



**LECTURER ABOVE/BELOW THE BAR,
GEOGRAPHY
(CLIMATE CHANGE / CLIMATE MODELLING)**

REF: 008030

TABLE OF CONTENTS

	Page Number
Job Advertisement	3
Job Description	5
Eligibility Requirements Above the Bar	7
Eligibility Requirements Below the Bar	7
Competency Framework for Lecturer roles at NUIG	9
Application Procedures	10
Criteria for transition from Lectureship below the bar to Lectureship above the bar	17
Procedures relating to consideration of confirmation in post of newly appointed staff	18

LECTURER ABOVE/BELOW THE BAR, GEOGRAPHY (Climate Change / Climate Modelling)

College	Arts, Social Sciences and Celtic Studies
School	Geography & Archaeology
Post Title & Subject Area	Lecturer Above/Below the Bar, Geography (Climate Change / Climate Modelling)
Post Duration	Permanent
Level	Above the Bar / Below the Bar*
Contract Type	Type B
Reports to	Head of School

*Applicants will be considered as applicants at both levels unless they specifically state that they wish to be considered for appointment at one level only.

JOB ADVERTISEMENT

Crucial to the support of the University's Research and Innovation strategy is the attraction and retention of emerging leaders in research across the University's key research themes, building on significant international successes to date. In a new departure the University will partner with Galway University Foundation to fund and support the Foundation Research Leadership Programme. Through this programme the University will support the development of future research leaders, from career foundation through to research pioneers.

The challenge now is to attract and retain high-calibre emerging researchers in the University's priority research areas.

The Foundation Research Leadership Programme will operate over a 3 year period through a mix of targeted (thematic) and non-targeted (non-thematic) calls:

- The University intends to support circa 15 Lectureship posts over a three-year period.
- Recruitment to the Lectureships will focus particularly on the research output and potential of applicants, with candidates being required to have internationally recognised measurable research output and impact in their careers to date and to be able to demonstrate convincingly their future research plans and strategy .

Under this programme applications are now invited for an appointment as Lecturer in Geography in the College of Arts, Social Sciences and Celtic Studies at NUI Galway, meeting the required eligibility requirements in the broad field of Geography, and expertise in one or more specialist topics of Climate Change / Climate Modelling.

.Candidates are invited who have a demonstrated publication record in their research field, and who maintain an active research profile. The successful candidate will exhibit successful acquisition of research funding from national and/or international sources, with established collaborative networks in the field. The successful applicant will have experience in postgraduate supervision and maintaining a sustainable postgraduate research programme. Appropriate teaching experience at the undergraduate and postgraduate levels is required. Administrative experience connected with teaching and research in Geography at third-level is desirable. The successful candidate will be expected to contribute to the Environmental Change research cluster in the School of Geography and Archaeology, and actively contribute to the Ryan Institute at NUI Galway.

Hosting in excess of 800 students, the School is one of the largest academic units in the university. In addition to our BA programme, we have four taught Masters programmes and research PhD students. All members of staff in the School are involved in diverse research activities, many of which are supported by a wide range of funding agencies, ranging from the EU, national, regional and local bodies.

For informal enquiries, please contact Dr Aaron Potito (aaron.potito@nuigalway.ie)

Additional information on the School and Discipline is available at:
http://www.nuigalway.ie/geography_archaeology/

Salary:

At Lecturer Below the Bar level

€36,230 to €56,782 p.a. (applicable to new entrants effective from January, 2011)

At Lecturer Above the Bar level

€62,059 p.a. to €76,916 p.a.

(This appointment will be made on the Lecturer Below/Above the Bar scale in line with current Government pay policy)

(For pre 1995 public sector entrants in Ireland, the D class Salary rates will apply)

Closing date for receipt of applications is 17:00 (Irish Time) on Thursday, 10th November 2016. It will not be possible to consider applications received after the closing date.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation.

Further details are available at www.djei.ie

For more information and Application Form please see website: <http://www.nuigalway.ie/about-us/jobs/> Applications should be submitted online.

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

National University of Ireland Galway is an equal opportunities employer.

JOB DESCRIPTION

Principal Duties and Responsibilities

The post-holder duties will include, but not be limited to, the following:

Research

To engage in research and other creative and innovative activity as appropriate to the discipline. The post-holder is required to disseminate their research in academic publications, other outlets as appropriate and to participate in postgraduate supervision. The post-holder is encouraged to engage in initiatives to seek research funding, as appropriate. The post-holder is also encouraged to promote and engage in the development of collaborative research.

