A white and green sign with white text

Description automatically generated

|  |
| --- |
| Please note that strict word limits apply within the application form, and text which exceeds those word limits will be redacted accordingly. |

|  |  |
| --- | --- |
| **Cover Note** | |
| Please use the cover note section to outline any information you want to bring to the Promotions Committee, that you feel you have not been able to illustrate on the application form. This could include some further insights into disciplinary norms for your area. It can also include anything that you feel impacted on your application since the date of your last promotion, such as absences, sabbaticals etc, or you can take it as an opportunity to summarise your application, or any other information you deem relevant. | |
| **A strict word limit of 600 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

|  |
| --- |
| **Disclosure of Specified Absences** |
| The Promotions Board is willing in appropriate cases to take account of mitigating circumstances where disclosed specified absence/s\* may have affected a candidate’s trajectory in terms of research outputs, grant applications etc. This to allow for an informed evaluation where there may be a gap or drop in trajectory by reason of such absence\*.  If you declare any such absences\*, the dates of the absences in question will be provided to the Promotions Board. You are free to decide not to declare such absences, in which case your application will be evaluated without regard to any such absences.  \* For these purposes, a specified absence is defined an absence of 28 consecutive days or greater in the past 5 years (or since appointment to the current grade) due to maternity leave, adoptive leave, parental leave, sick leave, carer’s leave or other approved leave. |
| **Please detail type of leave taken and the respective start and end date of each:** |
| Click or tap here to enter text. |

# **SECTION 1: INTRODUCTION**

Please complete all sections and those sub-sections of the portfolio that are relevant to you. When completing the portfolio please be concise.

#### **View Help**

**APPLICANTS MUST COMPLETE ALL SECTIONS**

**Section 1:** Personal Details – to be completed online via e-recruitment

**Section 2:** Research and Scholarship

**Section 3:** Teaching & Learning

**Section 4:** Academic Leadership and Service to the Department, Faculty, University, Profession, and the Wider Community

**Section 5:** Previous Application Scores

**Candidates must:**

• Observe maximum word limits, where specified.

• Do not delete any irrelevant columns or tables.

• Avoid duplication of information. Activities shall not be double counted under research, teaching, academic leadership and service.

• Supervision of PHD students should be noted under teaching

• Leadership roles such as Course Director, Head of Department, Head of Research Centre should be noted under Academic Leadership and Service

**IMPORTANT NOTE: TO INSERT A HYPERLINK YOU MUST DO THE FOLLOWING**

1. Highlight the word you wish to use as your hyperlink, then

2. Right mouse click on this word and select ‘Hyperlink…’ from the short menu - This will open the Hyperlink prompt screen.

3. On the Hyperlink screen enter the URL for this link and click ‘Close’.

Open a hyperlink by pressing the 'Ctrl' key and clicking the link (simultaneously).

# **SECTION 2: RESEARCH AND SCHOLARSHIP**

#### **View Help**

**CANDIDATES WILL BE ASSESSED ON THE EXTENT OF NATIONAL AND INTERNATIONAL RECOGNITION AS A**

**RESEARCHER AND SCHOLAR IN THEIR CHOSEN FIELD.**

When considering publication performance, the applicant should differentiate between peer reviewed and non-peer reviewed articles, authored and edited books, and between those publications written as sole author, co-author, and corresponding author (note these with an asterisk). For co-authored publications describe your contribution and estimate your percentage contribution to the article in one sentence. List the impact factor for the journal, ISI journal ranking in discipline as available, and citations to this article. Candidates should clearly identify in Section 2.1 rows A-H both their outputs since appointment to their current grade in UL and their total outputs inclusive of same.

Please complete the sub-sections applicable to you providing supporting evidence.

The assessment under this criterion will examine the track record of the candidate and in particular the quality and impact of their research. Associate Professors are leaders in their discipline, identified through a substantial and consistent record of internationally recognised, peer-reviewed publications, which have had a significant impact within the discipline. Associate Professors will normally be expected to have contributed to the training and development of the next generation of researchers and scholars. They may also have advanced the mission of the University through research-driven innovation, in ways appropriate to their discipline.

