

Faculty Promotions Appeal

Academic rank applied for in your Promotion Application:

Associate Professor

Professor

Full Professor

(Please tick one)

PERSONAL DETAILS

Surname: _____ Title: _____

Forename: _____

School: _____

University

Telephone

Number: _____ E-mail: _____

Personnel No: _____

(this can be obtained from your pay slip)

GROUND(S) OF APPEAL:

In accordance with UCD Faculty Promotions Policy V 6.0 clause 19. V and VI please tick to indicate the basis of your appeal as an alleged failure by the FPC to observe due process, which is defined as:

- Failure to follow in due manner University policy and procedures for the consideration of applications for promotion. All University policies and procedures are subject to statutory/anti-discriminatory requirements;
- Denial of natural justice;
- Unfair or unreasonable application of the criteria for the granting of promotions.

Please give further detail of the basis of your appeal with reference to the chosen ground(s) selected above in no more than two (2) A4 typed pages included with your appeal. This should demonstrate why the promotions process was so defective as to influence the decision on your promotion application¹.

¹ You may provide reasonable additional information to substantiate your appeal. Any such new material should be germane to, and substantiate, your selected ground(s) of appeal and the FPAC may accept or reject this new information. This optional additional information is not subject to the two (2) A4 typed page limit noted above.

Mandatory Enclosures:

Please supply **one copy** of the appeal form and the following documentation:

Oral Feedback Meeting Summary Notes²

External Assessors' Reports³

Faculty Promotions Feedback⁴

Grounds of Appeal⁵

Optional Enclosures:

Reasonable Additional Information to Substantiate Your Claim

In accordance with UCD Faculty Promotions Policy V 6.0 clause 19. IV appeals should be submitted to UCD Legal Office via email to David Mullins email: dave.mullins@ucd.ie with cc to Tania O'Neill email: tania.oneill@ucd.ie on or before 12 noon of your appeal lodgement date.

A copy of the original application for promotion submitted to the Faculty Promotions Committee shall be provided to the Faculty Promotions Appeals Committee by HR Promotions and Grading.

Signature: Date:

² Oral Feedback notes are summary meeting notes from oral feedback meeting and are available from UCD HR Promotions & Grading

³ External Assessor's reports are available through foi@ucd.ie.

⁴ The Faculty Promotions Feedback refers to the written feedback provided by the Faculty Promotions Committee.

⁵ Further detail of the basis of your appeal with reference to the chosen ground(s) selected above in no more than two (2) A4 typed pages.