



## Guidelines for Submitting Online Applications – Senior Lecturer and Personal Professor Academic Promotion

### 1. Logging in to Core Portal

To access CorePortal off campus see section 7 of this guide.

If you are an internal applicant, you must login to Core Portal. The Core Portal employee self service module (ESS) can be accessed through a browser.

**Please note the following are the recommended browsers:**

Internet Explorer v9, v10, or V11

Mozilla Firefox v32.0

Google Chrome v38.0

Mobile Safari IOS 8

Windows users are advised to use the IE browser. MAC users are advised to use the Firefox browser

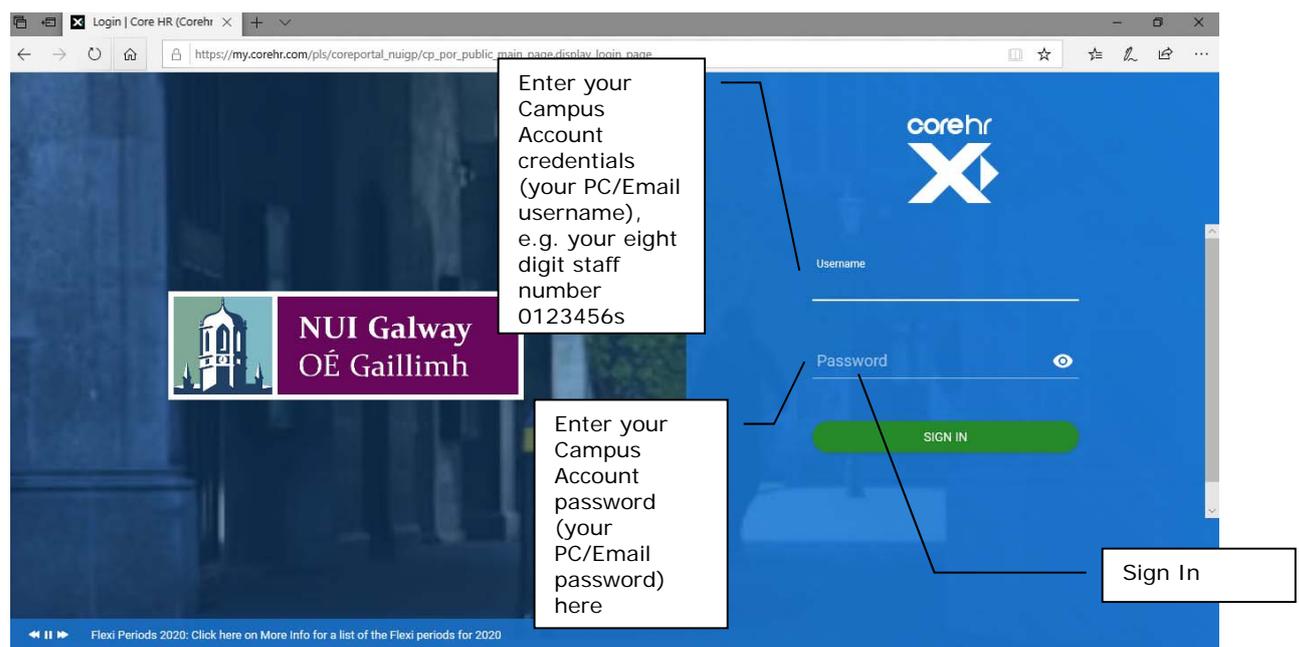
To access CorePortal click on the following link:

[Employee Self Service](#)

Your username and password is your Campus Account credentials (your PC/Email username & password), e.g. your eight digit staff number 0123456s & your PC/Email password to login to CorePortal.

**If you have any issues with login to CorePortal please contact the ISS helpdesk ([servicedesk@nuigalway.ie](mailto:servicedesk@nuigalway.ie) or extension 5777).**

You will be automatically logged out of CorePortal after **10 minutes** of inactivity.