**Research includes any or all of the following:**

1. the discovery, creation or critical development of new facts, ideas, theories or processes that advance knowledge in the relevant discipline or field of study or result in works of artistic accomplishment;

2. the integration of the above into new syntheses;

3. the application of new discoveries, creations, developments or syntheses to activities outside the university that are in consequence conducted differently;

4. the publication or dissemination by other methods of any of the above for the purposes of education or informing a wider public;

## **2.1 Summary**

|  |  |  |
| --- | --- | --- |
| **Date since last promotion** | **Original date hired** | **Date of PHD being awarded** |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. |

The below indicators can include metrics used in your discipline e.g. h-index, number of citations, reviews, prestigious performances etc. Please note your source.

**(Click + to add more)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicators of Impact/Esteem** | **Details** | **Number (if applicable)** | **Source** |
| Click or tap here to enter text. | Click or tap here to enter text. | Enter number | Click or tap here to enter text. |

List the number of outputs for each relevant section.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Number since appointment / promotion to current grade** | **Career Total** |
| A. | Books | Enter number | Enter number |
| B. | Book Chapters | Enter number | Enter number |
| C. | Edited Books | Enter number | Enter number |
| D. | Refereed Journal Papers | Enter number | Enter number |
| E. | Conference Publications | Enter number | Enter number |

## **2.2 Research Outputs and Grants**

Please complete those sections of research output or Funding Award that are applicable to you. Using the drop-down menu select from:

1. Books
2. Book Chapters
3. Edited Books
4. Refereed Journals
5. Conference Publications
6. Invention Disclosures
7. Patents
8. Major Exhibitions, written or recorded work
9. External Research Grants as Principal Investigator
10. External Research Grants as Co-Investigator or Academic Collaborator (see SFI/HRB/Funding body terms and conditions for definitions of terms)
11. Number of Publications Co-Authored with PhD Students within 5 years of PhD
12. Number of Publications Co-Authored with Masters Students within 5 years of Masters

Use a separate section box for each section (section A, section B, etc.) and sections should be in alphabetical order. To create a new box, click on the + sign.

Include all research outputs for each section heading applicable to you. Provide complete reference for each published research output starting with the most recent publication first. Do NOT include publications under review.

For journal entries please note citations, impact factor and journal ranking. Explain the significance and impact of the research output, and clearly specify your role or contribution to the research output for joint research. **When describing lead/senior authorship or any other such terminology, please briefly explain the disciplinary norm for such terms.**

For books that are reviewed provide complete reference for review citation. For grants listed in sections I and J, please list the major research grants you have been awarded, specifying the date and value of the grant, funding body and its standing in the field, your role in the project (e.g. Principal Investigator, co-Investigator etc) and your contribution.

**(Click + to add more)**

|  |  |
| --- | --- |
| **Heading:** | Choose an item. |
| **Research Outputs:** | Click or tap here to enter text. |

## **2.3 List Awards for Research**

**(Click + to add more)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Prize** | **Awarded By** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |

## **2.4 Other Research Output**

Other “Research output" which takes into account the practices of the discipline concerned and its contribution to the discipline.(e.g. Other research output which has been disseminated in a format/venue which is recognised within the discipline as appropriate for the publication of scholarly output including, but not limited to, technical reports, training manuals, computer software, instrumentation, measurement, psychometric or evaluation instruments, invention or development of new procedures, processes, techniques, concerts, performances, fiction, poetry, etc).

|  |  |
| --- | --- |
| **A strict word limit of 500 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

## **2.5 Research Significance and Impact**

Discuss the significance and impact of your research to your discipline/field. Provide a brief outline of your research strategy for the coming 5 years

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

# **SECTION 3: TEACHING & LEARNING**

#### **View Help**

**DEMONSTRATION OF EXCELLENCE IN CONTRIBUTION TO TEACHING AND LEARNING OF UNDERGRADUATE AND POSTGRADUATE STUDENTS AND/OR OF PROFESSIONAL PEERS AND PRACTITIONERS NATIONALLY AND INTERNATIONALLY.**

Please complete the sub-sections applicable to you providing supporting evidence.

