Dear XXX

HOS/CP Introduction

As part of UCD’s Faculty Promotion process a candidate’s Head of School and College Principal are required to nominate five potential external assessors, two/three of which will be selected by the Faculty Promotions Committee to act as an External Assessor.  The selection will be based on a number of factors including the demographics and spread of assessor panels. This is an important role and contributes significantly to the overall assessment of the candidate.

External Assessors are required to assess the overall academic performance of the candidate. If selected, you will be invited to provide an independent, unbiased assessment of the level of the candidate’s achievements in Research, Scholarship and Innovation, Teaching & Learning and Academic Leadership and Contribution, with reference to the UCD Development Framework for Faculty, taking into account the norms for the discipline.

In addition, you will be invited to comment on:

• Whether there is clear evidence of an upward trajectory and forward looking agenda

• Whether the case meets international standards for promotion to the relevant level

• How the application compares with recent successful applications for promotion to the equivalent level within your own institution.

The Faculty Promotion Committee has established guidelines in relation to real or perceived conflict of interest of individuals assisting in the process.  As part of the assessment, you will be asked to comment on your knowledge and interaction with the candidate and the committee may determine that there could be a perceived conflict of interest. A copy of the conflict of interest guidelines is attached for your information. If you feel that your relationship with the candidate may constitute a conflict of interest, please contact promotions@ucd.ie for clarification.

I would be pleased if you would inform me at your earliest convenience if you are willing to act as an External Assessor in relation to [Name of candidate]’s application for promotion, subject to selection by the Faculty Promotions Committee. If you are willing to act but not required on this occasion, for operational reasons, we may request your participation for other candidates in the future.

I should also draw your attention to the fact that the University comes under the terms of the Freedom of Information Act 2014.

Please note that if you are selected by the Faculty Promotions Committee to be an external assessor for the above candidate, UCD Human Resources will contact you and provide you with a copy of the candidate’s application along with further information in relation to the process.

Yours sincerely