When you click login please allow a few seconds for the application to login.  
Do not re-enter your password

## 2. Access online recruitment

Users can access online recruitment via the **Vacancies** option

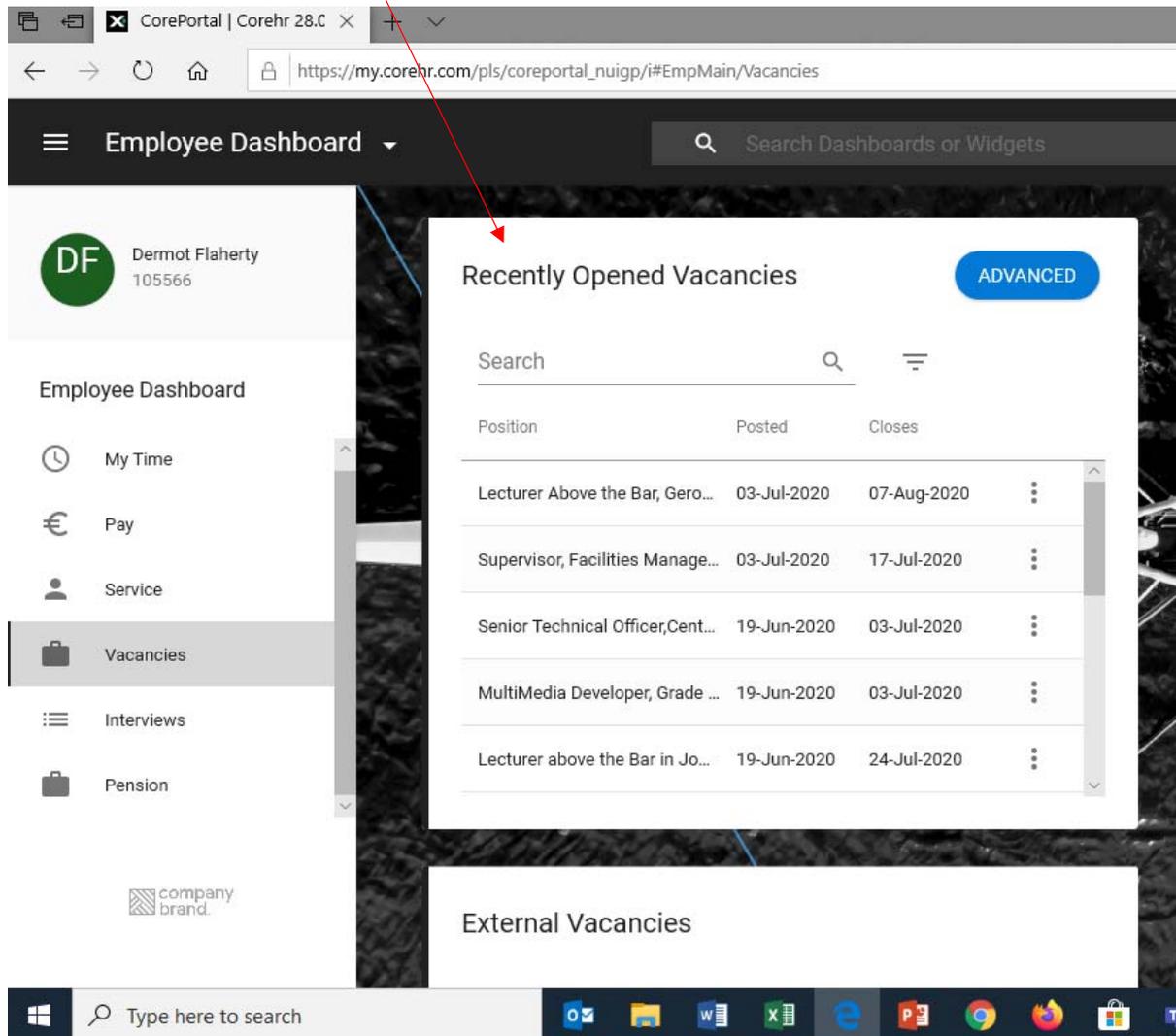
The screenshot shows a web browser window displaying the CorePortal Employee Dashboard. The user is identified as Dermot Flaherty (ID: 105566). The dashboard includes a navigation menu with options: My Time, Pay, Service, **Vacancies**, Interviews, and Pension. The 'Vacancies' section is active, showing a table of 'Recently Opened Vacancies' with columns for Position, Posted, and Closes. A search bar and an 'ADVANCED' filter button are also visible.

