

Online Faculty Promotions Candidates Guide

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1 Overview

A new process has been adopted by UCD where applications for promotion by faculty members are considered on a rolling basis by the Faculty Promotions Committee. All applications are judged on an individual basis against the **UCD Development Framework for Faculty**.

There is no internal quota system in place for faculty promotions. Candidates for promotion must be tenured and will not have reached the normal retirement age prior to the effective date of promotion. Normally a period of continuous employment of three years at UCD is expected prior to applying for promotion. Simultaneous applications for promotion to different levels are not permitted.

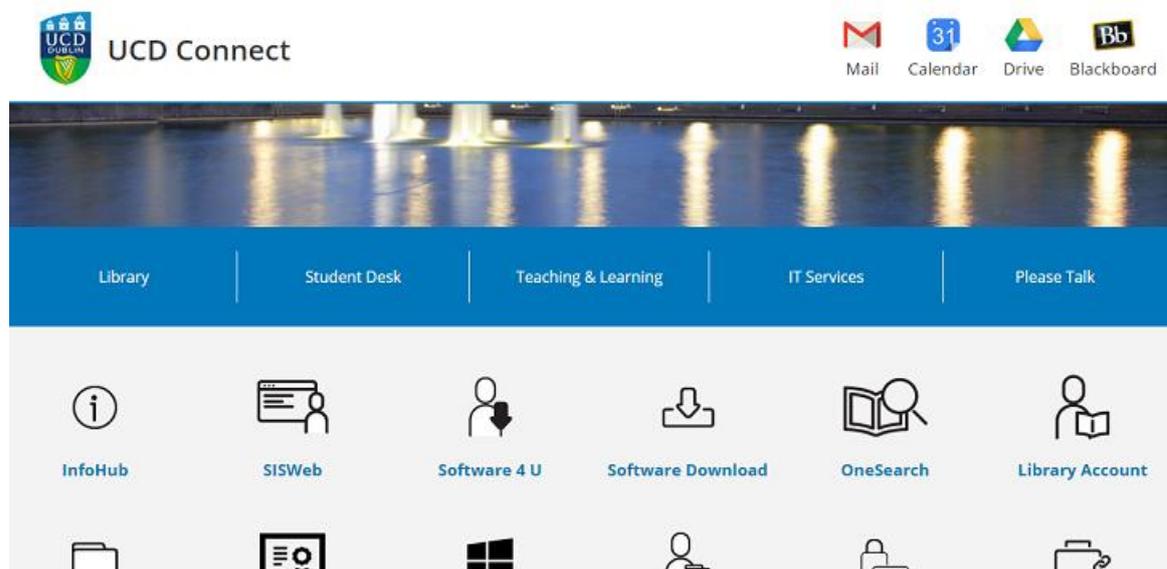
It is advised that prior to applying faculty should read the **Faculty Promotion Policy** on the [UCD HR web site](#).

Faculty applying for promotion must do so online via the UCD InfoHub System. A summary of the steps involved in submitting an application are below:

- 1) Access InfoHub > Choose HR tab > Choose **Faculty Development and Promotions**
- 2) From your **Development Workspace**
 - a) Review your information in each section of the **Development Workspace**
 - b) Create your promotion application via the **Development Workspace**
- 3) Applying for Promotion
 - a) Confirm inclusion of your **Student Feedback**
 - b) Complete your **Self Assessment of Achievements**
 - c) Complete **Other Relevant Information** (if applicable)
 - d) Upload **Employment History**
 - e) Nominate your **External Assessors**
 - f) Review your **Application PDF**
 - g) **Share** your application with trusted colleagues (this is not mandatory)
- 4) Forward Application for Review
 - a) Submit your application for review by your Head of School/College Principal (or nominated commentators)
 - b) Consider and respond to feedback provided by your Head of School/College Principal (or nominated commentators)
- 5) Submit Your Application Formally
Formally submit your application to UCD HR Promotions and Grading for consideration by the Faculty Promotions Committee.

2 Access to Online Faculty Promotions

- To access the faculty promotions system via InfoHub, first go to [UCD web site](#) using a standard web browser and select  from the top right corner.
- The following page will display – see screen 2.1 – click on the InfoHub icon.