The assessment under this criterion will examine the candidate’s performance in Teaching & Learning. Promotion to Associate Professor requires validated evidence of excellent performance as a University teacher as well as significant achievements in enhancing the quality of teaching and learning, educational innovation, and curricular reform. These achievements will involve work of international quality which will have had impact well beyond the personal teaching activities of the candidate, at least at institutional or national level. The outcomes of these activities will have been evaluated, documented, and disseminated, and will have earned the candidate a significant international reputation as a leader in Teaching and Learning within his/her discipline. Associate Professors will normally be expected to contribute to graduate education and training and by having supervised doctoral students to completion.

The conversion of knowledge in the relevant discipline or field of study derived from research (as defined in section 2) into a reciprocal process of education and learning.

**Teaching includes any or all of the following:**

1. the introduction of the concepts, methods, and subject matter of the discipline or field of study in a manner which stimulates those taught and enables them to engage with the knowledge in a critical and independent manner appropriate to the level at which they have been taught;

2. curriculum design, course management, instruction, assessment, and the creation of a social and academic environment that promotes learning;

3. initiation into research by supervision of dissertations or other research projects at the appropriate level;

4. sustained, high quality contribution to the scholarship/research on teaching and learning;

5. doctoral supervision and post-doctoral training;

6. recruitment, support, and effective teaching of international students.

**IMPORTANT NOTE: TO INSERT A HYPERLINK YOU MUST DO THE FOLLOWING**

1. Highlight the word you wish to use as your hyperlink, then

2. Right mouse click on this word and select ‘Hyperlink…’ from the short menu - This will open the Hyperlink prompt screen.

3. On the Hyperlink screen enter the URL for this link and click ‘Close’. Open a hyperlink by pressing the 'Ctrl' key and clicking the link (simultaneously).

## **3.1 Summary**

**(Click + to add more)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Year** | **Module Name** | **Lecturer Hours you Deliver** | **Tutorial/ Lab Hours you Deliver** | **Evaluated (Yes or No)** | **No. of Students** |
| Click or tap to enter a date. | Click or tap here to enter text. | Enter number | Enter number | Choose an item. | Enter number |

## **3.2 Statement on philosophy/approach to supervision of research students**

This is a statement about your approach towards supervision of research students.

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

List of Supervisions

**(Click + to add more)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Student** | **Enrolment Period** | **Type of Supervision** | **Level of Supervision** | **Co-supervision %** | **Completed** |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Enter number | Choose an item. |

## **3.3 Statement of teaching philosophy**

This is a statement about how you view teaching and your personal orientation towards teaching curriculum development and assessment within your academic discipline.

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

## **3.4 Teaching performance and effectiveness**

Highlight and discuss the key disciplines you teach and describe your delivery strategies, evaluation of the quality of teaching and how you would describe the teacher/class relationship [NB. Please ensure you attach your most recent student teaching evaluations, e.g. Student Evaluation of Teaching (SET), Module Satisfaction Survey (MSS)] State how the results of the student teaching evaluations directed reflection and positive change.

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

## **3.5 Planning and preparation**

Describe the teaching and learning methods you employ and the teaching materials you use (case studies, handouts, visual aids, labs, etc.)

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

## **3.6 Assessment and examination of student learning**

Describe your approach to assessment and discuss any innovative assessment strategies or materials which you have developed.

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

## **3.7 Professional Development: Past, present and future**

Discuss how your teaching has developed during the course of your career and your plans for future professional development.

