



University of Galway Academic Promotions scheme Application checklist

Applicants who are submitting an application to the academic promotions scheme should ensure that they have completed the following documentation checklist:

	Document	Completed and submitted (insert tick ✓)
1	Application form	
2	Teaching Portfolio and appendices	
3	Student feedback	
4	Applicant's 3 strongest/most important publications (a commentary of 300 words maximum per publication required, indicating the originality, significance and rigour of the publication and, in the case of multi-authored publications, the role of the applicant)	
5	Applicant's list of next 20 strongest/most important publications (no commentary required other than to outline the role of the candidate for multi-authored papers)	
6	Full IRIS Profile (preferably by category and in reverse chronological order within each category)	
7	External assessor nomination form (with applicant's list of nominated assessors)	
8	Head of School form (to be completed by the Head of School and submitted 14 days after the application deadline)	
9	External assessor nomination form (to be completed by the Head of School and submitted 45 days after the application deadline with <u>the Head of School's</u> list of nominated assessors)	

Please note if any of the above documents are missing from an application, the APC will deem the application incomplete and refer it back to the applicant to address the issue and re-submit to a subsequent round.