Screen 2.1

- An InfoHub login box will appear – see screen 2.2. Login by using your UCD Email, ID or Connect username and password. If you do not have your username or password, you should review the following webpage [Get Connected](#).

Welcome to InfoHub

Please login to access this page.

Use an existing Account

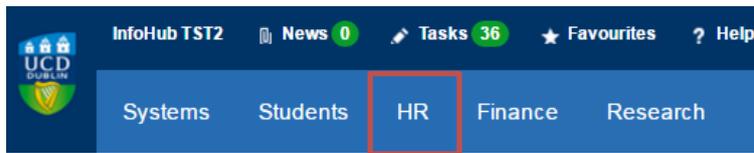
Email, UCD ID or Connect Username

Password [Forgot Password](#)

If you have a problem logging into InfoHub, please contact infohub@ucd.ie

Screen 2.2

- Once logged in, choose the HR tab from the top menu bar.



- Choose the following menu item.



- Select your Development Workspace



3 Development Workspace

The Development Workspace is an important resource for professional and career development. It shows key metrics relating to a faculty member’s career development and enables faculty to track their readiness and prepare for promotion. The Development Workspace contains a number of sections containing specific information to support an application for promotion.

Home > HR > Faculty Development & Promotions > Development Workspace for [redacted]

PDF Print Previous Page

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Personal Details

Photo: [redacted]

Personnel No: [redacted]

Name: [redacted]

School / Unit: [redacted]

College: [redacted]

Job Title: [redacted]

Scale: [redacted]

Tenured: [redacted]

Email: [redacted]

View: [RMS Researcher Profile](#)

Edit: [RMS Researcher Profile](#)

To update information on your RMS Researcher profile, click on the Edit link above. If any other information is incorrect please contact Human Resources.

Qualifications

Publications

Scopus Information

Development Workspace

Your Development Workspace is an important resource for your professional and career development. It shows you key metrics relating to your career development. It is important you ensure that the information contained in your Workspace is up to date, as it will form part of any promotion application that you may wish to submit at a future date. Review the information shown and amend/update as necessary as per the instructions at the end of individual sections.

Teaching Profile

Graduate Research Students

Career Contributions

Awards, Prizes & Other Achievements

Promotion Applications

Shows promotion applications submitted through the online system with the latest application appearing at the top. Use the Create Application button below to initiate a new application - this button will only appear if there is no application in progress as simultaneous applications are not allowed. Ensure your development workspace information is up to date before you formally submit your application for promotion. Click on the Application ID to view an application on screen.

[Create Application](#)

Application ID	Pathway	Created On	Status
114127	Professor > Test Pathway	02 May 2016	With Commentator 2 for Review
114122	Professor > Test Pathway	30 Apr 2016	Submitted to HR
114119	Professor > Test Pathway	29 Apr 2016	Application Created
114093	Professor > Test Pathway	26 Apr 2016	With Commentator 1 for Review
114093	Professor > Test Pathway	26 Apr 2016	With Commentator 1 for Review

Screen 3.1

Sections are expandable and contractible to display or hide details by clicking on the collapsible arrow on the right – see screen 3.1 and 3.2 below.

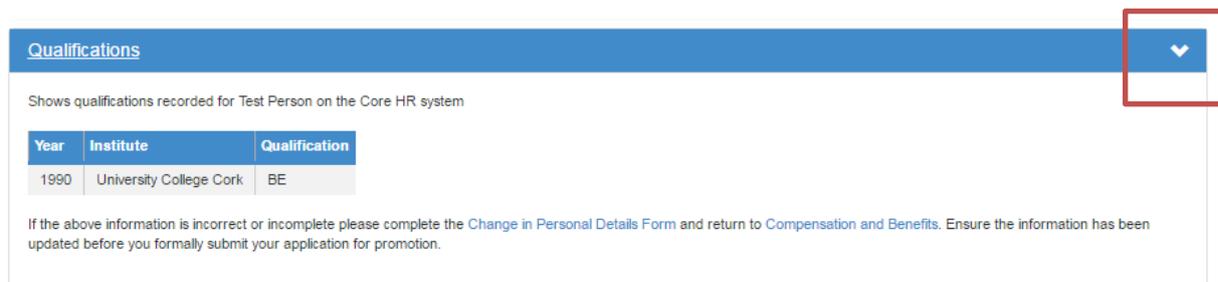
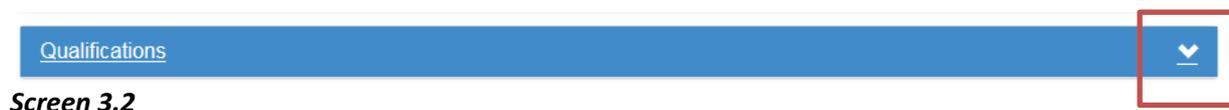