The post-holder will be supported and facilitated to research and publish in her/his area of expertise. Her/his research should have a good fit with the strategic goals of the University and further strengthen interactions within the School and the Ryan Institute. The post-holder should:

- Conduct scholarly research in relevant areas of Climate Change / Climate Modelling, and display leadership in her/his field of expertise.
- Actively contribute to the research and dissemination activities of the Environmental Change research cluster and other relevant research clusters in the School of Geography and Archaeology, and actively contribute to such activities in the Ryan Institute at NUI Galway.
- Supervise postgraduate research and maintain an active postgraduate research programme.
- Display a track record of successful research funding in her/his area of expertise. The post-holder is expected to maintain a competitive funding portfolio, and compete for funding opportunities at the national and/or international levels.
- Publish research in scholarly journals, edited book publications or monographs.

Teaching

To give instruction and supervision, as directed by the Head of School, to students of the University in courses and programmes organised by the School or to which the School contributes to another School or College. Such duties to include curriculum and course design, preparation and delivery of lectures, tutorials, project supervision and general examination and other assessment responsibilities. The post-holder is also required to be available to students for academic counselling and advice. In some disciplines, academic activities may also include laboratory, workshop or clinical instruction, supervision of fieldwork, site visits and other off-campus activities.

The post holder will contribute to the development and delivery of teaching programmes in the School of Geography & Archaeology in the discipline area of Geography at undergraduate and postgraduate levels. The post-holder should:

- Provide a high standard of teaching to students across a range of programmes
- Lead on/contribute to the development and review of the curriculum and programmes delivered and encourages other staff to contribute
- Demonstrate confidence teaching student groups of various sizes and at different levels
- Display competency in a range of teaching methods and strategies and is willing to continually evaluate and develop their teaching methods and skills, looking for better ways of teaching
- Keep students engaged by incorporating research and current topics into teaching and informing their teaching by what is going on in the wider environment and including external input
- Demonstrate a commitment to students and gives the time and effort to engage with, and be accessible to students
- Undertake other teaching and examining related duties as may be required by the Head of School.

Contribution and Scholarly Activity

To participate in academic administration at School, College and University levels as part of their contribution to the University. To engage with the wider community regionally, nationally and internationally from a civic, economic, social and cultural perspective as a contribution to the life of the University. In representing the University externally, the post-holder is expected to maintain the highest professional standards, thereby enhancing the reputation of the University. The post-holder is expected to engage in scholarly activity such as, but not limited to, refereeing of journals, membership of discipline related advisory bodies and peer review panels and work associated with external examinership.

The post-holder will assume administrative/organisational roles and tasks to help ensure the smooth running of the School/Discipline. The post-holder should:

- Assume a leadership role within the research structures of the School of Geography and Archaeology, and particularly within the Environmental Change research cluster.
- Contribute within the collaborative structures of the Ryan Institute at NUI Galway, including the launch and delivery of a new postgraduate programme through the Ryan Institute.
- Support colleagues internally and with other universities in initiating collaboration opportunities.

The post-holder will participate in the overall life of the University and wider community. The post-holder should:

- Promote climate change research to the wider community, and contribute to enhancing NUI Galway's reputation in the field of Environment, Marine and Energy.
- Work within the Discipline of Geography, the Ryan Institute and the University to build sufficient infrastructure to maintain an attractive research programme in Climate Change / Climate Modelling.
- Promote the positive application of climate change research in Society, in particular with regard to pressing social and ecological challenges in the 21st century.

The post-holder shall carry out these duties under the direction of the Head of the School or of an authorised senior member of the staff of the School.

The post-holder shall be a member of College/Colleges in accordance with University Statutes.

ELIGIBILITY REQUIREMENTS ABOVE THE BAR

Essential Requirements:

- Normally, a PhD in Geography or related discipline.
- Established research and publications track record in climate change / climate modelling.
- Experience in postgraduate teaching and postgraduate supervision.
- Ability to work effectively both independently and as part of a team.
- Third-level teaching experience in climate change / climate modelling.
- Good oral communication skills.

Desirable Requirements:

- Interdisciplinary interests especially in relation to society-environment interactions.
- Administrative experience connected with teaching and research in higher education.
- Project management experience.
- Experience using conventional and social media to disseminate research findings, contribute to public debates and promote climate change research to address real-world problems.

