

***PROFESSORIAL PROMOTION SCHEME***

***APPLICATION FORM – Round 12***

***CONFIDENTIAL***

***UNIVERSITY OF GALWAY***

***Application Form for Promotion to Professor in***

***(Teaching and Learning Track)***

**NOTE: Supporting materials/documents which must be included are:**

**Please refer to the** [**Checklist document**](https://www.universityofgalway.ie/academicpromotions/applicationformsinformation/) **prior to submitting your application.**

Teaching portfolio and appendices of up to 23 pages. Any information beyond 23 pages in the teaching portfolio will not be considered.

Student feedback.

Applicant’s 3 strongest/most important publications.

List of next 20 strongest/most important publications (no commentary required other than to outline the role of the candidate for multi-authored papers).

An up-to-date, accurate CRIS Profile (preferably by category and in reverse chronological order within each category). Candidates must download their CRIS Profile and submit as a support document with their application.

External assessor nomination form.

Head of School form.

3 reference reports   
  
Applicants should check their applications carefully to ensure all relevant sections are complete. Required font is **Times New Roman Size 12 point.** Hyperlinks may not be included. Images that contain a substantial amount of text similarly may not be included. Applications which contravene this requirement may, at the discretion of the Promotions Committee, be returned to the applicant and not considered in this round.

Word counts are checked using Microsoft Word (desktop).

**Core and Non-Core Criteria**

Within this framework all candidates must address all nine criteria. A successful application is thus required to address nine criteria in total, as appropriate to the discipline of the applicant.

An application is required to address all nine criteria in this track. Where a candidate fails to achieve a single non-core criterion but a) has achieved all other criteria required and b) is deemed by the panel to have sufficient compensating strengths in the round, the panel may deem the prima facie case nevertheless to have been met. Core criteria are as indicated in each pathway and must be deemed to have been achieved in order for a prima facie case to be established. All other criteria are deemed to be non-core.

Applicants are referred to the published [guidelines](https://nuigalway.ie/academicpromotions/resources/) and to the [criteria](https://nuigalway.ie/academicpromotions/resources/) documentation as an aid to completing this form

**SECTION A**

1. **Details**

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| **First Name** |  |
| **Surname** |  |
| **College** |  |
| **School** |  |
| **Discipline** |  |
| **Full-Time Equivalent (FTE)** |  |
| **Staff ID Number** |  |

1. **Degrees and Professional Qualifications:**

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| Degrees, etc. | Year of Award | Awarding Institution | Address of Institution |
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1. **Name of School:**

**Only for applicants whose Head of School has held the position for 6 months or less - please indicate by placing X in the box below whether the Head of School Form should be sent to your previous Head of School or your current Head of School:**

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| --- | --- |
| Current Head of School |  |
| Previous Head of School |  |

1. **Present Post:**

**5. (a) Date of initial appointment to University of Galway:**

**5. (b) Date of appointment to your present grade**

**5. (c) Please provide details of any documented leave to date, including part-time arrangements, maternity, adoptive, parental, sick leave, disability-related sick leave, carer’s leave and unpaid leave of absence connected with caring during your academic career[[1]](#footnote-2)`**

**Please complete the following table setting out the number of Maternity/Adoptive Leaves taken.**

| Leave Category | Yr 1  24/25 | Yr 2  23/24 | Yr 3  22/23 | Yr 4  21/22 | Yr 5  20/21 | Yr 6  19/20 | Yr 7  18/19 | Yr 8  17/18 | Yr 9  16/17 | Yr 10  15/16 | Before 15/16 | Total no. of leaves |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Maternity/Adoptive leave |  |  |  |  |  |  |  |  |  |  |  |  |

**Please complete the following table setting out the number of weeks taken as leave relevant to each category in each academic year.**

| Leave Category | Yr 1  24/25 | Yr 2  23/24 | Yr 3  22/23 | Yr 4  21/22 | Yr 5  20/21 | Yr 6  19/20 | Yr 7  18/19 | Yr 8  17/18 | Yr 9  16/17 | Yr 10  15/16 | Before 15/16 | Total no. of weeks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Parental leave |  |  |  |  |  |  |  |  |  |  |  |  |
| Sick leave |  |  |  |  |  |  |  |  |  |  |  |  |
| Disability-related sick leave |  |  |  |  |  |  |  |  |  |  |  |  |
| Carer’s leave |  |  |  |  |  |  |  |  |  |  |  |  |
| Unpaid leave of absence connected with caring |  |  |  |  |  |  |  |  |  |  |  |  |
| Part-time working |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |

**Please indicate any other periods of unpaid leave from an academic or research post, during which you were not working in another academic or research environment.**

| Leave Category | Yr 1  24/25 | Yr 2  23/24 | Yr 3  22/23 | Yr 4  21/22 | Yr 5  20/21 | Yr 6 19/20 | Yr 7  18/19 | Yr 8  17/18 | Yr 9  16/17 | Yr 10  15/16 | Before 15/16 | Total no. of weeks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Other periods of unpaid leave from an academic or research post, during which you were not working in another academic or research environment |  |  |  |  |  |  |  |  |  |  |  |  |

**6. Previous Posts Held:**

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| Start Date  MM/YY | End Date  MM/YY | Post Held | Employer |
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**7. Membership of Professional Bodies**

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| Name of Professional Body | Dates of Membership  MM/YY |
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**SECTION B: TEACHING AND LEARNING TRACK**

The teaching portfolio, student feedback and CRIS profile are supporting material to the formal application. The information in the supporting material must be accurate and up to date. Candidates are advised that supporting material may also be included in the application form.

In some cases, it may be that an activity may reasonably be included under more than one heading in an application. It will be for each applicant to determine where to include such information, remembering that information may be cross-referenced but should not be duplicated: the Academic Promotions Committee will not give credit twice for the same activity.

In all cases candidates must indicate clearly their own contribution to any activity that they reference. This includes their precise role as members/leaders of committees, in working groups, editorial roles, securing grant income, etc. It also includes clearly indicating the applicant’s portion of any joint research award.

In the event that a significant amount of inaccurate and/or duplicated material is included, the Academic Promotions Committee may decide not to consider the application further.

**Candidates must address all seven sub-sections.**

1. **(CORE)** **An outstanding contribution to teaching, supervision and mentoring of students.**

All applicants are required to:

1. Outline the details of their contact hours for the three most recent years in which they taught;
2. Submit the results of an appropriate student feedback process, as conducted for such purposes at School level; this should be feedback on **no more than two modules** and be **no more than 2 pages in total**. **This should be attached as a separate supporting document.**
3. Submit a separate Teaching Portfolio that provides appropriate evidence of performance and demonstrates a critical, reflective approach to teaching and the support of student learning:

* The Teaching Portfolio may not exceed 8 pages, plus a maximum of 15 other pages in Appendices, to make a total of 23 pages.

Any information beyond these limits will not be considered. Required font is **Times New Roman Size 12 point.**



**1.a. Contact Hours**

You are required to provide a copy of your approved teaching schedule for **the three academic years** prior to the year in which the application is being made. If you were on documented leave for any of the 3 years, you should include the next most recent year(s). Please specify the academic year that you are presenting below.

All undergraduate and postgraduate teaching duties for the three years, **including supervision of minor dissertations at both undergraduate and postgraduate taught level (but not research student supervision)**, should be set out in this section:

**Academic Year 1**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class Name  e.g. 1st Arts, 2nd Science, etc. | Course Number | Number of students | Course Title | Contact Hours Per Year | | | | Examination Method |
| **Lecture** | **Tutorial** | **Practical** | **Other**  **(specify)** |
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| Total/Subtotal Contact Hours |  |  |  |  |  |  |  |  |

**Academic Year 2**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class Name  e.g. 1st Arts, 2nd Science, etc. | Course Number | Number of students | Course Title | Contact Hours Per Year | | | | Examination Method |
| **Lecture** | **Tutorial** | **Practical** | **Other**  **(specify)** |
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| Total/Subtotal Contact Hours |  |  |  |  |  |  |  |  |

**Academic Year 3**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class Name  e.g. 1st Arts, 2nd Science, etc. | Course Number | Number of students | Course Title | Contact Hours Per Year | | | | Examination Method |
| **Lecture** | **Tutorial** | **Practical** | **Other**  **(specify)** |
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| Total/Subtotal Contact Hours |  |  |  |  |  |  |  |  |

Applicants who were on sabbatical, maternity, adoptive, parental, sick leave, disability-related sick leave carer’s or unpaid leave in one or more years of the relevant years should submit the workload information in respect of the years in which they were teaching prior to the last three years and a statement of their teaching duties for those years such that the total number of years for which information is provided is three years.