Table 3.4 below lists each section and the information that needs to be either included or verified by the candidate as part of the application process. You must ensure that the information contained in your Development Workspace is accurate and up-to-date before formally submitting your application for promotion – sections are automatically included in the application. Each section gives details on the relevant area to contact if the information is incorrect or out of date.

DEVELOPMENT WORKSPACE	
Field	Description
Personal Details	Verify details contained in this field are correct
Qualifications	Verify details contained in this field are correct
Publications	Verify details contained in this field are correct. This information is pulled from the RMS system. If information is incorrect the RMS Profile should be updated and will automatically update in the Infohub System
Scopus Information	Verify details contained in this field are correct
Research Proposals	Verify details contained in this field are correct
Research Grants	Verify details contained in this field are correct
Teaching Profile	Verify details contained in this field are correct
Graduate Research Students	Verify details contained in this field are correct
Awards, Prizes and Other Achievements	Verify details contained in this field are correct. Candidates can also add any Awards, Prizes and Other Achievements which you feel support an application for promotion.
Career Contributions	Verify any pre populated details are correct. Candidates can also add any Career Contributions which you feel support an application for promotion

Table 3.4

4 Applying for Promotion

To create an application for promotion, click on the **Create Application** button within the Promotions Application section on the Development Workspace – see screen 4.1.

Screen 4.1

- Candidates should choose, from the drop down list, which pathway for promotion they wish to apply for – see screen 4.2.

Screen 4.2

Choose a pathway and click the **Create Application** button. This action will bring you to an application screen containing a number of sections. Table 4.3 illustrates the action to be taken by you in relation to each section as part of your application for promotion.

Promotion Application	
Section	Description
Application Details	Verify details contained in this section are correct
Student Feedback	Student Feedback is pulled from the Banner System and is automatically included in a promotion application. It can be explicitly excluded at the candidate's discretion
Statement of Achievements	Candidates should complete the dimensions listed in this section.
Further Information	Enter details in relation to any Research Sabbaticals or Extenuating Personal Circumstances relevant to the application for promotion
Supporting Document	This document should provide details on previous employment history. Download document from the link, complete and upload to the system
Nomination of External Assessors	Candidates should enter the details of three External Assessors who they wish to nominate as potential External Assessors for their application for promotion. Candidates may also enter the details of two External Assessors who they do not wish to be selected as potential assessors for their application for promotion.
Share this Application	Candidates can share applications with a UCD colleague for feedback prior to applying for promotion. Enter UCD Colleague's details in this section. Candidate's can also unshare the application. This is not a mandatory field.

Table 4.3

5 Submit Application for Review

Once all details are updated and sections completed, the application should be sent for review to Commentator 1, which in most cases will be the relevant Head of School. In the case where the candidate is a Head of School or the College Principal also undertakes the Head of School function, the candidate will get a message asking them to contact HR Promotions and Grading. HR will request the College Principal to nominate a senior member of Faculty to undertake the role of Head of School. In the case where the candidate is a College Principal, HR will request the President to nominate a senior member of Faculty to undertake this role. HR will contact the candidate when the commentators have been amended on the system.

When ready, the candidate should choose [Submit to Commentator 1](#) from the top of the promotion application – see screen 5.1. This will perform a number of validation checks on the application to ensure it can proceed to the next step. If the items below are not completed, a warning message will appear at the top of the screen and the application will not move onto the next step.

1. Are the **Commentators** assigned?
2. Has an **Employment History** supporting document been uploaded?
3. Have three **External Assessors** been nominated?
4. Has the **Statement of Achievements** section been populated?