| Position                         | Posted      | Closes      |   |
|----------------------------------|-------------|-------------|---|
| Lecturer Above the Bar, Gero...  | 03-Jul-2020 | 07-Aug-2020 | ⋮ |
| Supervisor, Facilities Manage... | 03-Jul-2020 | 17-Jul-2020 | ⋮ |
| Senior Technical Officer,Cent... | 19-Jun-2020 | 03-Jul-2020 | ⋮ |
| MultiMedia Developer, Grade ...  | 19-Jun-2020 | 03-Jul-2020 | ⋮ |
| Lecturer above the Bar in Jo...  | 19-Jun-2020 | 24-Jul-2020 | ⋮ |

### 3. Senior Lecturer and Personal Professor Academic Promotion

#### Senior Lecturer and Personal Professor Academic Promotion

All five tracks for Senior Lecturer and Personal Professor Academic Promotion are listed under the **Recently Opened Vacancies** section



The screenshot shows the 'Employee Dashboard' for Dermot Flaherty (ID: 105566). The 'Vacancies' section is active, displaying a table of 'Recently Opened Vacancies'. A red arrow points to the title of this section.

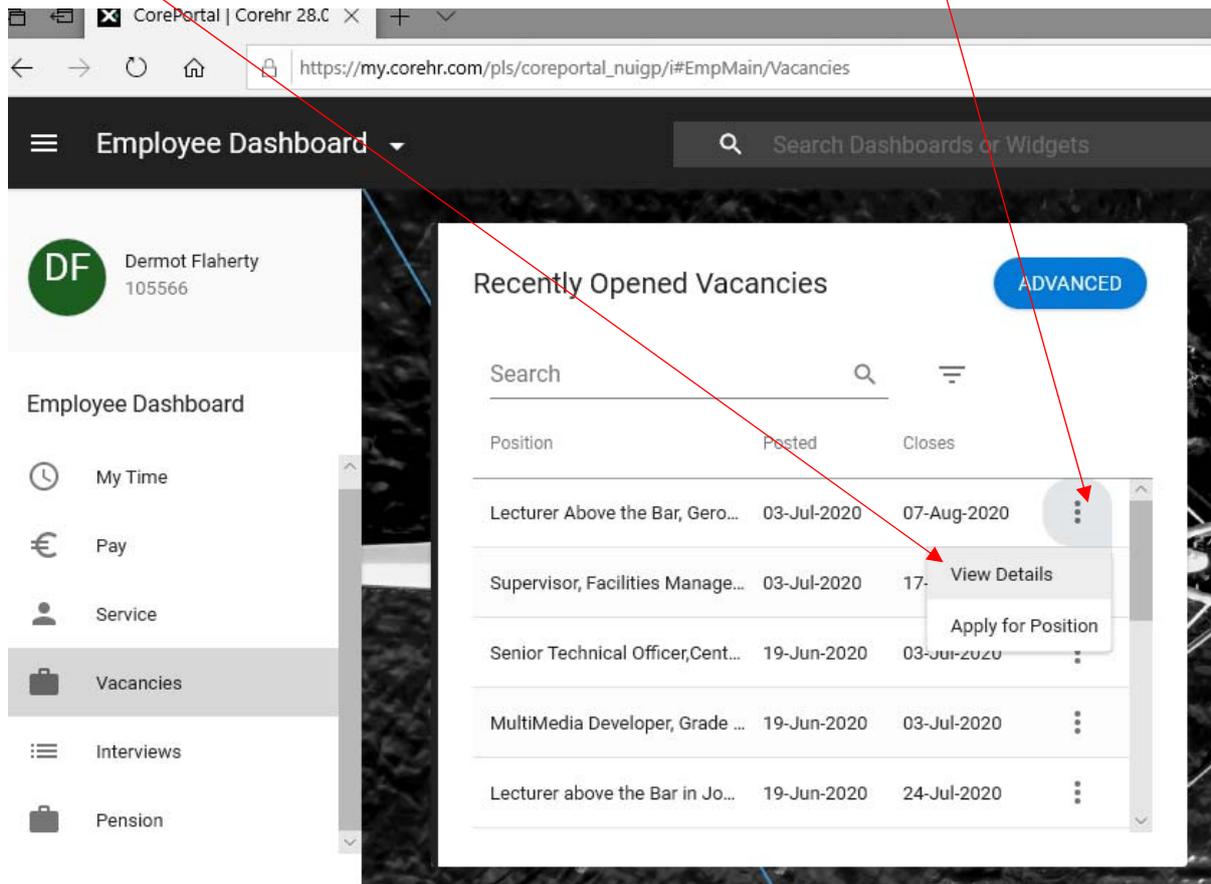
| Position                         | Posted      | Closes      |   |
|----------------------------------|-------------|-------------|---|
| Lecturer Above the Bar, Gero...  | 03-Jul-2020 | 07-Aug-2020 | ⋮ |
| Supervisor, Facilities Manage... | 03-Jul-2020 | 17-Jul-2020 | ⋮ |
| Senior Technical Officer,Cent... | 19-Jun-2020 | 03-Jul-2020 | ⋮ |
| MultiMedia Developer, Grade ...  | 19-Jun-2020 | 03-Jul-2020 | ⋮ |
| Lecturer above the Bar in Jo...  | 19-Jun-2020 | 24-Jul-2020 | ⋮ |