ELIGIBILITY REQUIREMENTS BELOW THE BAR

Essential Requirements:

- Normally, a PhD in Geography or related discipline or have obtained such a degree before taking up the post.
- Evidence of research and publications in climate change / climate modelling.
- Experience in postgraduate teaching.
- Ability to work effectively both independently and as part of a team.
- Third-level teaching experience in climate change / climate modelling
- Good oral communication skills.

Desirable Requirements:

- Interdisciplinary interests especially in relation to society-environment interactions.
- Experience in postgraduate supervision.
- Experience using conventional and social media to disseminate research findings, contribute to public debates and promote climate change research to address real-world problems.

In addition to meeting the particular requirements set out for a post, the successful applicant will be required to provide:

1. Evidence of externally-validated research excellence, including peer-reviewed publications and research grants won through competitive funding processes in the broad field of Climate Change / Climate Modelling.*
2. A five-year research programme plan focused on Climate Change / Climate Modelling setting explicit targets and goals
3. A statement setting out the contribution he/she can make to the advancement of the University's research strategy in the area of Climate Change / Climate Modelling.

* Examples of demonstrable evidence of externally-validated research excellence would include, but is not limited to:

- A publications record, to include peer-reviewed publications in leading journals or with major publishers and, if applicable, one or more monographs with a major publisher

- A track record in having supervised, or been involved in the direction of, postgraduate research students
- A track record in securing multiple grants and a demonstrable ability to build on research funding, using it to leverage further research opportunities
- Irish Research Council Government of Ireland Postdoctoral Fellowship or equivalent
- Marie Curie European Postdoctoral Fellowships
- Wellcome Trust Research Career Development Fellowships
- Science Foundation Ireland Starting Investigator Research Grant or equivalent
- Science Foundation Ireland President of Ireland Young Researcher Award (PIYRA) or equivalent
- European Research Council Starting Investigator Grant
- Irish Research Council Enterprise Partnership Scheme (Postdoctoral) or equivalent
- Prestigious national or international prizes/awards/medals for research
- Other indicators of research excellence including: keynote and plenary addresses at conferences; positions in national and international strategic advisory bodies; prestigious editorial roles; significant conference organisation (eg programme chairs and programme committee memberships, including continued membership of a programme committee over several years).

The appointment will be made to the College Arts, Social Sciences and Celtic Studies.

Appointments will be conditional on work authorisation validation.
Further details are available at www.djei.ie

Competency Framework for Lecturer Type B Roles at NUIG

	Academic Excellence		Leadership Excellence		Organisational Excellence
CORE	<ul style="list-style-type: none"> Excellence in Research <p><i>The Lecturer furthers their discipline and contributes to the body of knowledge in their area through planning, carrying out and publishing/ disseminating their own high quality research, building and leading research groups and providing supervision and support for postgraduate students to enable them to produce quality research. They keep up to date with relevant developments in their field and network and collaborate with others, both internally and externally, to optimise the value and relevance of the research being produced and to maximise the School's/Discipline's ability to attract research funding.</i></p>	CORE	<ul style="list-style-type: none"> Personal Effectiveness <p><i>The Lecturer is enthusiastic about their discipline and is committed to making their best personal contribution through employing excellent planning and organising, communication and decision making skills to achieve their goals and through working hard and being flexible in order to meet the multiple and changing demands of the Lecturer role.</i></p>	CAPACITY TO DEVELOP	<ul style="list-style-type: none"> Strategy & Vision <p><i>The Lecturer should contribute to the strategic development of the discipline by developing a strong awareness of the wider environment, how the discipline is developing and how the School/Discipline can develop in the long term to optimise its contribution. He /She must have the ability to make a strong case for the development of new programmes or engaging in joint programmes or collaborations that they feel will add long term value to the School/Discipline.</i></p>
CORE	<ul style="list-style-type: none"> Excellence in Teaching <p><i>The Lecturer develops and delivers quality teaching programmes which engage and inspire students at all levels and maximises their learning. They are confident in using a range of teaching techniques, are open to innovations in teaching and are focused on continually developing their own teaching skills.</i></p>	CAPACITY TO	<ul style="list-style-type: none"> Leading Others <p><i>The Lecturer must work well with others, providing leadership and direction to students, colleagues and support staff in relation to projects or areas of work that they are leading on. They effectively encourage, support and manage the contributions of others to deliver results for the discipline and to ensure that high standards are met.</i></p>	DEVELOPING	<ul style="list-style-type: none"> Collegiate & Community Contribution <p><i>The Lecturer values and engages in a collegiate approach to working with others, within their own discipline, school and university and also within the wider external community. S/he actively seeks to build effective networks and is willing to contribute their time and expertise to a range of broader university wide or community projects.</i></p>