Select Submit to Commentator 1

[Submit to Commentator 1](#)
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Application Details

Shows details of promotion application. Candidate can generate a PDF of the application using the icon below - if the application is already submitted to HR, this will be a view of the information at point of submission, otherwise it will be a real-time view of the application. Candidate should use the navigation bar above to move the application to the next point in the process.

Application ID:	[REDACTED]
Candidate:	[REDACTED]
School:	[REDACTED]
College:	[REDACTED]
Promotion Pathway:	[REDACTED]
Application Status:	[REDACTED]
Commentator 1:	[REDACTED]
Commentator 2:	[REDACTED]
Tenured:	Yes



Application PDF

Summary of Promotion Process

A new process has been adopted by the Faculty Promotions Board to enable you to progress your application for promotion when you are ready for it instead of at fixed points in the year. The steps involved in submitting an application are:

- (1) Discuss your intentions with your Head of School
- (2) Review your data in the "Development Workspace"
- (3) Initiate your Promotion Application via the "Development Workspace"
- (4) Confirm inclusion of Student Feedback
- (5) Complete your Self Assessment of Achievements
- (6) Complete Other Relevant Information (if applicable)
- (7) Upload Employment History
- (8) Nominate your External Assessors
- (9) Review your Application PDF
- (10) Share your application with trusted colleagues or your Head of School if required
- (11) Submit your application for review by your Head of School/College Principal (or nominated commentators)
- (12) Consider and respond to feedback provided by your Head of School/College Principal (or nominated commentators)
- (13) Submit your application formally to HR Promotions and Grading. At point of submission, a PDF of your application is saved by the system. This is the application that will be reviewed by the Faculty Promotions Committee.

Once submitted your application will be considered as follows:

- (1) The application will be checked for eligibility & completeness
- (2) The Faculty Promotions Committee will establish a prima facie case and confirm the proposed external assessors
- (3) The approved external assessors will be invited to input into the process
- (4) The Faculty Promotions Committee will review your application along with the assessors reports and recommendations will be made.

If you have specific queries, please contact [HR Promotions and Grading](#).

[Further Information](#)

Screen 5.1

Role of the Head of School / Commentator 1

The Head of School or Commentator 1 will automatically receive an email notifying them that an application for promotion requires a commentary. The Head of School or Commentator 1 is required to provide a commentary on the candidate's application for promotion. The Head of School is also required to nominate, in consultation with the College Principal:

- Five external assessors for applicants applying for promotion to Professor or Full Professor
 - Four external assessors for applicants applying for promotion to Associate Professor
- The Head of School/College Principal must ensure that each external Assessor that they nominated is available and willing to undertake this duty.

In order for a Head of School to provide the commentary and external assessor details, they login to InfoHub – details as per section 1 above. They select the option below, from **HR tab > Faculty Development and Promotions**.



Promotion Applications for My Review

Applications that need actioning by you ☆

This option will display any applications that are awaiting their review – see screen 5.2. From here, the Head of School / Commentator 1 can:

- Review the Application PDF
- View the Candidate Workspace
- Add External Assessors
- Submit Commentary and Forward to Commentator 2

Promotion Applications for My Review

Candidate	Application ID	Pathway	School	Application	Click to	Click to	Click to
Dr Test Person	113957	Lecturer > Associate Professor	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Send to Commentator 2
Dr Test Person	113902	Lecturer > Senior Lecturer	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Send to Commentator 2
Dr Test Person	113896	Lecturer > Professor	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Send to Commentator 2
Dr Test Person	113844	Lecturer > Professor	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Send to Commentator 2
Dr Test Person	113843	Lecturer > Associate Professor	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Send to Commentator 2
Dr Test Person	113842	Lecturer > Associate Professor	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Send to Commentator 2
Dr Test Person	113841	Lecturer > Senior Lecturer	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Send to Commentator 2
Dr Test Person	113825	Lecturer > Senior Lecturer	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Send to Commentator 2
Dr Test Person	113814	Lecturer > Associate Professor	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Send to Commentator 2

Screen 5.2

Role of the College Principal / Commentator 2

The College Principal or Commentator 2 will automatically receive an email notifying them that an application for promotion requires a commentary. The College Principal or Commentator 2 is required to provide an additional commentary on the candidate's application for promotion. The College Principal will the list of nominated External Assessors provided by the Head of School and may add to this list. The total number of External Assessors nominated by the Head of School/College Principal must not exceed:

- Five for applicants applying for promotion to Professor or Full Professor
- Four for applicants applying for promotion to Associate Professor

The Head of School/College Principal must ensure that each external Assessor that they nominated is available and willing to undertake this duty.