One of the following five vacancies should be used to apply for the appropriate promotion track:

- Academic Promotion Personal Professor - Leadership Track
- Academic Promotion Personal Professor - Research Scholarship Track
- Academic Promotion Personal Professor - Teaching and Learning Track
- Academic Promotion Senior Lecturer - Lecturer A
- Academic Promotion Senior Lecturer - Lecturer B

#### 4. Information on an Academic Promotion

To get the all details related to a promotion track click the three dots and then click **View Detail** button.



A new browser window is displayed (**note this browser may be displayed behind your existing browser window**) with details of the academic promotion track and the correspondence application form.

To change the language to Irish click on the **Teanga** link in the **Navigation** section on the left of the screen.



### Navigation Section

- › Search Vacancies
- › Application History
- › Job Specification  
Click to view the current job specification
- › Logout
- › Terms & Conditions
- › NUI Galway Website
- › Teanga  
Clíceáil anseo don leagan Gaeilge

Powered By 

## NUI Galway Vacancies

### Lecturer Below the Bar in IT

#### Lecturer Below the Bar in IT

NUIG with over 17000 students and 2200 staff is an energetic and enterprising institution with a proud record of innovation and excellence in education, research and scholarship. The dynamic, entrepreneurial and pioneering values which drive ULs mission and strategy ensures that we capitalise on local, national and international engagement and connectivity. We are renowned for providing an outstanding student experience and conducting leading edge research. Our commitment is to make a difference by shaping the future through educating and empowering our students. NUIG is situated on a superb riverside campus of over 130 hectares with the River Corrib as a unifying focal point. Outstanding recreational, cultural and sporting facilities further enhance this exceptional learning and research environment.

Faculty/Department: EHS / Physical Education and Sport Sciences (PESS)

Title of Post: Lecturer/ Lecturer below the bar in Physical Education Teacher Education / Sport Pedagogy

#### Contract Type

If appointment is made at Lecturer: Multiannual  
If appointment is made at Lecturer below the bar: Tenure Track (5 year fixed term). During the term of the contract the successful applicant will have the opportunity to apply for tenure in accordance with the University's Policy and Procedures for Granting Multi-annual Status to Entry-level Academic Staff)

Salary scale Lecturer: 50,159 - 81,402 p.a.

Salary scale Lecturer below the bar: 41,498 - 51,722 p.a.  
(Less 10% and 1st point, for new entrants to the Public Sector)

Informal enquiries regarding the post may be directed to:  
Dr Ann MacPhail  
Head  
Dept of PESS  
NUIG  
Email: ann.macphail@nuig.ie

[Click on the link\(s\) below to view documents](#)

[Job Description](#)

[Applicant Guidelines - Academic](#)