**1.b. Student Feedback Process.**

It is the responsibility of the applicant, in conjunction with the Head of School, to arrange to undergo feedback assessment in advance of applying for promotion. The applicant should submit the most recent such reports together with the application.

Applicants who are unable to undergo the student feedback process, by virtue of being on sabbatical, maternity, adoptive, parental, sick leave, disability-related sick leave or unpaid leave when the process is being conducted, are invited to include the outcomes of earlier feedback processes. This should be feedback on **no more than two modules** and be **no more than 2 pages in total. This should be attached as a separate supporting document.**

Applicants who are unable to undergo the independent student feedback process should notify the HR Office at [academicpromotions@universityofgalway.ie](mailto:academicpromotions@universityofgalway.ie) in advance of submitting their application.

**1.c. Teaching Portfolio**

The aim of the Teaching Portfolio is to provide an accurate and representative picture of your approach to teaching and the support of student learning.

The Teaching Portfolio may **not exceed 8 pages**, with a maximum of **15 other pages** in appendices. Any information beyond these limits will not be considered. Required font is **Times New Roman Size 12 point.**

The Teaching Portfolio should contain examples of teaching materials and other appropriate evidence. The portfolio should include a summary of teaching experience and responsibilities, a reflective statement of teaching philosophy and goals, a brief discussion of teaching methods and strategies, as well as activities undertaken to improve teaching, and a statement of goals and plans for the future. A standard template and guidelines for the construction of Teaching Portfolios are available on the CELT website.[[2]](#footnote-3)

**Please note,** there is a total page limit of 23 pages for the full Teaching Portfolio, including appendices. Any information beyond 23 pages will not be considered. Required font is **Times New Roman Size 12 point.**

It is essential that evidence is provided to demonstrate excellence in teaching and the support of learning. The portfolio guidelines provide examples of appropriate evidence for each aspect.

1. **An Outstanding record of maintaining theoretical currency in teaching.**

1,500 words max

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1. **High-Quality innovation in teaching**

1,500 words max

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1. **National/International standing in the area of teaching and learning.**

1,500 words max

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1. **Impact in teaching and learning.**

1,500 words max

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1. **Outstanding and consistent record securing pedagogic funding, including, where appropriate research funding.**
2. **External** **research funding**

| Funding source | Start date | Duration of the award | Total monetary value | Total University of Galway share | Your share | Subject to peer review (y/n) | PI Role you played | Research Account Code |
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1. **Internal** **research funding**

| Funding source | Start date | Duration of the award | Total monetary value | Your share | Subject to peer review (y/n) | PI Role you played | Research Account Code |
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1. You are required to provide a contextual commentary on your pedagogic funding below **(no more than 500 words)**.
2. **(CORE)** **A substantial record of research outputs recognised for originality, significance and rigour.**
   * 1. **Table of Publications.**

Please complete the following table setting out the number of publications relevant to each code as detailed below. See [Appendix 2](https://www.universityofgalway.ie/academicpromotions/applicationformsinformation/) for further details of formal publications.

|  |  |
| --- | --- |
| **Category** | **Type** |
| A. | Original Article in a Peer-Reviewed Journal |
| B. | Article in Other Journal |
| C. | Review article in a Peer-Reviewed Journal |
| D. | Book Chapter |
| E. | Book (authored/co-authored) |
| F. | Book, Yearbook or Journal Issue (edited/co-edited) |
| G. | Electronic Media/Software/Dataset |
| H. | Conference Proceedings (editorship) |
| I. | Conference Paper published in Proceedings |
| J. | Scholarly Editions |
| K. | Creative Work |
| L. | Patent Granted |
| M. | Report |
| N. | Short Book Reviews |
| O. | Abstracts |
| P. | Maps |
| Q. | Other (please indicate) |

**Number of Publications already in the public domain (by category and year)**

| Cat. | 2025 | 2024 | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | Before  2015 | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |

* + 1. **CRIS Profile**

You are **required** to submit an up-to-date, accurate **CRIS** profile (publications only) detailing your publications. For printed publications this should in all cases include page references. You must download the CRIS profile and submit as part of the supporting documentation.

Submitted:

* + 1. **Commentary**

You are required to provide a commentary on your publicationsprofile below. Please include a summary of the main research theme or themes, emphasising their originality, significance and impact on the Discipline. Where your research outputs are primarily or largely multi authored you should clearly indicate the extent of your lead authorships in the narrative below: **(no more than 1000 words).**

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**SECTION C: Engagement and Contribution**

Candidates must address both criteria in this section.