APPLICATION AND APPOINTMENT PROCEDURES

(Important Information for Applicants)

1. Application

A. How to apply

If you are a current NUI Galway employee please use the NUI Galway Employee Self Service (ESS) portal to apply for this post. **Note that access to the ESS portal is currently only available on campus.** The following is a link to the ESS portal:

<http://ess.nuigalway.ie>

The following is a link to a **User Guide** for ESS:

<http://www.nuigalway.ie/hrdocs/ess/nuig-user-guide-academic-internal.pdf>

Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date.

Please note that closing dates/ times will not be extended for user error.

Late applications will not be accepted.

Non NUI Galway employees

If you are not a current NUI Galway employee please use the NUI Galway online recruitment portal to apply for this post. The following is a link to the online recruitment portal:

<http://erecruit.nuigalway.ie>

The following is a link to a **User Guide** for the online recruitment portal:

<http://www.nuigalway.ie/hrdocs/ess/nuig-user-guide-academic-external.pdf>

Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date.

Please note that closing dates/ times will not be extended for user error

Late applications will not be accepted.

Please submit the following documents under the Applicant CV section of the online form:

- a. A cover letter/personal statement outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the post.
- b. A comprehensive CV clearly showing your relevant achievements and experience in your career to date in relation to the key areas as described in the Competency Framework for Lecturer Type B Roles at NUI Galway.

The completed application document must be submitted online to reach the Human Resources Office no later than **17:00 (Irish Time) on Thursday, 10th November 2016**. **Please note that an application will ONLY be considered if documents a and b above are fully completed and received by the closing date.**

Applicants will be considered as applicants at both levels unless specifically stated on your cover letter that you wish to be considered at one level only.

All applicants will receive an acknowledgement of application. If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@nuigalway.ie or telephone 091-492151.

B. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

C. Pension Entitlements:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, **The Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

Compulsory retirement age will be 70.

Please refer to Revenue circular (www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from NUI Galway.

D. Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

E. Collective Agreement: Redundancy Payments to Public Servants :

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that

persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

F. Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

G. Declaration

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

H. Work Permits:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible.

For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website www.entemp.ie

I. Guidelines on Incremental Placings

Set out hereunder are the Guidelines to be applied in the determination of incremental placing for members of academic staff recruited in open competition to posts in the University. The Academic Planning and Resource Committee will act on behalf of Údarás na hOllscoile in determining incremental placing. The Director of Human Resources will review any appeal of salary prior to it being sent to Academic Planning and Resource Committee.

Established Professorship

1. Placement on the scale shall normally be at the first point.
2. A person appointed to an Established Professorship having previously held an appointment as an Associate/Personal Professor shall be given two-thirds credit for actual years spent in such service.
3. A person, appointed to an Established Professorship having previously held an appointment as an Established Professor, or equivalent, may have the actual number of years' service as an Established Professor, or equivalent, taken into account in determining placement on the scale at a point above that provided for at 1 above, subject always to the maximum of the scale.

Senior Lectureship

1. Placement on the scale shall normally be at the first point.
2. A person appointed to a Senior Lectureship having previously held an appointment as a Senior Lecturer, or equivalent, may have the actual number of years' service as a Senior Lecturer, or equivalent, taken into account in determining placement on the scale, subject always to the maximum of the scale.

Lecturer above the bar

1. Placement on the scale shall normally be at the first point above the bar.
2. A person appointed to a Lecturer above the bar having previously held an appointment as a Lecturer above the bar, or equivalent, may have the actual number of years' service as a Lecturer above the bar or equivalent, taken into account in determining placement on the scale at a point above that provided for in 1 above subject always to the maximum of the scale.

Lecturer below the bar

1. Placement on the scale shall normally be at the first point.
2. Credit may be given for relevant recognised experience as follows:

- a. Two-thirds of actual years spent in a relevant analogous post of lower than Lecturer below the bar status.
- b. Two-thirds of actual years spent in relevant recognised research at Post-Doctoral level.
- c. The full number of years service as a Lecturer below the bar including as a (fixed-term) Lecturer, or equivalent subject always to the maximum of the scale.

