

## Academic Titles – FAQs

### 1. What changes are happening?

Following engagement with Academic Council, UNITE and other key stakeholders, Executive Committee has agreed to the adoption of revised academic titles for certain academic grades. This decision will align UL with other Universities in Ireland and internationally in the use of academic titles.

The specific changes to titles in use are as follows:

| Existing Job Title / Grade  | New Job Title / Grade   | Prefix Title  |
|---|---|---|
| Professor   | Full Professor  | Professor   |
| Associate Professor   | Professor   | Professor   |
| Senior Lecturer   | Associate Professor A   | Associate Professor   |
| Lecturer Above Bar  | Associate Professor B   | Associate Professor   |
| Lecturer Below Bar  | Assistant Professor   | Assistant Professor   |
| <b>To be used in following circumstances Internally</b>   | <ul style="list-style-type: none"> <li>Organization charts where applicable</li> <li>Internal promotion/progression documentation</li> <li>UL websites staff listing</li> </ul> | <ul style="list-style-type: none"> <li>Email signatures*</li> <li>Salutations</li> <li>Faculty brochures and documentation</li> <li>ULRIS</li> <li>Door plates</li> </ul> |
|   | <i>In summary, <b>New Job Title / Grade</b> to be used in formal documentation. <b>Prefix Title</b> to be used in all other circumstances</i>                                   |   |
| <b>External</b>   | On personal LinkedIn, Twitter and other social media accounts and external digital profiles, please use the Prefix version of your academic title.                              |   |
| <i>All academics holding a Doctorate/PhD may continue to use the abbreviated title of 'Dr' if they wish to do so.</i> |   |   |

\*Revised guidelines on creating/updating your email signature will issue in August, incorporating recommendations from [Achtanna na dTeangacha Oifigiúla / Official Languages Acts](#).

### 2. How should Academic Staff utilise the new titles?

To ensure clarity and avoid misrepresentation, academic staff should not abbreviate the new titles conferred by the University. i.e., Assistant Professor/Associate Professor should not be abbreviated to Professor/Prof.

Aligning with the revised UL Style Guide, Professor should not be abbreviated to Prof and Assistant Professor/Associate Professor should not be abbreviated to Assoc/Assist Professor.

### **3. When will these changes take effect?**

Academic titles will formally change on **14 July 2023**. The new titles should not be adopted before this date. The changes below should take effect from this date or as soon as reasonably practical afterwards:

- This includes references to the academic titles on University webpages, official documentation, email signatures etc.
- Professional Managerial Support Staff (PMSS) may make changes to Departmental, School, Faculty and Research Centre documentation, as appropriate.
- References to the academic titles in University systems should be updated where necessary.
- HR documentation (academic staff profiles, advertisements, salary scales, etc.) will be amended in coming weeks to reflect the new titles.
- UL's Policies and Procedures whose last version was before July 14 should adapt the new titles where context permits.
- All changes to Core HR system will be adjusted centrally.

### **4. How will this affect Emeritus staff?**

Retired staff who have been formally awarded an Emeritus title can also use the new academic titles preceded by Emeritus.

### **5. How will this affect Adjunct staff?**

Those who currently have an Adjunct title can also use the new academic titles preceded by Adjunct.

### **6. Will this affect my salary?**

Salaries are unaffected by this change. The salary scale documents available on the HR website will be updated to reflect the change in titles.

### **7. Where can I direct a query/request for clarification on the new titles?**

Please direct queries to the new academic titles to [coreportalemail@ul.ie](mailto:coreportalemail@ul.ie). Where necessary, these will be reviewed by the Working Group and clarification issued/added to this document.

### **8. How will this impact the Recruitment Process?**

Recruitment Packs created from July 14 should use the new academic titles.

### **9. What is the approach when interpreting other UL Policies?**

Please refer to the guidance provided by the Corporate Secretary's office outlining the University's principles when interpreting policies where confusion may occur.

[FAQ | University of Limerick \(ul.ie\)](#)