

4.1 The Institute will not approve applications for progression if there is insufficient evidence of satisfactory ability, experience, scholarship and demonstrated performance.

4.2 The following is a range of areas which may be considered both by applicants in their application for progression and by the Progression Panel in assessing applications. There is no requirement to meet all of the subheadings.

4.3 It is the responsibility of the applicant to provide detailed and verifiable evidence to support his/her application – to show how his/her work fits within the particular category e.g. portfolio of outputs and achievements. Where the individual is part of a team or involved in group activity, identified elements should be clearly attributable to the individual.

4.4 All research and scholarly activity should be uploaded to the DIT Institutional Repository “Arrow” (http://arrow.dit.ie) as per the DIT Mandate.

4.5 Table 1 provides an indicative guideline to aid applicants as to what level of research activity is appropriate.
Table 1 Indicative Research Activity/Outputs over Eligibility Period

<table>
<thead>
<tr>
<th>Eligibility Period</th>
<th>Research &amp; Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL with PhD + 3 yrs Experience</td>
<td>Publications</td>
</tr>
<tr>
<td>AL with 5 years experience</td>
<td>2-3</td>
</tr>
<tr>
<td>OR</td>
<td>Advanced research qualification (PhD) + Min. of 4 “outputs” across all categories</td>
</tr>
</tbody>
</table>

4.3 Demonstrated Performance, Ability and Experience

- **Teaching Load:** - range and level of courses; laboratory and workshops; fieldwork; student numbers.

- **Quality of Teaching:** - External Examiners’ reports; other recommendations/reports. Self reported fulfillment of QA responsibilities.

- **Teaching Development:** - participation in/attendance at courses etc. on teaching development; completion of or evidence of completing the Postgraduate Diploma (previously the Postgraduate Certificate) in Third Level Learning and Teaching or equivalent;

- **Innovation in Teaching and Assessment:** the adoption of new approaches to teaching and assessment; applications of information and communication technologies to teaching and assessment. Development of new teaching and learning material;

- **Subject/Course Development:** reviews and revisions of own subjects; contribution to design, development and introduction of new and existing programmes at all levels including corporate training, CPD; new pedagogical methodologies illustrative of impact of research/knowledge transfer on teaching.

- **Advising Students:** formal and informal involvement.

- **Supervision of Projects, Assignments, Industrial Placements:** formal and informal involvement that can be verified. Supervision of taught Masters thesis. Supervisor or mentor for students participating in national/world skills competitions.
o **Preparation of Students for Competitions**: formal and informal involvement.

o **Department**: routine administration, organisation of class timetables; organisation of examinations, collation of examination results; co-ordination of fieldwork, work experience; formal or informal involvement responsibility with a particular programme or year of programme; willingness to undertake *ad hoc* tasks.

o **School**: membership of School committees; formal and informal engagement with Open Days and other school liaison activities, engagement with course planning and development; representing Department/School/Institute in course/college promotion; preparation/delivery of part-time and evening courses.

o **Institute**: member of the Academic Council or any committees.

o **Professional Bodies**: contribution/involvement with professional body.

o **Subject**: participation in national subject associations and committees.

o **Industry**: liaison with industry; organisation of industry –linked education and training programmes; authorised consultancy services; placement of students or graduates with industry.

o **Sports**: formal and informal involvement in training etc. Institute teams.

o **Community**: involvement with the community and or the voluntary sector.

o **Engagement**: (Verifiable evidence of active engagement with private, public or voluntary/community organizations by the academic applicant)

- Appointment to national or international boards, community/industry partnerships, etc
- Joint publications with industry/business/community partners
- Evidence of leadership/initiation of community engagement initiatives and projects
- Evidence of academic peer-esteem e.g. appointment to interview boards, manuscript review, editorial boards (membership or reviewer), academic programme assessment at another HEI etc
- Prestigious innovation awards/prizes by industry/community
- Membership of advisory, steering, validation, review boards to HEIs, institutes, centres, or community/industry/business organisations
- Consultancy or social innovation projects
- Contribution/involvement with professional body including leadership roles; membership of sub-committees or technical committee; contributor to professional body guidelines and technical reports; membership of accreditation panels
- Documented evidence of successfully achieving and maintaining entry requirements for membership to professional bodies (e.g. RIAI, RICS, CIOB, Engineers Ireland etc)
- Spokesperson for national or international recognised organisation
- Active role in organizing/participating in public presentations and performances (including those at community or industry-organised events or in collaboration with communities or schools)
- Developing community-based projects in collaboration with partners; developing, co-ordinating/delivering initiatives with primary, second level, community, adult education sectors; establishing and developing links and programmes with other education sectors, e.g. FE sector; developing or teaching on access foundation, bridging and taster programmes;
- Contribution to industry engagement through DIT Corporate Partnership activities.
- Coordinating community-based research in collaboration with community partners.
4.4 Research and Scholarship

