

Induction and Award of Tenure to the Grades of Lecturer/Senior Lecturer Policy

UCD Human Resources
Acmhainní Daonna UCD

1. Policy Summary

Revised procedures to govern induction and the award of tenure for the grade of Lecturer/Senior Lecturer.

These procedures have been revised to take account of the academic restructuring of September 2005 and changes to the procedures for tenure for Senior Lecturer as approved by the UCAATP at its meeting on 15 December 2005.

These procedures supersede all earlier procedures and will apply to all lecturers/senior lecturers appointed from 1 September 2003.

2. Purpose of Policy & Definitions

2.1. The University has a vision to secure its position among Europe's leading Universities for research and teaching by continuing to attract top quality staff and fostering their development. Implicit in this is the requirement, on the part of the University, to support and help the development of staff so as to allow them to achieve high levels of performance in all areas of their academic employment, especially research, teaching and contribution to the University community.

2.2. It is recognised that many new staff may require training and support in order to develop their research, teaching and administrative skills. Similarly, the transition to active contribution and engagement with the University community may require both time and support.

3. Scope of the Policy

The probation and induction processes outlined in this document are designed to assist new academic staff to undertake the transition to UCD in as short a timeframe as possible, within a supportive and encouraging environment. The award of tenure recognises the successful completion of these processes and the attainment of a standard of performance and engagement consistent with full academic privileges.

4. Policy & Procedures

Induction Period

4.1 An induction period of 3 years will normally apply to all permanent Lecturer appointments. The first year of the induction period will run concurrently with the probationary period.

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- 4.2 In circumstances where the requirement to serve the full induction period may be waived in the case of lecturers who have a doctorate and substantial, relevant academic experience, and are deemed by the Head of School and Principal to satisfy the requirements for tenure at an earlier point in the induction period.
- 4.3 In such circumstances, a decision to waive part of the induction period at the point of initial appointment may be made by the Principal on the recommendation of the Assessment Board. UCD HR Promotions & Grading will report all such cases to the Tenure Committee for information.
- 4.4 Staff appointed at Senior Lecturer will not be required to complete an induction period. On successful completion of the probationary period, tenure will automatically be awarded and UCD HR Promotions & Grading will notify the individual/s and the Tenure Committee, at its next meeting.
- 4.5 The induction process is the shared responsibility of the individual Lecturer and the Head of School, in collaboration, as required, with other members of the School. It is designed to assist the Lecturer to satisfy the requirements for the award of tenure and to develop a career path that may, in time, lead to promotion to Senior Lecturer, Associate Professor or Professor. It is a phase of supported development during which Lecturers are usually assigned lighter administrative and teaching duties than is the norm for their School and are encouraged and guided to develop their capabilities across the three core aspects of their role as academics – i.e., research and scholarship, teaching and learning and contribution. During the induction period Lecturers will be given feedback on a regular basis on their performance in each of these areas, at meetings with the Head of School, or another senior colleague nominated by the Head of School. This will provide the Lecturer with the opportunity to address any necessary performance improvements as they arise. A written record of the feedback meetings will be maintained.
- 4.6 A decision to waive part of the induction period at any point after initial appointment may be made by the Tenure Committee on the recommendation of the Principal and Head of School.

Tenure

- 4.7 The attainment of tenure is an important step in the professional life of all academic staff. The benefits of tenure include the right to enjoy the

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full protection of the Universities Act, 1997 in relation to terms and conditions of employment, access to internal promotions processes and full membership of College.

- All new Lecturers can expect to be awarded tenure during the final year of their induction period provided that they meet the agreed tenure requirements.
- All new Senior Lecturers can expect to be awarded tenure on satisfactory completion of the probation period.

4.8 Tenure is awarded by Academic Council on the recommendation of the Tenure Committee, which acts upon the advice of Schools/Colleges. The membership of the Tenure Committee is as follows:

- President or his nominee;
- Registrar;
- Vice President for Staff;
- College Principals;
- Two nominated Union representatives (One IFUT and one SIPTU);
- Two elected members of the tenured academic staff of the University;
- Up to four additional tenured academic staff co-opted on the recommendation of the President, in the interests of achieving greater gender representation.

A three year term will apply in the case of the Union nominees, elected members of the academic staff, and members co-opted on the recommendation of the President.

4.9 The role of the Tenure Committee is to:

- Consider recommendations for tenure made by Heads of School;
- Consider recommendations to withhold tenure made by Heads of School;
- Provide advice and guidance to Heads of School regarding their role in managing the induction period and ensure that such management is properly executed;
- Review and endorse action plans that have been developed by Heads of School in collaboration with staff who have been refused tenure;
- Consider reports from Heads of School on the progress of untenured academic staff and monitor the progress of those staff to ensure that the action plan agreed between the staff member and his/her Head of School is followed;
- Make recommendations for tenure to Academic Council.

