

## APPOINTMENTS AT ASSISTANT LECTURER LEVEL POLICY

The PCW Agreement stated that with effect from 1st September 1998, the main recruitment grade for the Institutes of Technology will be at Assistant Lecturer level. Under the PCW there is provision for Assistant Lecturers to progress under certain circumstances (Circular Letter No IT 03/05 refers):

### 1. Assistant Lecturers with a Master's Degree or equivalent:

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.

### 2. Assistant Lecturers with a PhD:

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

#### **Procedure:**

Staff who think they are eligible to apply for progression as set out at either point 1 or 2 should complete the Application for Progression form which can be found on the DkIT HR webpage/documents page. HR will then liaise with the relevant Head of Department who will review the application on the criteria as noted above and submit a report in support of the staff members' progression.

When approved, Human Resources will then change the staff members salary profile on the computerised personnel system (CORE) at the appropriate incremental date. Academic staff increment dates are 1<sup>st</sup> October, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July depending on actual employment start date.