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

## **3.8 List Awards for Teaching**

**(Click + to add more)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Prize** | **Awarded By** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |

# **SECTION 4: ACADEMIC LEADERSHIP AND SERVICE TO DEPARTMENT/SCHOOL, FACULTY, UNIVERSITY, PROFESSION AND THE WIDER COMMUNITY**

#### **View Help**

**DEMONSTRATION OF SUBSTANTIAL ACHIEVEMENT IN ACADEMIC LEADERSHIP AND SERVICE.**

Please complete the sections providing leadership details and your service.

Associate Professors will have demonstrated the capacity for academic leadership, at institutional, national or international level, both in the development of the University and of their discipline. They will have clear plans to continue and develop their leadership role in promoting their discipline and the further development of the University. Associate Professors contribute to the intellectual community that is the University by fostering a culture of inquiry, collegiality and creativity, and where possible, collaborating across disciplinary boundaries. All candidates are expected to have demonstrated academic leadership through an approach to research, scholarship and teaching that benefits others within the University’s community and furthers UL’s reputation as a research university. Associate Professors are also expected to have made a significant contribution and to be prepared to continue to contribute to the administration, management and development of their Department, Faculty and University. Leadership in the profession or the wider community that enhances the reputation of the University may also be considered as additional evidence of achievement in this domain.

**Academic Leadership and Service include:**

1. Academic Leadership and Service to Department;

2. Academic Leadership and Service to Faculty;

3. Academic Leadership and Service to University;

4. Academic Leadership and Service to Discipline/Field;

5. Academic Leadership and Service to Government/Public Agencies as related to discipline;

6. Academic Leadership and Service to non-Government and private agencies as related to discipline;

7. Academic Leadership and Service, Leadership and management of a substantial research group (in accordance with disciplinary norms).

**IMPORTANT NOTE: TO INSERT A HYPERLINK YOU MUST DO THE FOLLOWING**

1. Highlight the word you wish to use as your hyperlink, then

2. Right mouse click on this word and select ‘Hyperlink…’ from the short menu - This will open the Hyperlink prompt screen.

3. On the Hyperlink screen enter the URL for this link and click ‘Close’.

Open a hyperlink by pressing the 'Ctrl' key and clicking the link (simultaneously).

## **4.1 Academic Leadership and Service**

Please complete those sections of academic leadership and service (AL&S) that are applicable to you. Using the drop down menu select from: A. AL&S to Department; B. AL&S to Faculty; C. AL&S to University; D. AL&S to Discipline/Field; E. AL&S to Government/Public Agencies as related to discipline; F. AL&S to non-Government and private agencies as related to discipline; G. AL&S Leadership and management of a substantial research group (in accordance with disciplinary norms). Use a separate section box for each section (section A, section B, etc.). To create a new box click on the + sign (to remove a box click on - sign). Sections should be in alphabetical order. Include all evidence and time frames of academic leadership and service for each section heading applicable to you. **Clearly outline your specific role or contribution where reference is made to committees, work groups etc.**

**(Click + to add more)**

|  |  |
| --- | --- |
| **Heading:** | Choose an item. |
| **Achievements:** | Click or tap here to enter text. |

## **4.2 Leadership and Service Contributions**

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

## **4.3 Leadership and Service Plans**

Outline your plans (would seek) to provide academic leadership and service to the university and/or to the discipline in the next five years (Provide a rationale for your strategy).

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

## **4.4 Other relevant info**

|  |  |
| --- | --- |
| **A strict word limit of 300 words applies to this section.** | **Please confirm your word count: 0** |
| Click or tap here to enter text. | |

# **SECTION 5: PREVIOUS APPLICATION SCORES**

## **5.0 Previous Application**

Enter scores from previous application for promotion from Associate Professor A to Professor. **(Optional)**

|  |  |  |
| --- | --- | --- |
| **Research and Scholarship** | **Teaching and Learning** | **Academic Leadership and Service to Department, Faculty, University, Profession and the Wider Community** |
| Enter number | Enter number | Enter number |
| I agree that if successful my portfolio may be made available to prospective applicants for promotion: | |  |
| ***Employee Name:*** | | Enter name |
| ***Employee Personnel ID Number:*** | | Enter number |