Academic Promotions Policy and Procedure

1.0   Policy Statement and Objectives

1.1   Mary Immaculate College operates an academic promotions scheme, the purpose of which is to retain and develop excellent academic staff by encouraging, recognizing and rewarding academic achievement and supporting the professional development of academic staff.

1.2   This document sets out the context and the procedures for academic promotion to the grades of Senior Lecturer and Principal Lecturer.

1.3   All policies, guidelines and protocols of Mary Immaculate College, will reflect the College's commitment to the promotion of equality in accordance with law.

2.0   Scope of Policy and Procedure

2.1 This policy will remain in effect for three academic years from the date of its approval.

2.2   Academic promotional posts are filled through a competitive process that is confined to academic staff members of MIC who meet the eligibility criteria set out by the College.[i]

2.3 The number of historical merit promotions arising from Labour Court Recommendation (LCR) 18067, and which are currently filled, is:

Six (6) posts at Senior Lecturer grades, three (3) in each of the Faculty of Education and the Faculty of Arts, and
Four (4) posts at Principal Lecturer grade, two (2) in each of the Faculty of Education and the Faculty of Arts.

2.4 The number of additional merit promotions approved for the duration of this policy and which are available to be filled, is:

Six posts (6) at Senior Lecturer grade, three (3) in each of the Faculty of Education and Faculty of Arts, and
Two posts (2) at Principal Lecturer grade, One (1) in each of the Faculty of Education and Faculty of Arts.

3.0   Responsibilities

3.1   It is the responsibility of the President to approve processes for filling academic promotional posts and to oversee the implementation of this policy and linked procedures

3.2   It is the responsibility of the Human Resources Office to arrange advertising of academic promotions, to communicate with applicants and to arrange the establishment of an Academic Promotions Board.

3.3   It is the responsibility of the Academic Promotions Board to adhere to the procedures set out in this policy, to exercise impartiality and fairness and to conduct its business transparently. Academic Promotions Board members and external assessors must declare to the Chair of the Academic Promotions Board any conflicts of interests, direct or indirect, that may be, or could be seen as, prejudicial to their participation in the promotions' process.

3.4   It is the responsibility of academic staff to comply with the procedures set out in this policy document.

4.0   Academic Promotion – General Principles

4.1   The following general principles apply to the academic promotions process:

➢ Academic staff members holding an appointment at Assistant Lecturer or Lecturer grade, who hold a PhD/Doctorate, and who have completed probation, will be eligible to apply for academic promotion to Senior Lecturer Grade.

➢ Academic staff holding an appointment at Assistant Lecturer/ Lecturer/Senior Lecturer grade, who hold a PhD/Doctorate, and who have completed probation, will be eligible to apply for academic promotion to Principal Lecturer Grade.

➢ Promotion will be based on individual academic achievement assessed against pre-determined criteria.

➢ Existing line management arrangements will remain in place for those conferred with merit awards.

➢ Promoted staff will retain the functional duties of their pre-existing substantive MIC post.

5.0   Application Procedure

5.1   A call for applications will be issued by the Human Resources Office. The closing date for receipt of applications will be a minimum of three months after the call is issued.

5.2   Applications will be made in writing, *pro forma*. Application templates designed to collect relevant, comparable information about the candidacy of applicants will be provided at the commencement of each call and will be available from the Human Resources Office. Using these templates, applicants will present evidence of their candidacy under approved assessment headings (derived from the broad criteria set out under 6.3, below). Applicants may be requested to provide supporting documentation including electronic copies of relevant documents. The applicant's line manager will be expected to validate and sign off on the application. In the event of a potential conflict arising, alternative sign-off arrangements will be instituted as agreed by the Human Resources Office.

5.3   Applicants will be required to nominate two external assessors who will provide a written assessment of their application documentation to the Academic Promotions Board.