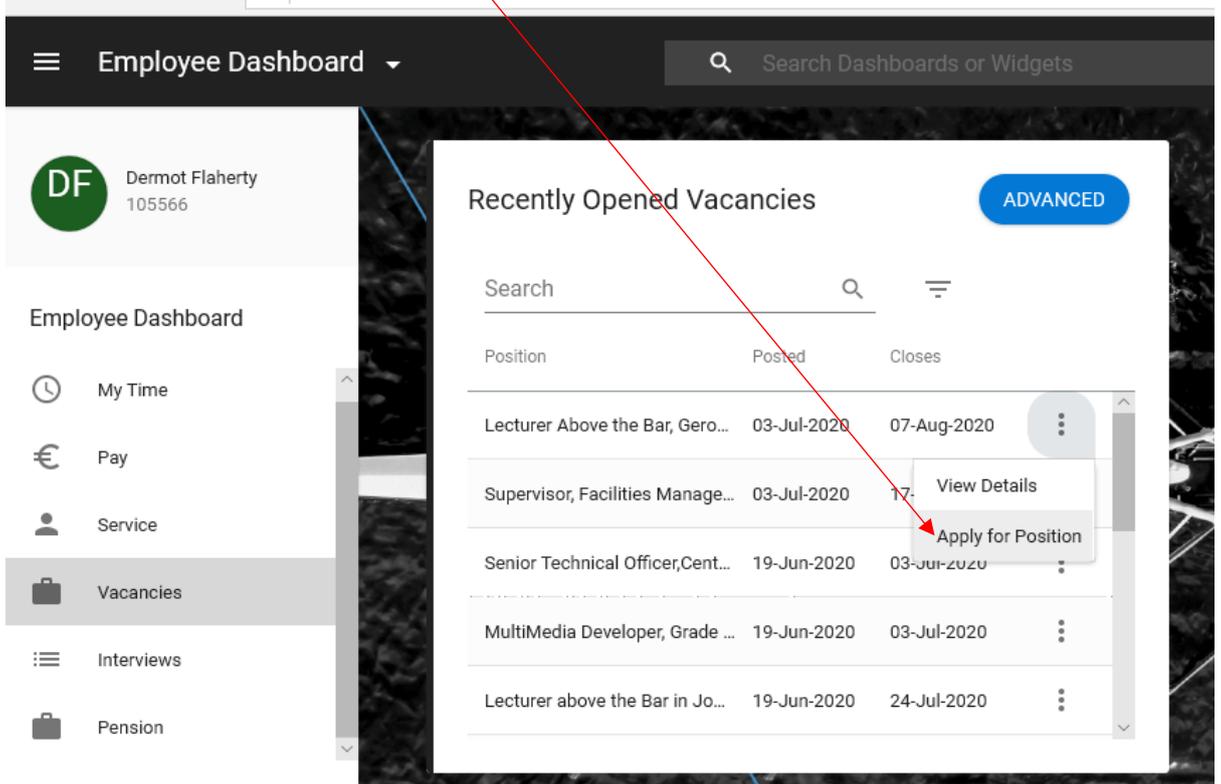
[Apply for Job](#)

To view the details associated with this Academic Promotion Track click on the **Document** link

To apply for this Academic Promotion click on the **Apply for Job** button

## 5. Applying for an Academic Promotions

To apply for a vacancy click on the **Apply for Position** button



The screenshot shows the 'Employee Dashboard' interface. On the left, there is a navigation menu with options: My Time, Pay, Service, Vacancies (highlighted), Interviews, and Pension. The main content area is titled 'Recently Opened Vacancies' and includes a search bar and a table of job listings. A red arrow points from the text above to the 'Apply for Position' button in the table's context menu.

| Position                         | Posted      | Closes      |                                    |
|----------------------------------|-------------|-------------|------------------------------------|
| Lecturer Above the Bar, Gero...  | 03-Jul-2020 | 07-Aug-2020 | ⋮                                  |
| Supervisor, Facilities Manage... | 03-Jul-2020 | 17-Jul-2020 | View Details<br>Apply for Position |
| Senior Technical Officer,Cent... | 19-Jun-2020 | 03-Jul-2020 | ⋮                                  |
| MultiMedia Developer, Grade ...  | 19-Jun-2020 | 03-Jul-2020 | ⋮                                  |
| Lecturer above the Bar in Jo...  | 19-Jun-2020 | 24-Jul-2020 | ⋮                                  |



A new browser window is displayed (**note this browser may be displayed behind your existing browser window**). If you have previously applied for a vacancy via the online recruitment portal you will be given the option to select a copy of a previous application form. To select a copy of a previous application click on the **Select** link. You will be able to review and amend the previous application

#### Navigation Section

- > Search Vacancies
- > Application History
- > Job Specification  
Click to view the current job specification
- > Logout
- > Terms & Conditions
- > NUI Galway Website
- > Teanga  
Clliceáil anseo don leagan Gaeilge

