

Progression Across the Merit Bar 2022 – Frequently Asked Questions

Q: Who Can Apply?

All Lecturers at or above the top 5 points of Lecturer Below the Bar Salary Scale, holding a current appointment at UCC and with a Doctorate from a recognised institution (or equivalent evidence of high-level research achievement), providing they have completed probation in post at UCC and have at least three years continuous service as a Lecturer, two of which are in UCC, as at the closing date for application.

Q. Can part time staff apply?

Yes. The Progression Policy provides for a pro-rata consideration of academic activity under a reduced FTE.

Q. Can I apply for Accelerated Progression

Applications for accelerated progression are not permissible under this call.

Q: What type of leave does the PAMB Statutory Leave form cover?

The Promotion Scheme Leave form covers statutory leave **only**. Statutory Leave refers to maternity leave, paternity leave, parental or adoption leave, carer's leave (and/or any other protected leave which may be provided for in statute from time to time). Prolonged sick leave and other types of leave **are not** covered by the form, but you may indicate the reason for such a gap on your CV in the [Personal Circumstance / COVID 19 Impact Statement Template](#)

Q: Is sabbatical leave considered as part of my continuous service?

Yes. Both unpaid and paid sabbatical leave is recognised as service for the purposes of this Scheme.

Q: Where is the link to the recording from the Briefing Sessions?

There are slides and a recording available at www.ucc.ie/hr/progression

Q. If I am successful, when will my progression take effect?

A progression takes effect from the first day of the next month, following the approval of the President (successful candidates will receive formal notification regarding his/her promotion after its approval by the President).

Q. If I am successful would I be placed on Scale A or Scale B?

Scale A applies for those who joined the public sector prior to 6th April 1995 and pay Class D PRSI contributions. Scale B is for staff who joined post 6th April 1995 and pay Class A PRSI contributions. The net pay for each scale is the same.

Q. Can you appeal if you are not accepted at the first and at the second stage?

There is no appeal at the Expression of Interest/Shortlisting stage.

The Academic Promotion Appeals Board (“APAB”) shall hear appeals in relation to the decisions taken by the LPEB at full application stage only. The decision of the LPEB is final and there is no right of appeal against the decision unless a defect in procedure can be demonstrated.

Q. Is Google Scholar acceptable on the CV Template instead of IRIS?

Yes, you may provide a link to your profile on IRIS, Google Scholar, ORCID, Academ or equivalent

Q. Is there a Rubric for assessing applications?

Yes, the Rubric is available on

<https://www.ucc.ie/en/media/support/hr/RubricProgressionAMB2022.pdf>

Q. I work across two Colleges, to which competition should I apply?

Where you have a joint appointment across the Colleges, please make contact so it can be clarified which College you will apply under.

Q. Is there a maximum number of progression places or will everyone who meets these performance criteria progress?

There is no maximum number of places. At Stage 2 (Full Application) all candidates who achieve at least a ‘good’ level of performance under all three criteria categories: Learning and Teaching, Research and Innovation, and Contribution to Academic Citizenship and Engagement will be successful.

Q. Who are the members of the College level Boards for Stage 1 applications?

The College Boards will consist of the Head of College, School Heads, a Research & Innovation representative from the College, a Learning and Teaching Representative from the College and a member of LPEB.

Q. I do not sit within the College Structure but I am in a Lecturer Role – how do I apply?

Provision is made in the policy for any eligible applicant outside the College structure. Such applications will be allocated to a College Level Board and will have their UMT representative and Head present, on par with other applicants.

Q. How soon after Stage 1 submission can we expect an invitation to apply for Stage 2?

Candidates should be notified of the outcome of shortlisting mid-Summer and successful candidates will be given at least 2 months to complete the full application.

Q. When will the next call for Progression take place?

See the following link for the projected schedule for PAMB / Academic Promotions
<https://www.ucc.ie/en/media/support/hr/ProjectedScheduleofPAMB.pptx>

Q. Will the 5 page CV from Stage 1 be taken into consideration by the LPEB in stage 2?

No. LPEB will not have access to your Stage 1 application.

Q. On the cover page of the CV template it asks “Year of appointment to current post”. Should I put in the year that I commenced in the post, or the year that I became a permanent member of staff in that post?

You can put in the year you commenced in the post, as both fixed term and permanent service is considered.

Q. If I am unsuccessful will I receive feedback for my application?

Unsuccessful applicants at Stage 1 will receive written feedback from the College Level Board with the option of requesting an in-person feedback session with their Head of College and Head of School

Unsuccessful applicants at Stage 2 have the option to avail of an in person feedback session.

Requests for in person feedback (Stage 2) shall be submitted to the Secretary of the LPEB within 20 business days of results of the outcome of the candidate’s full application being notified to the candidate.

Q. Who nominates the external reviewers?

The College level Board will nominate external reviewers for each shortlisted candidate.

Q. If you do not have a PhD, how do you demonstrate research equivalence?

You should demonstrate your research profile to show research achievements of equivalence.

Q. I work across two Disciplines / Schools / Colleges, which Head will complete my report?

The College Level Board will be submitting the 'Candidate Report' for those successful at Stage 1. All Heads of School sit on the College Level Board, therefore both Heads should be included in the response. Where there is a cross College application the College Level Board will liaise appropriately to ensure completion of that section of the report.

Q. Should I include documentation such as timetables, student evaluations etc in my application?

You may wish to provide some detailed information while being conscious of the limited space available. A summary or examples of student evaluation rather than documentation is being asked for.

Q. I have a book / paper in press but not yet published. Can I include it as one of the top 5 publications?

You can include a book/paper in press and indicate the status of the publication e.g. (*in press*). If available, you could provide an anticipated publication date.