Lecturer (Fixed Term) Appointment

Credit shall be calculated as for the grade at which the post is being filled. For example, if a post is advertised as Lectureship below the Bar (Fixed Term) the Guidelines on Incremental Placing for that grade will apply.

In addition to this written policy a practice has always been followed where staff being promoted internally were placed on the nearest point above their current salary giving them not less than the value of an increment on the higher scale. This practice was followed in order to accommodate the fact that many of the pay scales overlapped each other and it would not be possible to promote someone and force them to take a pay cut in order to start at the first point of the higher scale.

Further information on the University is available at:

<http://www.nuigalway.ie/news/publications.php>

2. Assessment Procedure

(a) Board of Assessors

Applications will be considered by a Board of Assessors, which will shortlist and interview candidates and report to the College, the Academic Council and Údaras na hOllscoile.

Where a specific Irish Language competence is set out as an essential criterion for a post, candidates will be required to sit an Irish Oral and Written Examination at the initial stage of the recruitment process. Applications from candidates that successfully complete this initial stage will be considered by a Board of Assessors, which will shortlist and interview candidates and report to the College, the Academic Council and Údaras na hOllscoile.

All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment process. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process. For example, shortlisted applicants will be asked to present to the Board of Assessors and Members of College and Members of College may view the full copy of all applications received (including those shortlisted and not shortlisted) for an academic post by making a request/appointment to the HR Office.

(b) Presentation & Interview Dates

Candidates will be advised of arrangements in due course. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other selection assessment when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration

(c) Expenses

Expenses are paid to candidates who are shortlisted and invited to attend for interview by the Board of Assessors (see (a) above). For further information see the University policies on expenses at the following link http://www.nuigalway.ie/financial_accounting/policies_procedures.html

(d) Referees

Referees listed on the application forms of shortlisted candidates will be contacted **prior** to interview.

(e) Offer

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority.

The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination. Once a conditional job offer has been made, the candidate will be asked to complete a pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post.

The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

3. Appointment

The appointment will be made by the President, following adoption of the report of the Board of Assessors by the College of Arts, Social Sciences and Celtic Studies. (In the event that the College does not adopt the report, the appointment will be made by the President, following adoption of the report of the Board of Assessors by the Academic Council. In the event that the Academic Council does not adopt the report of the Board of Assessors, the decision as to the appointment, will be made by Údaras na hOllscoile (The University Governing Authority). All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authorities.

Criteria for transition from Lectureship below the bar to Lectureship above the bar

The criteria for transition to Lecturer above the bar will be based on the criteria below, assessed in the context of the opportunities available to each applicant to achieve within her/his departmental/disciplinary circumstances. Candidates will be required to show excellence in at least two of the areas listed below:

(a) Teaching and examining; (undergraduate, postgraduate and continuing education):

- Innovation in Teaching and Examining
- Effectiveness in communicating information
- Breadth and depth of coverage
- Development of teaching methods and materials
- Course development
- Postgraduate research supervision
- Support and encouragement of postgraduate students
- Accessibility for advising, discussion and providing other assistance to students
- Participation on appropriate teaching and learning seminars and training courses

(b) Research and scholarly standing:

- Active productive research
- Presentation of papers at conferences and seminars
- Publication, especially in books and refereed journals, national and international
- Relevant professional achievement
- Development of postgraduate research
- Activity and success in competitive grant proposals
- Membership of professional associations
- Involvement in innovative consultancy work, the funding of which flows through the University mechanisms (as opposed to consultancy for strictly personal gain)
- Success in generating funding for research or other academic activities from national or international sources
- Academic distinction otherwise

(c) Contribution to Discipline, University and Community:

- Administrative responsibilities in Discipline, College or University
 - Discipline, College and University committee work
 - Contribution to external committees or bodies
 - Organisation/attraction of seminars and conferences in relation to one's disciplinary expertise
 - Teaching through Irish
 - Contribution to adult education
 - Contribution to continuing education
-
- Contribution to community and public education
 - Contribution to student clubs and societies

The University will endeavour to process applications, so far as possible, within ninety days but, in any event, a successful application will take effect not later than 90 days from the date on which the application was received.