Powered By core

#### Copy of Previous Forms

| Recruitment ID | Job Title                             | Competition Description      | Select                 | Location    |
|----------------|---------------------------------------|------------------------------|------------------------|-------------|
| 007395         | Lecturer (Fixed Term)                 | Lecturer Fixed Term in Maths | <a href="#">Select</a> | Galway City |
| 007407         | Senior Lecturer                       | Senior Lecturer in Physics   | <a href="#">Select</a> | Galway City |
| 007408         | Senior Lecturer                       | Senior Lecturer in Chemistry | <a href="#">Select</a> | Galway City |
| 007409         | Hr Manager Organisational Development | Ao in HR                     | <a href="#">Select</a> | Galway City |

[New](#)

If you have not previously applied for a vacancy via the online recruitment portal or to create a blank application form click the **New** button.

Either way, you will be brought to the first of 4 screens, all of which must be completed to apply for the position. Fields with asterisks are mandatory.

Click on the **Save and Next** button as you proceed through the application. Doing this ensures that your inputted data will be stored in the **Application History** section of your user account should you accidentally be logged out before completing your application or should you simply not wish to submit your application straight away. (Refer to section 7 at the end of this document for details on how to access your application history.)

The only time you should use the **Next** button instead of the **Save and Next** button to proceed to the next screen is when you are updating or reviewing a previously saved application and you do not wish to make any changes to that screen.

## Step 1 of 4: Personal Details

### Navigation Section

- > Search Vacancies

---

- > Application History

---

- > Job Specification  
Click to view the current job specification

---

- > Logout

---

- > Terms & Conditions

---

- > NUI Galway Website

---

- > Teanga  
Clliceáil anseo don leagan Gaeilge

Powered By 

### Personal Details

#### Lecturer Below the Bar in IT

Applicants Personal Details

**Title \***  
*Enter your title*

**Surname \***  
*Enter your surname*

**Forename \***  
*Enter your forename*

**Address 1 \***  
*Enter your address1*

**Address 2 \***  
*Enter your address2*

**Address 3**  
*Enter your address3*

**Address 4**  
*Enter your address4*

**Address 5**  
*Enter your address5*

**Contact No. \***  
*Enter your contact number*

**Mobile \***  
*Enter your mobile number*

**Email \***  
*Enter your email address*

MS

Jane

Bloggs

123 Main Street

Galway

091490000

0871234567

@nuigalway.ie

[Back](#) [Next](#) [Save and Next](#)

Enter the requested personal details on this screen. Fields with asterisks must be completed. Your email address will be the same as the one you used to register. Click on **Save and Next** to proceed to the next screen.

## Step 2 of 4: Applicant Documentation

### Navigation Section

- › Search Vacancies
- › Application History
- › Job Specification  
Click to view the current job specification
- › Logout
- › Change Password
- › Change Registration Details  
Click to change registration details
- › Terms & Conditions
- › NUI Galway Website
- › Teanga  
Clíceáil anseo don leagan Gaeilge

## Applicant Documentation

Uat May 21

| Date Loaded                      | Filename | Filesize(KB) |
|----------------------------------|----------|--------------|
| No Applicant Documentation found |          |              |

A full curriculum vitae and cover letter must be submitted. Multiple documents can be attached (including a cover letter/personal statement).

**Please do not save scanned images as a .doc, .docx or .pdf as these attachment will cause an error with your application.**

Click the **Browse** button to find the document you wish to attach. Then click the **Upload** button to attach your document to the online application form.

Multiple documents can be attached by repeating the step above.

The following is a list of acceptable document types which can be attached:

.doc, .docx, .xls, .xlsx, .pdf, .rtf

You should attach the following documents to your application where appropriate in the **Applicant Documentation** section by using the **Browse** and **Upload** buttons:

- Application form
- Teaching Portfolio and appendices
- IRIS profile (publications only)
- List of possible assessors

Multiple documents can be attached by repeating these steps. All attachments must be in the required file format as specified on the screen (**.doc, .docx, .xls, .xlsx, .pdf, .rtf**). Documents uploaded to the **Applicant Documentation** section can be removed by using the **Remove** button.

## Applicant CV

Director of CELT

| # | Date Loaded | Filename  | Filesize(KB) |
|---|-------------|-----------|--------------|
| 1 | 28-FEB-13   | Sample_CV | 10.8         |

Remove Button

Applicant CV

Click on **Save and Next** to proceed to the next screen.

