**Promotion to Senior Lecturer**

**Frequently Asked Questions**

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| Question | Response  |
| *What is a rolling call?*  | The notion of a set call as we know it, having a launch and set closing date, has been replaced by a rolling call. One can apply on any date as the ESS system will be open (either in the June or November Cycle). Applications will be considered at the next available College Level Board with cognisance of the SL Promotion Board sittings. College Level Boards can sit more than once to consider applications.  |
| *How do I best time my application, given that it is a rolling call?* | You should time your application at a point when you are ‘ready’ in terms of evidencing the criteria set out in the Scheme. Taking account of the deadlines set out in the Regulation, relating to Stage 2 – Full application submissions, and the dates your College Level Board will sit.  |
| *What if I am not short-listed at Stage 1?*  | A 12 month waiting period will apply before you are eligible to apply again. The criteria at Stage 1 (Appendix B) are essential, therefore, this time period will assist you in establishing your profile/ evidence for a stronger application if you apply again. You can seek a feedback meeting with the Chair of the College Level Board and your Head.  |
| *Can I mention relevant experience and achievements I have had prior to joining UCC?* | Yes, as they are part of your profile narrative. It would be important that you show how you have used/ built on this since joining UCC as there is a focus on sustained performance as opposed to just historic performance.  |
| *Who will see my Personal Circumstance/Covid Impact Statement and Statutory Leave Form* | There is a Data Protection Statement that sits behind the Scheme, which is set out in the Guidelines published. Consent is sought as part of the Statement and it is set out that this paperwork, once you consent, is intended to be shared with HR, the College Level Board, SL Promotions Board and External Reviewers (where applicable). |
| *I hear the Progression & Promotion to SL Criteria Matrix are the Same, is this so?* | One of the aims out of Pillar 4 UCC 2022 was to have consistency across the academic progression and promotion schemes. The Criteria Map is the same but what is different at SL is marks associated with the criteria and these marks have an embedded weighting of 50% R&I, 30% L&T and 20% Contribution.  |
| *Criteria wise, what is essential and what is not?*  | Appendix B which is used for Stage 1 Shortlisting has all the essential criteria. |
| *Do I need to evidence all the criteria presented to get promoted?* | Appendix B which is used for Stage 1 Shortlisting has all the essential criteria; Appendix C is for Stage 2 full applications and includes both the essential criteria (met at Stage 1 in order to be shortlisted) and indicative criteria under each category and subcategory. Not all indicative criteria needs to be evidenced (beyond essential). Each applicant will build their own case for promotion using their strongest evidence against each of the criteria categories (R&I, L&T and Contribution). |
| *Is there a limit to the number of promotions /quota?* | No – applications are considered on their merit for promotion. Those who are deemed promotable against the criteria will be promoted.  |
| *Can I set up a Shared Drive to share material with the Board?*  | All evidence needs to be presented within the template form provided – which also asks for e profile link (IRIS or equivalent). The PAMB policy allowed for supporting evidence to be presented – this is not the case or SL.  |
| *Why is there such a tight timeline for the June 23 cycle?* | Given the length of time since a call for promotion to SL, along with GB approval and putting in effect the Regulation for Promotion to SL on the 9th January 2023, it was decided to run an initial restricted timeline for the June cycle. This initial cycle will be relevant to those who are ’ready’ to apply. Applications being made in this initial restricted cycle, are made with a knowledge of the tight timelines for submission at Stage 1 and Stage 2 (if shortlisted). If shortlisted, given that you would have less than two months’ notice between short-listing and full application submission, you can defer to the subsequent cycle i.e. the November 2023 sitting of the SL Promotions Board.  |
| *How can I best use the space available to me?* | As you are limited to presenting your evidence within the template provided (5 page CV at Stage 1 and 10 page CV at Stage 2) you are advised to optimise the presentation of your evidence. The Board can request access to any evidence it needs to explore further. This may mean considering the use of tables, extract feedback comments etc. There is a size limit in ESS – please refer to the information provided on this. It is best not to embed photos or material with a high file size.  |