In order for a College Principal to provide the commentary and external assessor details, they log into InfoHub – details as per section 1 above. They select the option below from **HR tab > Faculty Development and Promotions**.



Promotion Applications for My Review

Applications that need actioning by you ☆

This option will display any applications that are awaiting their review – see screen 5.3. From here, the College Principal / Commentator 2 can:

- Review the Application PDF
- View the Candidate Workspace
- Add External Assessors
- Submit Commentary and Return to Candidate

Promotion Applications for My Review

Candidate	Application ID	Pathway	School	Application	Click to	Click to	Click to
Dr Test Person	113980	Lecturer > Senior Lecturer	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Return to Candidate
Dr Test Person	113981	Lecturer > Senior Lecturer	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Return to Candidate
Dr Test Person	113887	Lecturer > Senior Lecturer	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Return to Candidate
Dr Test Person	113826	Lecturer > Associate Professor	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Return to Candidate
Dr Test Person	113813	Lecturer > Senior Lecturer	School of Test Area	PDF	View Candidate Workspace	Add External Assessors	Submit Comment & Return to Candidate

Screen 5.3

6 Completing Application for Promotion

When the two commentaries have been completed and the application has been returned to the candidate, the candidate will automatically receive an email notifying her/him that the application has been returned and is awaiting a response from them. They can access the application through their **Development Workspace > Promotion Applications Section** – see screen 6.1.

Promotion Applications

Shows promotion applications submitted through the online system with the latest application appearing at the top. Use the **Create Application** button below to initiate a new application - this button will only appear if there is no application in progress as simultaneous applications are not allowed. Click on the Application ID to view an application on screen.

Application ID	Pathway	Created On	Status
114055	Professor > Test Pathway	20 Apr 2016	With Candidate for Response to Comments

[Click here for further information from the HR website.](#)

Screen 6.1

From the above screen, a candidate can click on the **Application ID** which launches screen 6.2 and allows them to do the following:

- Review commentaries from the Head of School and College Principal (or nominated commentators) – see **History** section from screen 6.2.
- Submit a response to these commentaries – see **Add Comment** section from screen 6.2.
- Formally submit their application on to HR which will start the formal review process with the Faculty Promotions Committee.

Respond to Comment from Commentators

Review the comments from your commentators in the History block below. When ready add your own comment and submit to HR.

Pathway Applying For

Add Comment

Any comments you enter will be recorded when you click a save or submit button at the bottom of the screen.

