

Policy name: Progression from Assistant Lecturer to Lecturer
Approved: 13/03/2023

Approved by Trinity Academic Council: 15/11/2023
Approved by RIAM Governing Body: 13/04/2023

1. Context

The Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, recognises the importance of giving Assistant Lecturers in their employment the opportunity to grow and progress in their roles. The Academy recruits assistant lecturers on the expectation that they will, over time, expand their activities in education and research and increase the range and expertise they bring to the role.

Progression on the Assistant Lecturer salary scale occurs by way of annual increments to the next point on the pay scale.

2. Purpose

This Policy sets out the criteria to be followed where an Assistant Lecturers applies for progression to Lecturer pay grade in line with Government Circular IT 03/05 for Higher Education.

*Assistant Lecturers will progress to the grade of Lecturer on completion of one year's service having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years' continuous service in the grade **subject to ability, experience, academic qualifications, scholarship and demonstrated performance**. Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement. Institutes may award incremental credit for previous service in the Assistant lecturer grade in another institute or university. The Institute may require 5 years' service in the Institute before progression is considered.*

3. Scope

Applies to all Assistant Lecturers with a minimum of 5 years continuous service in the grade and having completed one year on the maximum of the scale. Some of the 5 years' service may be acquired in another institute or university but the applicant must have a minimum of 2 years' service in the RIAM and RIAM must satisfy itself that the applicant has met the criteria for progression over the 5-year period.

4. Benefits

- 4.1 This policy provides direction on the roles, responsibilities and timelines associated with the policy and procedure for the progression from Assistant Lecturer to Lecturer.
- 4.2 Recognises the importance of the RIAM supporting staff in career progression.

5. Principles

A successful Assistant Lecturer to Lecturer progression policy will give clarity and structure to employees and their Faculty Heads.

6. Policy and Procedure

- 6.1 RIAM must advise staff on appointment (and existing Assistant Lecturers at the earliest opportunity possible) of the requirements for progression.
- 6.2 A staff member who wishes to apply for consideration for progression to Lecturer grade should do so in writing to their Faculty Head and HR. The application should set out in detail – and supply supporting documentation where appropriate - the basis on which the application is made having regard to service and qualification criteria set out in Appendix 1.
- 6.3 HR, in collaboration with the Faculty Head, will verify that the applicant meets the service and qualification criteria as laid out in Appendix 1.
- 6.4 HR will request a written report from the Faculty Head on the applicant's service and performance.
- 6.5 The application will be assessed by the progression panel. The panel will comprise of:
 - i. The Director or his/her representative from the SMT
 - ii. Faculty Head
 - iii. HR or Finance Officer

The panel should be gender balanced.

- 6.6 If the application is successful and signed off as complying with 6.3. and 6.4 the applicant should be recommended for progression to Lecturer level by the Governing body.

The application should be assessed under the following criteria

- i. Experience
- ii. Ability
- iii. Scholarship
- iv. Demonstrated Performance

See Appendix 2 Guidelines in Assessing Applicants

Note: Issues regarding staff performance etc. that may arise from time to time must be dealt with at the particular time and should not be raised as new issues at this stage in the process.

- 6.7 The applicant will be advised by HR whether a recommendation to progress is to be referred to the Governing Body. Where an application is not successful, the applicant should be informed of the specific requirement(s) that must be achieved to be eligible for progression.
- 6.8 The name of the successful applicant will be sent to the Governing Body and recommended for approval.
- 6.9 In the case where an application is not successful the applicant may seek a review of the decision by making an appeal in writing to HR*. Two senior staff not involved in the original decision [and appointed by the Director] will review the decision. Where a change is recommended to the original decision, this will be brought to the Governing Body for approval after which the staff member will be advised of the outcome of the appeal. If the original recommendation is upheld, the applicant will be advised of this decision by HR.

6.10 The applicant will be advised by the HR Manager of the Governing Body's decision.

6.11 Unsuccessful applicants at this stage may appeal the decision using the grievance procedure.

***Appeals must be lodged within 60 days of the notification of the decision of the progression panel and made in writing to HR and will be based on information originally supplied to the progression panel. No other evidence will be considered.**

10. Records

HR will retain records of applications in line with RIAM Data Protection Policy and GDPR. The information provided shall only be considered for the progression review indicated at the time and for no other purpose.

11. Responsibility

HR is responsible for overseeing this policy and its operational procedures.

12. Legislation and Regulation

[Circular IT03/05](#)

[Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\).](#)

[Code of Practice for Provision of Education and Training to International Learners \(2015\).](#)

[National Framework of Qualifications \(NFQ\).](#)

[Records Management and Retention Policy](#)

[Data Protection Policy](#)

12. Document Control

Next review: Academic year 2027

APPENDIX 1

*'Assistant Lecturers will progress to the grade of Lecturer on completion of one year's service having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years' continuous service in the grade **subject to ability, experience, academic qualifications, research, scholarship and demonstrated performance**. Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement'.*

Qualifications

A Normal Requirements

1. Have obtained a defined Masters degree since meeting minimum entry requirements.
2. Have obtained the equivalent to 1 above e.g. professional qualification/membership. in addition to obtaining minimum requirements.

