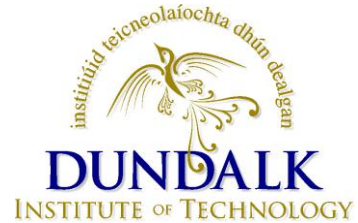


**APPLICATION FORM FOR
PROGRESSION FROM ASSISTANT
LECTURER TO LECTURER**



A. GENERAL

NAME: _____

SCHOOL: _____

Educational/Professional Qualifications:

(Please give year obtained)

Number of years service in Institute: _____

Number of years in another Institute or University (if applicable):

Date reached maximum of Assistant Lecturer Scale: _____

B. SECTION 6 OF CONTRACT SET OUT DETAILS OF PROGRESSION

Assistant Lecturers will progress to the grade of Lecturer on completion of one years' service after having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years continuous service in the grade subject to ability, experience, academic qualifications, scholarship and demonstrated performance. Possession of an appropriate defined post graduate qualification or equivalent shall normally be considered an essential requirement. Institutes may award incremental credit for previous service in the Assistant Lecturer grade in another Institute or University. The Institute may require five years service in the Institute before progression is considered.

An Assistant Lecturer with a Ph.D and relevant research experience may be considered for progression after three years continuous service. If successful such an assistant Lecturer may be placed on the first point of the lecturer scale and remain on that point until five years

service have been completed. Progression for Assistant Lecturers shall be irrespective of whether a new post of Lecturer has been established or a vacancy at Lecturer level has occurred.

Appendix 2 of Circular Letter No. IT 03/05 sets out a range of areas which may be considered in assessing applicants as part of the progression process.

Demonstrated Performance, Ability and Experience

- **Teaching Load:** range and level of courses; laboratory and workshops; fieldwork; student numbers.
- **Quality of Teaching:** External Examiners' reports; other recommendations/reports.
- **Teaching Development:** participation in/attendance at courses etc. on teaching development.
- **Innovation in Teaching and Assessment:** the adoption of new approaches to teaching and assessment; applications of information and communication technologies to teaching and assessment.
- **Subject/Course Development:** reviews and revisions of own subjects; contribution to design, development and introduction of new and existing programmes.
- **Advising Students:** formal and informal involvement.
- **Supervision of Projects, Assignments, Industrial Placements:** formal and informal involvement
- **Preparation of Students for Competitions:** formal and informal involvement
- **Department:** routine administration, organisation of class timetables; organisation of experience; formal or informal involvement responsibility with a particular programme or year of programme; willingness to undertake ad hoc tasks.
- **School:** membership of School committees; formal and informal involvement with course planning and development; representing Department/School/Institute in course/college promotion; preparation/delivery of part-time and evening courses;
- **Institute:** liaison with industry; organization of industry – linked education and training programmes; authorised consultancy services; placement of students or graduates with industry.
- **Sports:** formal and informal involvement in training etc. Institute teams
- **Community:** involvement with the community and or the voluntary sector

Please set out in detail your involvement in and contribution to any of the above areas you feel applicable and appropriate:

(please use additional sheets if necessary)

Research and Scholarship

- **Publications:** – research publications
- **Supervision of Postgraduate students:** – formal and informal involvement
- **Research Funding:** – formal and informal involvement in making application for and or receiving funding
- **Research Leadership:** active member of research team
- **External Examining:** acting as External Examiner for undergraduate courses/subjects and or postgraduate research theses.
- **Conferences:** organising and contributing to conferences, conference papers
- **Dissemination of Research and Scholarship:** public lectures, articles in non-refereed publications, book reviews, broadcasts etc.

Please set out in detail your involvement in and contribution to any of the above areas you feel applicable and appropriate:

(please use additional sheets if necessary)

Signed: _____ **Date:** _____
Applicant