Remark

4000 characters left

History

Last Activity	Last Activity By	Status	Comment	Comment Visibility
21-APR-2016 12:51:14	Anne Gray	With Commentator 2 for Review	<p>Nulla facilisi. Curabitur aliquam lacus tortor, id sodales ante finibus trincidunt. Phasellus nec faucibus leo. Nunc tortor eros, consectetur et lobortis sit amet, interdum a dolor. Nullam porta nulla ac. urna fermentum sollicitudin. Praesent metus libero, imperdiet et leo et, tristique tempus ipsum. Suspendisse venenatis quam sed sem lacina, a faucibus orci sagittis. Duis porta nunc urna, vel sollicitudin ante fringilla ut. Nulla mi ante, blandi vel ipsum vitae, scelerisque maximus lorem. Donec varius, est eu vulputate cursus, mi enim egestas risus, et accumsan odio est non justo. Nullam id finibus tellus, in tristique diam. Cras vitae faucibus magna. Donec fermentum diam id nibh congue efficitur. Quisque et nunc in turpis egestas ultricies. Morbi faucibus mattis pellentesque.</p> <p>Donec ultricies vel felis a auctor. Sed ullamcorper ex quis dolor mattis consequat. Donec libero ex, accumsan ac tellus at, varius placerat arcu. Nunc eleifend pulvinar ex vel porttitor. Mauris ligula ex, sagittis tempus feugiat quis, ultricies eget nibh. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Pellentesque vestibulum odio vel augue ullamcorper, faucibus malesuada dolor fringilla. Pellentesque maximus viverra leo eget tempus. Donec pulvinar urna enim, ut mollis sapien dignissim ac. Nunc dapibus et lectus eget luctus. Nunc quis bibendum diam. Curabitur et nunc orci. Curabitur fermentum dapibus mi ut bibendum.</p>	All
20-APR-2016 16:20:15	Aisling Croka	With Commentator 1 for Review	<p>Donec ultricies vel felis a auctor. Sed ullamcorper ex quis dolor mattis consequat. Donec libero ex, accumsan ac tellus at, varius placerat arcu. Nunc eleifend pulvinar ex vel porttitor. Mauris ligula ex, sagittis tempus feugiat quis, ultricies eget nibh. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Pellentesque vestibulum odio vel augue ullamcorper, faucibus malesuada dolor fringilla. Pellentesque maximus viverra leo eget tempus. Donec pulvinar urna enim, ut mollis sapien dignissim ac. Nunc dapibus et lectus eget luctus. Nunc quis bibendum diam. Curabitur et nunc orci. Curabitur fermentum dapibus mi ut bibendum.</p> <p>Donec molestie sit amet nunc eu ultricies. Sed eget porttitor lacus. Duis scelerisque velit at gravida pretium. Aenean eget trincidunt neque. Pellentesque tortor felis, imperdiet aliquam molestie quis, gravida in nulla. Praesent nulla odio, fringilla egestas sodales sed, commodo ut ligula. Fusce venenatis interdum egestas. Etiam lacus ipsum, fringilla non risus a, viverra placerat velit. Duis volutpat vulputate urna, in elementum risus egestas in. Fusce bibendum nunc massa, commodo condimentum mi aliquet sed. Suspendisse vulputate augue in ante dapibus porta. Fusce elementum, erat at pretium condimentum, sapien libero venenatis justo, quis consectetur dui nibh vel nulla. Curabitur facilisis placerat mi, sed consequat metus dapibus at. Suspendisse at facilisis justo.</p> <p>Suspendisse vestibulum eu sapien ac rutrum. Aenean facilisis porttitor tortor vitae pellentesque. Vestibulum quam nunc, accumsan ac pulvinar a, aliquet ac nunc. Vestibulum fermentum sagittis augue quis dapibus. Sed pharetra tempus lacus, at cursus arcu feugiat pharetra. In finibus dapibus ornare. Praesent et faucibus lectus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae. Sed nec mi diam. Aenean ultricies ex sed urna molestie vestibulum sit amet vel arcu. Praesent feugiat varius mauris, a feugiat orci mollis ac. Nam urna ante, vehicula imperdiet mi nec, porta sollicitudin nisi. Maecenas tristique vulputate placerat. Curabitur auctor dapibus tellus gravida bibendum.</p> <p>Praesent vestibulum ligula sed turpis condimentum, non laculis lacus semper. Morbi euismod nibh id fringilla consequat. Nunc sed justo at libero bibendum posuere sit amet ut ipsum. Donec consequat nec orci eget placerat. Nullam ante mauris, porttitor in malesuada vehicula, posuere imperdiet augue. Class aptent tacit sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Nullam sit amet mollis nullam arius placerat arcu. Nunc eleifend pulvinar ex vel porttitor. Mauris ligula ex, sagittis tempus feugiat quis, ultricies eget nibh. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Pellentesque vestibulum odio vel augue ullamcorper, faucibus malesuada dolor fringilla. Pellentesque maximus viverra leo eget tempus. Donec pulvinar urna enim, ut mollis sapien dignissim ac. Nunc dapibus et lectus eget luctus. Nunc quis bibendum diam. Curabitur et nunc orci. Curabitur fermentum dapibus mi ut bibendum.</p>	All
20-APR-2016 15:22:30	Test Person	Application Created		
20-APR-2016 15:22:06	Test Person	Application Initiated		

4 rows took 01 seconds to run [Export to Excel](#)

Submit to HR

Screen 6.2

Once the candidate enters their comment and chooses Submit to HR a snapshot PDF of their promotion application is created and saved on the system. It is this PDF that is used for review purposes by approved external assessors and the Faculty Promotions Committee.