

Promotion to Professor (Scale 2) FAQs

<i>How do I submit my application?</i>	Both Stage 1 (Expression of Interest/shortlisting) and Stage 2 (full application) need to be submitted via ESS through the e-recruitment portal: https://my.corehr.com/pls/coreportal_uccp/
<i>Where can I find the Regulation and all other relevant documentation and templates to complete?</i>	Documentation is available on the People & Culture/ HR webpage: Promotion to Professor (Scale 2) University College Cork (ucc.ie)
<i>Is there a College level Board?</i>	No. Applications for Promotion to Professor (Scale 2) are assessed by a central promotions Board. Full membership of the Board can be found at https://www.ucc.ie/en/hr/promotions/academic/ps2/
<i>Is there a limit to the number of promotions /quota?</i>	No – applications are considered on their merit for promotion. Those who are deemed promotable against the criteria will be promoted.
<i>How many years service at Senior Lecturer level do I need in order to be eligible to apply?</i>	Five years continuous service in post as a Senior Lecturer at UCC, immediately prior to the date of application <u>OR</u> Five years continuous service when their service at the level of Senior Lecturer in UCC is added to service as a Senior Lecturer (or equivalent) at another third-level institution at the closing date for applications, provided that they have completed at least three of the five years’ service at UCC at the closing date for applications (immediately prior to the date of application).
<i>Can I set up a Shared Drive to share material with the Board?</i>	All evidence needs to be presented within the template form provided – which also asks for a profile link (IRIS or equivalent).
<i>Is an Orcid or other type of profile acceptable in place of an IRIS profile in the application for promotion?</i>	Yes, the Regulation provides for a link to the candidate’s profile (via IRIS or equivalent)
<i>Do I have to use the templates provided on the promotions webpage and ESS?</i>	Yes. Only information provided on the relevant templates will be considered by the Board.
<i>Can I use graphs/ photos?</i>	It is permitted to insert graphs or photos, but be mindful of file size. The maximum size accepted by ESS is 3MB

<p><i>Do I need to evidence all the criteria presented to get promoted?</i></p>	<p>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).</p>
<p><i>Where on the form do I evidence the 4 general criteria E1 G – E4 G</i></p>	<p>The 4 general criteria cross all the category areas so should be evidenced in each of the application areas.</p>
<p><i>What is the difference between the criteria E11, 13 and 14 ?</i></p>	<p>All relate to outputs with a slightly different focus: E11. relates to sustained achievement of distinction - advancing and applying knowledge. E13. relates to the record of independent output of creative activity/ originality. E14. relates to groundbreaking impact</p>
<p><i>Can I mention relevant experience and achievements I have had prior to joining UCC?</i></p>	<p>These can be referenced as part of your career trajectory or if counting pre-UCC service as part of your 5 years' service at SL. 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.</p>
<p><i>Does the evidence provided in my form have to be from the last 5 years, or can I use older examples?</i></p>	<p>Applicants shall be required to demonstrate evidence of sustained performance against the criteria within the timeframe of the last 5 years. While historic examples can be referred to it should be in the context of current activity. e.g I developed a MA programme in 2016, while I am no longer Director of this programme, this now has X number of students.</p>
<p><i>Do my top 5 research publications have to be from the last 5 years?</i></p>	<p>The top 5 publications can span your career, however important to keep currency in mind. If all publications listed are historic then it would not suggest current sustained performance.</p>
<p><i>Do I need to submit the 5 publications</i></p>	<p>At full application stage, candidates will be invited to electronically submit their top five peer-reviewed publications or other research outputs. In exceptional circumstances, hardcopies may be considered. In circumstances where a piece of evidence does not exist in electronic format, consideration will be given to enable submission in another format subject to prior notice and approval, at the discretion of the Chief People and Culture Officer (e.g. single copy monograph).</p>

<i>Who nominates external reviewers?</i>	External Reviewer nominations are made by the candidate as part of their application. A strict conflict of interest policy applies with both candidate and reviewer asked to confirm any conflict of interest that may exist.
<i>Can I nominate the same external reviewers that I nominated in previous Promotion to Senior Lecturer application?</i>	Yes, that is possible
<i>Do I need to ask reviewers before I nominate them?</i>	HR will send out the official invitation to reviewers. It may be helpful to notify them in advance that they are nominated in order to ensure they have capacity to do it and no conflicts of interest etc.
<i>Can the Career Trajectory Statement submitted at Stage 1 be re-edited for Stage 2?</i>	The Career Trajectory Statement cannot be altered from Stage 1 to Stage 2
<i>Can the Career Trajectory Statement be more than one page in length?</i>	No. It is 1-page of content excluding header instructions and signature sections. As a very rough guide, applicants would usually fit approximately 500 words at font 11 on one page.
<i>Who will see my Personal Circumstance/Covid Impact Statement and Statutory Leave Form</i>	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 Promotions Board and External Reviewers (where applicable).
<i>Will the Personal Circumstance/ COVID -19 Impact Statement Template be used in future rounds?</i>	At the briefings, the Chair stated that COVID impact consideration will time out in due course but personal circumstance will continue.
<i>Who do I contact with any queries?</i>	A dedicated mailbox is in operation for any queries relating to this scheme or your application: ps2queries@ucc.ie