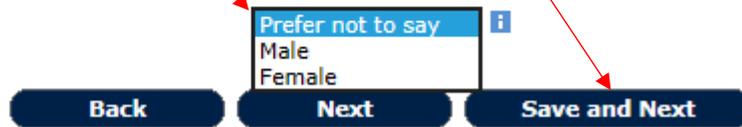
### Step 3 of 4: Gender Equality Monitoring

You will be asked to choose a gender in advance of submitting your application.

Select the appropriate option and click **Save and Next** to advance

Gender  
- Male  
- Female  
- Prefer not to say

Gender \*  
*Select your gender*



The screenshot shows a web form for gender selection. A dropdown menu is open, displaying three options: "Prefer not to say", "Male", and "Female". The "Prefer not to say" option is currently selected. To the left of the dropdown is a label "Gender \*" with the instruction "Select your gender". Below the dropdown are three dark blue buttons: "Back", "Next", and "Save and Next". Two red arrows point from the text above to the "Prefer not to say" option and the "Save and Next" button.

The information collected in relation to gender will be treated as confidential and will be stored securely in line with data protection requirements. Access will be limited to the Equality Manager.

The Equality Manager will report to the University on the gender profile of employment applicants at each stage of the recruitment process, in which the identities of individuals will never appear.



## Step 4 of 4: Application Form

---

I confirm that all information provided in this application is true and correct, and agree to be bound by the [Terms & Conditions](#) of application by clicking on the checkbox

Back

Print Friendly

Save For Later



Apply

You submit your application on this final screen. The screen presents you with your entire application form, which you can review before submitting to ensure you are satisfied that the details you have provided are full and correct. Please bear in mind that once you have submitted your application, you will not be able to edit any of your details.

Before submitting your application, please ensure you are applying for the correct position, read the statement at the end of the form and click on the check box provided. By ticking this box, you are certifying that the information you provided is correct to the best of your knowledge and you are agreeing to be bound by the terms of NUIG's recruitment policies. You can either save the application for later by clicking on the **Save For Later button** or submit it by clicking on the **Apply button**. You can also print a copy of your application by clicking on the **Printer Friendly button**.

If any required information has been omitted from your application, a red-text error message will appear at the top of the screen.

A message stating "Application Successful" appears when your application has been successfully submitted.

Normally within 30 minutes of submitting your application, you will receive an email acknowledging that it has been received.

## 6. Further Information

### Application History

If you decide to save your application for later, the details will be held in the **Application History** section of your user account. All your partially completed applications are listed here. To finalise and ultimately submit an application, log in and click on the **Application History** link in the **Navigation** section on the left of the screen.

#### Navigation Section

- › [Search Vacancies](#)

---

- › [Application History](#)

---

- › [Job Specification](#)  
Click to view the current job specification

---

- › [Logout](#)

---

- › [Terms & Conditions](#)

---

- › [NUI Galway Website](#)

---

- › [Teanga](#)  
Clliceáil anseo don leagan Gaeilge

Application History

View Button

From here, click on the **View** button associated with the particular application that you wish to complete.

#### Application History Section

| Recruitment id | Description                  | Input Date       | Applicant status          | Delete  |
|----------------|------------------------------|------------------|---------------------------|---|
| 007411         | Director of CELT             |                  | Application not Submitted | ✘  |
| 007391         | Senior Lecturer in Italian   |                  | Application Cancelled     | ✘  |
| 007390         | Lecturer Below the Bar in IT | 23-OCT-12, 12:08 | Application Submitted     |    |

Clicking on the **View** button brings you back to the final screen of the application process, where you can review and update your application form in its entirety before submitting it.

### Closing Dates and Times

The closing date and time for the submission of online applications for the position is specified in the list of vacancies. You will be unable to submit your application after this date and time.

### Contact E-Recruitment

If you experience any difficulties using the online E-Recruitment system, please send us an email to [recruit@nuigalway.ie](mailto:recruit@nuigalway.ie) outlining the nature of your problem and quoting the reference number and title of the post you are applying for.



## **7. Off campus access**

To access NUI Galway's Employee Self Service (ESS) portal off campus click the following link and login using your normal credentials:

[Employee Self Service](#)