PROCEDURES RELATING TO CONSIDERATION OF CONFIRMATION IN POST OF NEWLY APPOINTED STAFF

The probationary appointment has two main functions. The first is to provide a period of training for newly appointed lecturers to the University and secondly to provide evidence as to whether the lecturer has the qualities as a teacher, scholar and person which would justify recommending a confirmation in post.

- i) Confirmation of Appointment will be formally confirmed by a Probations Board consisting of the Registrar and Deputy President, Dean and a presidential nominee drawn from a list drawn up by Academic Council. The Director of Human Resources or nominee will convene the Board and be in attendance. In arriving at its decision the Board will consider the report of the Probation Supervisory Group.
- ii) The probationary period will be supervised by a Probation Supervisory Group consisting of the Head of School / Discipline, the Dean of the College of primary affiliation (or nominee) and a senior colleague (selected by the Dean) from a cognate School / Discipline. A HR representative may be available to advise the Probation Supervisory Group on matters of precedent or policy.
- iii) The appointment will be probationary for the first three years of service, but this period may be reduced by the Probations Board, on application by the Lecturer at appointment or alternatively on application to the Probation Supervisory Group who will make a recommendation to the Board following the first meeting, on the ground of service in an equivalent post in a University, or in an Institute of Higher Education deemed for this purpose to be of University standing, or in a Research Institute, or on the ground of approved professional experience. However, no probationary period shall be of less than twelve months duration from the date of taking up duty.
- iv) The Probation Supervisory Group will meet the lecturer at least every twelve months to consider their progress. Further meetings will be scheduled if deemed necessary by either party. The Probation Supervisory Group will be convened by the Human Resources Department in conjunction with the relevant School office and will be chaired by the Dean of the College of primary affiliation.
- v) For each Probation Supervisory Group meeting, the lecturer will be required to submit a report outlining his/her progress on teaching, research and other activities which will form part of the group's assessment. The Head of School / Discipline will also be required to submit a report outlining the progress of the Lecturer on teaching, research and other activities.
- vi) Following each meeting the Dean will give feedback to the lecturer on the assessment of the Probation Supervisory Group. The results of the assessment will also be communicated to him/her in writing by the Human Resources Department.
- vii) There are four options which may be followed after the Probation Supervisory Group meeting:

- (a) Acknowledge the progress the lecturer has achieved to date and review again at the next meeting.
 - (b) Advise the lecturer that his/her progress is failing in some regard and advise on corrective action necessary to resolve it. (stage viii)
 - (c) Issue a satisfactory report to the Probation Board recommending confirmation in post. (stage ix)
 - (d) Issue an unsatisfactory report to the Probation Board. (stage x)
- viii) If the Probation Supervisory Group considers that the lecturer's progress has been unsatisfactory, he/she will be advised by the Head of Department as soon as possible but at the latest by the end of the penultimate year. Where the review period is for one year this will occur after six months. He/she will also be advised as to what the shortcomings are and how they may be overcome. This will allow the lecturer the opportunity to rectify the situation before the matter is considered by The Board. Copies of all correspondence will be sent to the Director of Human Resources for retention on the personal file. No action need be taken where the progress is satisfactory.
- ix) Where the Board recommends confirmation in post, they must be satisfied inter alia that, taking account of all relevant factors that the lecturer:
- a) has satisfactorily engaged in research towards the advancement of his/her subject.
 - b) has satisfactorily engaged in the teaching of prescribed courses and the supervising of lab/tutorial work assigned to him/her.
 - c) has conscientiously carried out such examining duties and satisfactorily performed such administrative and other duties as have been required of him/her.
- x) In the case of an unsatisfactory report from the Probation Supervisory Group, the Board will consider all the submissions and it may interview the lecturer who will be entitled to trade union representation. The Board will ask the lecturer to submit a report on his or her progress and he/she may submit referees to whom the Board may refer. The Board will determine which of the following outcomes are appropriate:
- a) The lecturer be confirmed in post.
 - b) The lecturer have his/her appointment terminated at the end of that academic year or at the end of the requisite notice period.
 - c) The lecturer be required to serve a further period of probation (up to one year) provided that the total probation does not exceed four years.
- xi) Where the probation is to be extended or the employment terminated, the lecturer will be informed of the decision and the reasons for the decision in writing.
- xii) In these circumstances, the lecturer has the right of appeal and the appeal will be heard by a panel convened by the President, consisting of the President, a nominee from Academic Council and a member of the Governing Authority not employed by the University.