



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). Please download the IRIS profile, edit and submit.	
8	Head of School form (to be completed by the Head of School and submitted 14 days after the application deadline) The applicant must forward this form with their application materials to their Head of School. The Head of School then completes the form and submits it 14 days after the application deadline, copying the applicant)	
9	External assessor nomination form There are 2 sections in this form (Applicant and Head of School) The applicant completes the form with their list of nominated assessors and submits with their application form by the closing date. The applicant must then forward the form and their application materials to their Head of School. The Head of School then completes the Head of School section of the form	

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

	and submits 45 days after the application deadline with the Head of School's list of nominated assessors.	
10	Reference reports, three reference reports (one internal and two external).	