5.4   In the event that less than 40% of applicants are male or less than 40% are female, a further call for applications (with a deadline of 20 working days) will issue after the original deadline, clearly stating that the reason for the additional call is due to gender underrepresentation and encouraging applications from additional eligible employees. If the 40% minimum is not achieved after this subsequent deadline, the promotions process will proceed.

6.0   Academic Promotions – Assessment

6.1   Applications will be assessed by an Academic Promotions Board. Assessments will be based on the documentation supplied by the candidates, along with the written assessment of the applicant's nominated external assessors.

6.2   The Academic Promotions Board will be comprised of nine members of whom four will be external to the College and four internal as well as an external, independent chair. Members of the Academic Promotions Board will be at Principal Lecturer grade, or above, or equivalent. The Academic Promotions Board will be gender balanced.[ii] The President will not be a member of an Academic Promotions Board. The composition of the Academic Promotions Board will be approved by the President. In the event that an internal or external member of the board approved by the President is not available to serve at any stage during the promotions process, the President will nominate a substitute to the Board.

6.3   Candidates will be assessed against three broad criteria:
1. Teaching and Learning (40% weighting)
2. Research and Scholarship (40% weighting)
3. Service and Contribution (20% weighting)
   - service and contribution to MIC (10%)
   - service and contribution to wider society (10%)

6.4   The Academic Promotions Board will assign each candidate a percentage score in each of the three broad criteria. To be deemed eligible for promotion, candidates must achieve 50% under each of the three broad criteria and 70% overall. The College reserves the right to make no appointments.

6.5   Candidates will be notified of the scores they have achieved. They will also be notified of their entitlement to request a procedural review within 10 working days of the date of their notification letter.

6.6   Candidates deemed to qualify for academic promotion will be ranked in order of merit based on their assessment scores.

6.7   Candidates will be promoted in order of merit.

6.8   The academic promotion process will be deemed concluded on the date the President approves the recommendation of the Academic Promotions Board.

7.0   Procedural Review

7.1 A candidate may request a review of the recommendations of the Academic Promotions Board. Any such request is confined to grounds of non-adherence to this policy and its procedures.

7.2 The candidate will make a written submission to the Director of Human Resources setting out the grounds for their review request within 10 working days of the date on their score notification letter. Where there is justification for a review, the College may appoint a suitably qualified person (external to MIC) to conduct a review.

7.3 In the event of a procedural review, no academic promotions will be processed while the review is underway.

7.4 If the external assessor concludes that the grounds for review are well founded, then the matter of the policy or procedural deviation will be referred to the President of MIC. They will determine the appropriate response in relation to the individual's application and the overall promotions process.

8.0   Feedback

8.1 To support professional development, staff whose applications for promotion are not successful may avail of feedback on the process.

9.0   Replacement

9.1 Where, following the assessment process, the number of applicants recommended for promotion is greater than the number of promotions available, a panel will be established. Any merit principal and senior lectureships which become vacant within 12 months of the completion of the promotion round, will be filled from the relevant panel, in order of merit.

9.2 When the recipient of an academic promotion retires or resigns, or their post is vacated for any reason, the post they hold will revert to Assistant Lecturer/Lecturer grade and the academic promotion will be available to all eligible staff in accordance with the procedures set out in this policy.

10.0   Audit and Evaluation

10.1   This policy will be reviewed on a four yearly basis. The Director of Human Resources will initiate the review.

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[i] For the purposes of this policy, academic staff are defined as permanent staff of the Faculty of Arts and the Faculty of Education, which includes the School of Education, MIC Thurles and whose substantive roles entail a significant proportion of teaching and/or research and academic service activities and are contracted at Assistant Lecturer, Lecturer or Senior Lecturer grades.

[ii] Gender balance is generally accepted to mean at least 40% representation of each gender. The European Institute for Gender Equality provides a definition of gender balanced participation as "Representation of either women or men in any decision-making body in public and political life not falling below 40 % as a parity threshold."

Revision	Document History	Reviewed By ET	Approved By UR
0			UR2021#01
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2	Amendment	ET2023#10	UR2023#05
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