- **Publications**: Lead or joint or corresponding author, and/or editor. Publications should be subject to peer review or independent evaluation.
  - Articles (published in national/international journals or trade/professional journals)
  - Book chapters, books, monographs and textbooks (single/co-author, edited)
  - Conference papers
  - Case Studies
  - Translations
  - Legal cases – textual analysis
  - National/International Technical Standards e.g. software, telecoms, QA, insurance, food safety, building standards, banking etc.
  - Approved Maps

- **Research Involvement**: Involvement in research since appointment. Identified elements must be clearly attributable to the individual.
  - Participation in research centre or equivalent activity e.g. applications for research funding supervision of researchers; regular contribution to seminars, conferences
  - Participation in conferences e.g. chair of a session, presentation (oral or poster), organisation of the event or application for funding for the event
  - Judging a national or international competition (including research assessment, examiner in national and international skills competitions, technical advisor/judge
  - Curating solo or group exhibitions nationally or internationally
  - Contributing to winning external income from national or international sources, corporate contracts, licences; responsible for winning internal competitive funding; evidence of participation in applications for research funding or community initiatives
  - Active international research partnerships relevant to their existing appointment and in which s/he plays a key role (local coordinator, proposer, evaluator)
  - Consultancy on a pro-bono basis in the community and voluntary sector.

- **Exhibitions, Performances, Prototypes**
  - Technical drawings e.g. architectural drawings, buildings specifications/realisation of buildings or other technical drawings, or project work associated with National/World Skills competitions
  - Generating artefacts, models, prototypes and new applications of technology
  - Software or new applications
  - Artwork/Public Exhibitions: solo or team exhibitions by invitation and where the identified elements are attributable to the individual
  - Performance/Public Performance: Musical Performance, Compositions or Adaptations
  - Film, Audio, Animation and/or Broadcast material including scripts by invitation or subject to adjudication and where the identified elements are attributable to the individual
  - Original Design including Visual Communication, interior, furniture, product, engineering, architecture and architectural technology.

- **Consultancy/Commissions**: Consultancy/Commissions must be formally approved by the President; Provide details of funding source, dates, title or project, value.
  - External Consultancy either by a firm or some other agency where the expertise is provided on a temporary basis, usually for a fee
  - Public art commissions
  - Policy documents
  - Technical reports
- **Membership of Editorial Boards**
  - Membership of editorial board, editorial advisory board of national/international journal
  - Member of editorial team of book or report series

- **Supervision of Postgraduate students**: Formal and informal involvement that can be verified through the provision of evidence e.g. statement of contribution signed by the Principle Supervisor.

**Research Funding:**
- Formal and informal involvement (that can be verified) in making application for and or receiving funding including collaborative publication/funding with community/industry partners
- Consultancy/Commissions must be formally approved by the President; Provide details of funding source, dates, title of project, value.
- External income from competitive national or international sources, corporate contracts, licences
- DIT competitive funding (for new researchers)
- Tendered work, consultancy, commissioned work

- **Patents**: the establishment of Intellectual Property, registration of patents of the implementation of technology transfer; Licences, Plant breeding rights.

- **Research Leadership**: active member of research team which can be verified.
  - Principal Investigator or active researcher or research team or DIT research institute/centre
  - Lead or local coordinator, proposer, evaluator of international research partnerships
  - Member of relevant professional body e.g. appointment to national or international boards, policy review, community engagement initiatives, industry panels etc.
  - Appointment to interview boards, manuscript review, editorial boards, academic programme assessment at another HEI etc
  - Company formation/spin-out

- **Conferences**:
  - Chairing, organising and contributing to conferences
  - Member of scientific panel/committee
  - Paper published in conference proceedings (peer reviewed and published)
  - Peer-reviewed oral or poster presentation

- **Dissemination of Research and Scholarship**:
  - Articles in non-refereed publications e.g. non-peer review feature length magazine or newspaper articles; professional or trade journals
  - Translations or editing of major works within academic standards
  - Public lectures/research seminars
  - Book reviews
  - Media interviews, broadcasts, newspaper columns, blogs
  - Keynote speaker
  - Advisor: to government, industry, regional/community organisation

- **External Examining**: acting as External Examiner for undergraduate course/subjects, craft courses or FETAC and/or postgraduate research theses.