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4.10 The Head of School has a role in encouraging and supporting Lecturers through the course of their induction period to meet the requirements for tenure. The requirements for tenure are as follows:

- a) Academic achievement demonstrated by the possession of a doctoral degree or its recognised equivalent; and
- b) Certification from the Head of School of evidence of :
 - satisfactory performance of lecturing and other teaching duties;
 - satisfactory engagement in research and scholarship evidenced by publication in appropriate journals and/or books by academic publishers and/or postgraduate supervision; and
 - satisfactory involvement in the activities of the School.

4.11 In some instances the Tenure Committee may agree:

- a) an Interim Pathway for tenure for particular groups of staff in emerging disciplines and academic areas; or
- b) an Alternate Pathway for particular groups of staff in specific pre-determined disciplines and academic areas where excellence in professional practice would replace the requirement for a PhD or its recognised equivalent.

The development of such Pathways will involve discussion with the relevant employee representative unions.

5 Application Process

5.1 Applications for tenure are considered annually. Lecturers who have satisfactorily completed the probation and where appropriate the induction period may submit an application to the UCD HR Promotions & Grading comprising:

- 1 copy of completed Application Form
- 1 copy of an up to date Curriculum Vitae including a list of publications (*Max number of pages 4*)
- 1 Copy of the Head of School's Recommendation

5.2 In responding, the Head of School must comment on the Lecturer's performance throughout the probation/induction period, against the tenure requirements, as appropriate

Where it is the recommendation of the Head of School that the requirements for tenure have not been satisfied and that tenure be withheld, s/he should document his/her recommendation, but also the reasons for it, and the remedial plan that has been agreed with the

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Lecturer to ensure that the tenure requirements will be satisfied in the future.

- 5.3 UCD HR Promotions & Grading will present the applications for tenure and the recommendations from Heads of School to the Tenure Committee for its consideration.
- 5.4 The Tenure Committee will verify that the Head of School's recommendation is fair and sound and will maintain a written record of its deliberations and decisions for the purpose of feedback and review.
- 5.5 If the performance of a Lecturer applying for tenure is found to be unsatisfactory for reasons which are beyond the Lecturer's control the Head of School and the University will take whatever action is necessary to remedy the situation to ensure that such reasons will not, at any time in the future, be an impediment to the granting of tenure.
- 5.6 The list of academic staff recommended for Tenure will be forwarded to the President. The President, in accordance with Statute 6 (Chapter 17 Schools) shall assign Lecturers/Senior Lecturers to a School.
- 5.7 The list of academic staff recommended for Tenure will be communicated in to the Academic Council. Having satisfied itself that the Tenure Committee's recommendations are sound and were reached in a fair manner, the Academic Council will approve the recommendations, and its decision will be communicated in writing by the Registrar to the Lecturers/Senior Lecturers and the Heads of School.
- 5.8 Lecturers who are not recommended for tenure by their Head of School will have a right of appeal to the Tenure Committee. Appeals must be lodged in writing to UCD HR Promotions & Grading, within 20 working days of receipt of advice that an application has been unsuccessful.
- 5.9 The Tenure Committee will review all appeal documentation including the Lecturer's appeal submission, the Lecturer application for tenure, the Head of School's recommendation, a statement of reasons from the Head of School and any other supporting documentation submitted by the parties, and make a new determination. The Tenure Committee's decision will be the final level of appeal internal to the University.
- 5.10 A Lecturer who has tenure withheld continues to be a permanent member of the academic staff of the University, consistent with his/her contract of employment. However, he/she should work closely with his/her Head of School to agree a plan of supported development with a view to satisfying the requirements for tenure at the earliest possible opportunity.

6. General Conditions

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- 6.1 All newly appointed Lecturers/Senior Lecturer should familiarise themselves with the Procedures – Induction and Award of Tenure for the Grades of Lecturer/Senior Lecturer which are available on the HR website UCD/www.ucd.ie/hr.
- 6.2 The procedures outlined in this document do not prejudice a Lecturer/Senior Lecturer's right of appeal to relevant third party authorities.
- 6.3 All newly appointed Lecturers/Senior Lecturers are encouraged to inform themselves of their rights and responsibilities with regard to: grievances, discipline, dignity and respect, freedom of information, and trade union membership. The University's policies in relation to most of these matters are available for download from UCD HR web site at www.ucd.ie/hr
- 6.4 These procedures will be subject to review after 3 years of operation.