

Terms of Reference

Progression Panel

Purpose:

A forum whereby applications for progression from the Assistant Lecturer to Lecturer grade will be considered and decided.

Functions:

- i) To assess all applications having regard to the criteria and process outlined in the TU Dublin Assistant Lecturer to Lecturer Progression Policy based upon CL IT03/05.
- ii) To advise in writing to HR a list of successful and unsuccessful applicants.
- iii) In the event that an application for Progression is not approved by the Panel, a Feedback Form will be provided to the unsuccessful applicant. The feedback will be sufficient for the applicant and relevant academic management to understand and appreciate the Panel's view of the requirements that would lead to a successful application.
- iv) To consider any issues that arise which are not addressed in the TU Dublin Assistant Lecturer to Lecturer Progression policy based upon CL IT03/05 and bring these to the attention of the Assistant Lecturer Progression Implementation Sub-Committee of the TU Dublin Programme / TUI Local IR Forum.

General Principles:

- i) The Panel will comprise three members one of whom must be female and one of whom must be male.
- ii) The Panel may request the attendance of an internal representative (Senior Lecturer III) or above with an area specialty in relation to a specific application. This representative will not be a voting member of the Panel.
- iii) Decisions will be made by a majority vote.

Membership:

- Registrar / Assistant Registrar (Chair) on a rotating basis
- Two Heads of School (Senior Lecturer III) one of whom must be from Blanchardstown Campus or Tallaght Campus

Schedule of Meetings:

February, May, September, November

Secretariat:

Human Resources who will:

- schedule the meetings on a rotating campus basis
- provide all relevant material
- record decisions

- notify applicants of the outcome on behalf of the Panel

Review:

These Terms of Reference will be reviewed in December 2019 by the Assistant Lecturer Progression Implementation Sub-Committee of the TU Dublin Programme / TUI Local IR Forum.

January 2019

Terms of Reference

Progression Appeals Panel

Purpose:

A forum whereby applications that have been unsuccessful for progression from the Assistant Lecturer to Lecturer grade will be considered and decided.

Functions:

- i) To assess all unsuccessful applications that are appealed by the applicant having regard to the criteria and process outlined in the TU Dublin Assistant Lecturer to Lecturer Progression Policy based upon CL IT03/05 with specific focus on the ground(s) for rejection.
- ii) To advise in writing to HR the outcome of the appeal.
- iii) In the event that the appeal is unsuccessful, a Feedback Form will be provided to the unsuccessful applicant. The feedback will be sufficient for the applicant and relevant academic management to understand and appreciate the Appeal Panel's view of the requirements that would lead to a successful application.
- iv) To consider any issues that arise which are not addressed in the TU Dublin Assistant Lecturer to Lecturer Progression policy based upon CL IT03/05 and bring these to the attention of the Assistant Lecturer Progression Implementation Sub-Committee of the TU Dublin Programme / TUI Local IR Forum.

General Principles:

- i) The Appeals Panel will comprise three members one of whom must be female and one of whom must be male.
- ii) The Appeals Panel may request the attendance of an internal representative (Senior Lecturer III) or above with an area specialty in relation to a specific application. This representative will not be a voting member of the Panel.
- ii) Decisions will be made by a majority vote.

Membership:

- Registrar / Assistant Registrar (Chair) on a rotating basis
- Two Heads of School (Senior Lecturer III) one of whom must be from Blanchardstown Campus or Tallaght Campus

Note: The members must not have been part of the Progression Panel that made the decision that the application was unsuccessful.

Schedule of Meetings:

March, June, October, December

Secretariat:

Human Resources who will:

- schedule the meetings on a rotating campus basis
- provide all relevant material
- record decisions
- notify applicants of the outcome on behalf of the Appeals Panel

Review:

These Terms of Reference will be reviewed in December 2019 by the Assistant Lecturer Progression Implementation Sub-Committee of the TU Dublin Programme / TUI Local IR Forum.

January 2019