- **Significant contribution to new module/programme development**: at Levels 9 or 10, including new pedagogical methodologies, when they can demonstrate the impact of research/knowledge transfer on teaching.
5. **PREPARATION FOR PROGRESSION FROM ASSISTANT LECTURER TO LECTURER**

5.1 Human Resources will:

- provide information on the requirements for Progression in Conditions of Appointment, Offer and Appointment Letters;
- advise a new Assistant Lecturer that this Policy and Procedure can be found on the HR website;
- recommend to a new Assistant Lecturer that she/he discusses the matter of Progression with their Head of School at the earliest opportunity.

5.2 The Head of School will

- review the criteria for progression with all Assistant Lecturers in their School identifying his/her strengths and weaknesses with regard to the criteria. This should be done shortly after the appointment of new Assistant Lecturers and as soon as possible for all existing Assistant Lecturers;
- identify possible opportunities to address any weaknesses. This might involve support for the Assistant Lecturer engaging in appropriate non-teaching duties, research and scholarship activities, and/or other relevant activities;
- ensure the topic of progression is discussed at all Assistant Lecturer’s PDP meetings on an annual or biennial basis;
- arrange for Assistant Lecturers to discuss the process with a colleague who has successfully progressed to the Lecturer grade;
- schedule further meetings with Assistant Lecturers to review the first draft of their application in advance of submission to the Progression Panel and provide appropriate feedback in writing.

6. **APPLICATION AND APPOINTMENT PROCESS**

6.1 Progression is a significant promotion within an Assistant Lecturer’s career. It is essential that applicants present their application, work and achievements in a professional manner as if preparing for a job application or Master or PhD submission.

6.2 An Assistant Lecturer should submit an application for progression as soon as he/she believes they have met all the criteria required.

6.3 The application form is available at this link:  
*Progression from Assistant Lecturer to Lecturer Application Form - HRP046*

6.4 An applicant should prepare all aspects of their application form and supporting submission and submit six bound copies of their complete application to the Academic Resourcing Section, Human Resources Department, 143-149 Lower Rathmines Road, Dublin 6, and one electronic submission to humanresources@dit.ie for consideration by the Progression Panel;

6.5 On receipt of the submission, Human Resources will assess the application having regard to the qualification and service requirement and ensure that the Assistant Lecturer meets these requirements.

6.6 Where there is ambiguity regarding the applicant meeting the qualification or service requirement, the Progression Panel will make a decision as to whether the applicant meets these criteria having reviewed submissions from Human Resources, regarding service, and the Directorate of Academic Affairs & Registrar or the Directorate of Engineering & Built Environment (special category), regarding qualifications.
6.7 If the Progression Panel deems that the applicant does not meet the qualifications or service requirement, the applicant may appeal this decision to the Progression Appeals Panel.

6.8 Where the service and qualifications requirement has been met, Human Resources will write to the Head of School, copying the Director, seeking a Report on the Assistant Lecturer’s suitability for progression having regard to the Academic Criteria. The Report Form is available at: Progression from Assistant Lecturer to Lecturer Report Form - HRP046

6.9 The Head of School is required to provide a comprehensive report and state his/her recommendation for or against the Assistant Lecturer’s application for progression. A recommendation in this regard will also be included in the Report. The Director will also be required to make his/her recommendation in the Report.

6.10 Where the Head of School or the Director do not support the Assistant Lecturer’s application, he/she will be required to provide an explanation for their decision.

6.11 In order to facilitate the processing of applications in a timely manner, the Report (signed by the Head of School and the Director) should be returned to Human Resources no later than 4 weeks after receipt of request.

6.12 On receipt of the Report, applications will be tabled for consideration by the Progression Panel at the next scheduled meeting if possible.

6.13 Applications will be considered by the Progression Panel under the following criteria (refer also to section 3 and 4 above):
   - Experience
   - Ability
   - Scholarship
   - Demonstrated Performance

6.14 Applicants are encouraged to provide the Panel with evidence of all their scholarly activity.

6.15 On approval of an application for progression by the Panel, Human Resources will notify the successful applicant in writing copying the Head of School and the Director.