*Citizenship by dint of* outstanding *contribution to management and leadership in the School, Research Institute, College and/or University. Contribution to engagement with a variety of stakeholders in civil society, including private, public and third sector organisations, that deploys and enriches teaching and/or research and enhances our national or global reputation.*

Provide a brief profile of your contributions and leadership under the headings below **(no greater than 2,500 words in total across both areas).**

1. **(CORE)** Outstanding and sustained evidence of high quality organisational, leadership or management skills which have contributed to the Academic Unit, the College and the University. Such roles might include, among others, transformational Course Directorship, (Associate) Head of School and/or Discipline, (Associate) Research Director, (Vice-)Dean, Committee or Working Group Chair, substantial contributions to other activities at School and College level, including committees and working groups, leadership roles in quality, sustainability, equality, diversity and inclusion, or the professional development of others, membership and/or leadership of senior University committees or working groups, and/or responsibility for a substantial laboratory or other facility etc.

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| 1. **(CORE)** Internal |

1. **(CORE)** Outstanding and sustained contribution to intellectual, cultural, social or economic life externally to the University, at regional, national or international level, including external engagement activities for and on behalf of the University that are beyond the confines of academic engagement, i.e. other than purely with other third-level institutions. This should be clearly linked to your role in the University.

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| 1. **(CORE)** External |

**SECTION D**

1. **COVID Impact**

You are invited to comment on any COVID-related impact on your academic activities (**no more than 500 words**). This will assist the APC in assessing whether any criteria that are initially deemed as not being achieved are likely to have been achieved, but for the impact of COVID. If you have nothing to add here, please write “None”.

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1. **Additional Contextual Information**

If you wish, you may provide in the space below any additional contextual information relevant to your application (**no greater than 500 words**). This information will be noted but not assessed. If you have nothing to add here, please write “None”.

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1. **Referees**

Please submit reports from three referees, one internal and two external.   
Referees must comment on the applicant’s performance on all three activities, Teaching, Research and Contribution, in so far as they are able to**.**

1. **Performance for Growth**

Please confirm that your Performance for Growth review is up to date by ticking the box below:

Yes Text Box No Text Box

1. In the event that the prima facie case is initially considered not to have beenmet, I authorise the Academic Promotions Committee to view the agreed score sheet from my most recent application (at the same level and track).  The purpose of this is solely a “confidence check”, to establish and potentially reconsider a negative decision now on any criterion that was deemed to have been met in the earlier application (at the same level and track).  
   **Please confirm whether you consent to this procedure by ticking the box below: Yes** Text Box **No** Text Box

If you subsequently change your mind, please email [academicpromotions@universityofgalway.ie](mailto:academicpromotions@universityofgalway.ie)

**Applicant’s Signature: Date: \_\_\_**

***If you have a scanned copy of your signature, please place it in the box below.***

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The Academic Promotions Committee reserves the right to seek further clarification or evidence from an applicant applying for promotion.

Applicants cannot (a) amend information on the application or the support documentation and (b) submit documentation missing from the original application after the closing date.

Please refer to the checklist below for a list of the support documents to be submitted with an application.

|  |  |  |
| --- | --- | --- |
|  | **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 CRIS Profile (preferably by category and in reverse chronological order within each category). Please download the CRIS profile, edit and submit. |  |
| **7** | 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). |  |
| **8** | External assessor nomination form There are 2 sections in this form (Applicant and Head of School)   **a.** The **applicant** completes 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.   **b.** The **Head of School** then completes the Head of School section of the form and submits **45 days after the application deadline** with the Head of School’s list of nominated assessors. |  |
| **9** | Reference reports, three reference reports (one internal and two external) |  |

1. **Documented leave will be appropriately discounted in the assessment of applications. (See** [**Appendix 1**](http://www.nuigalway.ie/media/registrar/academicpromotions/files/Appendix-1---Assessment-of-applications-where-leave-has-been-stated.pdf) **for details.)** [↑](#footnote-ref-2)
2. Available online at https://www.universityofgalway.ie/centre-excellence-learning-teaching/professionaldevelopment/resourcesforprofessionaldevelopment/teachingportfolio/ [↑](#footnote-ref-3)