B Special Category

In particular circumstances, the Director may deem the following as meeting the requirements.

1. In the case of applicants, have at the time of application for progression obtained a primary honours degree - achieved since meeting minimum entry requirements plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.
2. In the case of applicants, have obtained the appropriate advanced qualification in the relevant area – achieved since meeting minimum entry requirements (award must be examination and/or assessment based) – plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.

Note

RIAM may consider applicants who were appointed before July 2001, who are in correspondence with an institute but have not yet registered for a defined postgraduate course and do not qualify under the above. Such applicants may be allowed to progress to the Lecturer scale on the following basis: - staff member must formally register for defined course (as set out in A or B above) and on registration will proceed to Lecturer scale, subject to meeting the other requirements for progression. Such staff will proceed up the lecturer scale on condition that they continue to successfully complete the relevant stages of the course. Staff may not proceed beyond the 4th point of the scale until the course has been successfully completed

APPENDIX 2

PROGRESSION ASSISTANT LECTURER TO LECTURER

GUIDELINES IN ASSESSING APPLICATIONS

*'Assistant Lecturers will progress to the grade of Lecturer on completion of one year's service having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years' continuous service in the **grade subject to ability, experience, academic qualifications, research, scholarship and demonstrated performance**. Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement'.*

The following is a range of areas which may be considered both by applicants in their application for progression and by RIAM in assessing applicants. There is no requirement to meet all of these headings. These criteria provide broad guidance only and the Evaluation Panel will consider each application within the context of each applicant's opportunity to achieve these criteria and within the context of the applicant's Discipline

Teaching

Teaching Expectations

- Expected to be an effective and committed teacher, to support student learning and evidence skills as an educator
- Research Supervision or co-supervision of masters and doctoral students
- Development and re-development of the curriculum
- Introduction of new methods of teaching and assessment
- Enhancement of high quality teaching in the subject
- Advice and support to students
- Reflection on teaching and assessment practices and promote advanced student learning
- Preparation of students for competitions

Teaching Measurement

- Student evaluation (sustained over time)
- Curriculum re-design e.g. new modules, programmes, pedagogies
- Teaching portfolio
- Awards/commendations for teaching
- Innovation grants for teaching/curriculum design
- Publication of educational texts/resources

Demonstrated Performance, Ability and Experience

- Honours, international and/or national awarded
- Academic achievement
- Invitation to sit on the jury of an international competition
- Recordings
- Commissions for new works
- Invitations to speak/participate in international/national conferences and/or events
- New, significant publications
- Arts leadership opportunities curating festivals, or job appointments in the wider music industry
- Community engagement projects that encourage access to music
- Invitations to curate/programme a festival and/or concert series
- Social entrepreneurship
- Media contributions

Qualifications

- **Qualifications:** upgraded qualifications since appointment.
- Evidence of **continuous professional development** in teaching and learning (such as attendance at courses on pedagogy)

Research and Scholarship

- **Publications:** – research publications.
- **Practice Based and Artistic Research**
- **Supervision of Postgraduate students:** – formal and informal involvement.
- **Research Funding:** – formal and informal involvement in making application for and or receiving funding.
- **Research Leadership:** active member of research team.

- **External Examining:** acting as External Examiner for undergraduate courses/subjects and or postgraduate research theses.
- **Conferences:** organising and contributing to conferences, conference papers.
- **Dissemination of Research and Scholarship:** public lectures, articles in non-refereed publications, book reviews, broadcasts etc.
- Other more diverse outputs, not limited to published materials

Service to RIAM

- Committee or Board memberships
- Engagement with professional or scholarly bodies
- Policy development or assistance with and offering advice in policy development
- Administration or management activity at RIAM level including routine administration, timetabling, willingness to undertake ad hoc tasks
- Informal or formal involvement with open days
- Preparation and/or delivery of short courses

The Weightings to be used for Progression from Assistant Lecturer to Lecturer are as follows:

1. Performance <i>and/or</i> Research/Scholarship	2. Teaching	3. Contribution/Service to RIAM
20%	60%	20%

The table below indicates the way in which scoring shall be conducted using the default weightings (20%/60%/20%) and performance descriptors used in assessing applications.

Performance Descriptor		Performance <i>and/or</i> Research/Scholarship	Teaching	Contribution/Service to RIAM
	Weighting (%)	20	60	20
		Scoring range	Scoring range	Scoring range
	Clearly unsatisfactory	1 – 2	1 – 6	1 – 2
	Insufficient Evidence	3-7	7 – 17	3 – 7
	Clear Evidence	8 – 10	18 – 35	8 – 10
	Strong Evidence	11 – 16	36 - 58	11 – 16

↓THRESHOLD↓