6.16 Human Resources will implement appropriate changes to pay and terms and conditions. Successful applicants will be required to sign a new Lecturer contract of employment. The clause regarding Probationary Period will not apply.

6.17 In the event that an application for progression is not approved by the Panel, the Panel will complete a Progression Panel Feedback Form at the meeting which will be provided to the unsuccessful applicant. The feedback should be sufficient for the applicant, the Head of School and the Director to understand and appreciate the requirements that should lead to a successful application.

6.18 Where an Assistant Lecturer with a Ph.D. and relevant research experience has progressed after only three years continuous service, the Lecturer will remain on Point (01) of the Lecturer grade until five years continuous service have been completed.
6.19 When progression is backdated to the ‘due-date’ overtime/compensation cannot be claimed and will not be paid for the retrospective reduction in timetabled hours.

6.20 Where an Assistant Lecturer on a fixed-term contract achieves progression, the staff member will progress for the balance of the duration of the fixed-term.

6.21 In the event that an application for progression has been on the agenda for two Progression Panel meetings and is outstanding through no fault of the applicant, an extra-ordinary Progression Panel meeting will be scheduled to deal with that specific application.

6.22 Deferred decisions that are approved at later dates will be back-dated to the date on which the application was deemed to have met all the criteria for progression as determined by the Progression Panel.

7. **PROGRESSION PANEL**

7.1 The Progression Panel comprises the Director of Academic Affairs and Registrar (Chairperson), the Head of Employee Relations (Secretary) and two College Directors.

7.2 A schedule of dates for Progression Panel meetings will be agreed by the Progression Panel at the start of each academic year and published on the Human Resources website.

7.3 The Progression Panel will receive in advance of the meeting:
   - a HR assessment of the applicant’s Service and Qualifications
   - if required, an assessment of the applicant’s Qualifications from the Directorate of Academic Affairs & Registrar or the Directorate of Engineering & Built Environment (Special Category)
   - the Report signed by the Head of School and the Director
   - a copy of the submission as prepared by the applicant

8. **PROGRESSION APPEALS PANEL**

8.1 The Progression Appeals Panel comprises the President or nominee, Director of Research & Enterprise and the Director of Human Resources (Secretary).

8.2 In the case where an application is not successful, the Assistant Lecturer may seek a review of the decision in writing to the Secretary of the Progression Appeals Panel, Human Resources, Dublin Institute of Technology, 143-149 Lower Rathmines Road, Dublin 6.

8.3 Appeals must be lodged within three months of notification of the decision from the Progression Panel.

8.4 The Progression Appeals Panel will review the submission provided to the Progression Panel only. No additional evidence will be considered.

8.5 The decision of the Progression Appeals Panel will be conveyed in writing to the applicant and copied to the relevant Head of School and Director.

8.6 Applicants whose submission to the Progression Appeals Panel has been unsuccessful may appeal this decision by means of the agreed Grievance Procedures. They may also make a new application to the Progression Panel including the submission of additional evidence than was originally considered.
Notes

2 Boyer, E.L. (1990) Scholarship Reconsidered. Priorities of the Professoriate, Princeton. Boyer defines the 4 scholarships of: Scholarship of discovery: investigation which contributes to stock of human knowledge; Scholarship of integration: giving meaning to isolated facts and putting them into perspective through synthesis; Scholarship of application: applying knowledge through problem solving; Scholarship of teaching: not just transmitting but transforming and extending knowledge.

3 DIT official policy on open access http://arrow.dit.ie/mandate.html

4 See http://www.e3mproject.eu/docs/Delphi-E3M-project.pdf

9. QUERIES
Contact: Academic Resourcing, Human Resources Department
Tel: 402 3336
E-Mail: humanresources@dit.ie

The owner of this policy is the Head of Employee Relations.

Human Resources Department April 2013
(Approved at SLT January 2013)
Policy Number HRP046
Last updated February 2014
To be reviewed April 2014

FORMS
Progression from Assistant Lecturer to Lecturer Application Form - HRP046 and Progression from Assistant Lecturer to Lecturer Report Form - HRP046 are available at:
http://www.dit.ie/hr/hrpoliciesproceduresguidelinesatoz/

RELATED POLICIES
- PCW Agreement
- Circular Letter IT 03/05
- Policy on Requirement for Newly Appointed Academic Staff to Obtain Teaching Qualification (2006)
- Progression Panel Terms of Reference
- Progression Appeals Panel Terms of Reference