



An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service



NUI Galway
OÉ Gaillimh

**LECTURER (BELOW/ABOVE THE BAR)
IN CIVIL ENGINEERING**

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LECTURER (BELOW/ABOVE THE BAR) IN CIVIL ENGINEERING

School of Engineering and Informatics

Purpose of Post

The College of Engineering & Informatics at NUI, Galway has experienced significant growth in recent years, in both student population and research activity. As one of the premier engineering schools in Ireland, we have a long tradition of excellence dating back to 1849. The College has 4 main disciplines: Civil/Environmental, Mechanical/Biomedical, Electrical/Electronic and Information Technology/Computing. In addition to these disciplines, our faculty participate in a number of the leading research institutes on campus, including: the Ryan Institute for Environment, Energy and Marine research; the National Centre for Biomedical Engineering Science; and the Digital Enterprise Research Institute. The College is now entering a new phase of development with the recent completion of a new €45m building which will bring the engineering disciplines into a purpose-built, state-of-art facility of about 14,000m². This is now the largest university engineering building in Ireland, with over half the total space dedicated to high specification laboratories.

In the Civil Engineering domain, the College offers two 4-year honours accredited degrees: B.E. in Civil Engineering, and B.E. Environmental Engineering, as well as delivering a 4-year B.Sc. degree in Project & Construction Management. Students can also specialise in Civil and Built Environment aspects of Energy Engineering, through the College's innovative B.E. in Energy Systems Engineering. Civil Engineering also has a very strong research record across several branches of the discipline, including: environment, structures, timber, geotechnics and energy. Information on Civil Engineering at NUI Galway is available at: www.nuigalway.ie/civileng.

The University now seeks to appoint an outstanding individual to a Lectureship in Civil Engineering. While applications are welcome from all branches of Civil Engineering, there is strong interest in candidates who have expertise in structural design, and particularly the design of concrete structures. The appointee will be expected to contribute to the Learning, Teaching & Assessment programmes in Civil Engineering, including inter-disciplinary programmes (such as our degree in Energy Systems Engineering), as well as engaging in the development of new courses and innovative teaching practices. As part of his/her normal academic role, the successful candidate will also be expected to contribute to the management and administration of academic programmes and related activities, such as marketing & promotion and community outreach.

Research forms a very important part of the post. The successful candidate will be expected to contribute strongly to the research objectives of Civil Engineering in terms of: attracting research funding, supervising postgraduate researchers at doctoral level and publishing in peer-reviewed journals of high international rank. It is anticipated that the successful applicant will be aligned with one of the strategic research directions of the University. In particular, there are strong links with the Ryan Institute for Environment, Marine and Energy (www.nuigalway.ie/eci) and the new appointee will be expected to build on these links.

The anticipated start date is June 1st, 2012.

Principal Duties and Responsibilities

- **Teaching (Tutorial, Demonstrating, Lecturing)**
 - Contribute to the teaching mission of Civil Engineering through the delivery of lectures, laboratories, design laboratories, tutorials and the supervision of student projects.
- **Research (Publications, Grant Applications/Awards, Ph.D. students)**
 - i. Supervision of postgraduate students to PhD level
 - ii. Dissemination of research results through peer reviewed journal publications, relevant conferences and other fora
 - iii. Actively seek funded research opportunities
 - iv. Engage with major research centres within the University.
- **Administration (Administrative, Management, Wider contribution)**
 - Take on academic administration and management duties which are commensurate to an individual appointed at this level.
- **Contribution to Community**
 - Engage with industry and/or the engineering profession.

LECTURER (BELOW/ABOVE THE BAR) IN CIVIL ENGINEERING

Essential Requirements:

- PhD qualification in Civil Engineering or related area
- Some teaching experience (lecturing, laboratories or design)
- An ability to contribute to teaching programmes in structural design, including concrete design
- Appropriate number of peer reviewed journal publications
- Some experience in preparing a research proposal
- An appreciation for the supervision of PhD students
- An appreciation for administration in the academic environment
- Demonstrated ability to communicate well in a lecture setting
- Demonstrated teamwork skills
- Good communication skills
- An ability to provide clear answers to questions

Desirable Requirements:

- Lecturing experience
- Experience in supervising PhD students
- Administrative role in an academic setting
- Management of an engineering/research project
- Some design experience in an industry setting

The appointment will be made to the School of Engineering and Informatics, but will be associated to the Discipline of Civil Engineering.

Information on Civil Engineering at NUI Galway is available online at:
www.nuigalway.ie/civileng

APPLICATION AND APPOINTMENT PROCEDURES

1. Application

- A. Applications should be made by sending the following information to nuigposts@publicjobs.ie. Ensure that you include the words 'Civil Engineering' in the subject line.

Please submit as one document: The following documents must be collated and submitted as one document (NOT three separate attachments):

- a. A completed Summary CV Application Form
- b. A cover letter/personal statement outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the post of 'Lecturer (Below/Above the Bar) in Civil Engineering'
- c. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.

The completed application document must be forwarded by email as one attachment to reach the Public Appointments Service no later than **midnight on Thursday, 9th February 2012**. Please note that an application will **ONLY** be considered if documents a to c above are fully completed and received by the closing date.

- B. All applicants will receive an acknowledgement within 2 working days. *If you do not receive an acknowledgement of receipt of your application within this timeframe or if you have any other queries regarding the application process please contact Alan Kelly at 01 8587681 or email rbd.mailbox@publicjobs.ie.*
- C. Equal Opportunities Monitoring Form:
Please place your completed form in a separate sealed envelope and return Independently to the Equality Manager, Human Resources Department, NUI, Galway. The information will not be available for any purpose other than equal opportunities monitoring.

2. Assessment Procedure

(a) Board of Assessors

Applications will be considered by a Board of Assessors, which will shortlist and interview candidates and report to the College, the Academic Council and Údaras na hOllscoile.

(b) Interview Dates

Candidates will be advised of arrangements in due course.

(c) Expenses

Only candidates invited to the Assessors' Interview (see (a) above) will have their reasonable return travel and subsistence expenses paid.

- (d) The successful candidate will be required to submit evidence of age, original qualifications and undergo a medical examination.

All candidates will in due course be notified of the outcome of their application.

3. Appointment

The appointment will be made by the President, following adoption of the report of the Board of Assessors by the College of Engineering and Informatics. (In the event that the College does not adopt the report, the appointment will be made by the President, following adoption of the report of the Board of Assessors by the Academic Council. In the event that the Academic Council does not adopt the report of the Board of Assessors, the decision as to the appointment, will be made by Údaras na hOllscoile (The University Governing Authority). All candidates will in due course be notified of the outcome of their application.

**SUMMARY OF CURRICULUM VITAE APPLICATION FORM
ACHOIMRE DEN CURRICULUM VITAE**

This summary will be copied for circulation; accordingly, it should be typed in black ink.

Beifeir ag cóipeáil na hachóimre seo lena scaipeadh; ba chóir, mar sin, í a chlóscríobh nó a líonadh isteach go soiléir de lámh i ndúch dubh

Post -An Post— Lecturer (B/ATB) in Civil Engineering, Ref : 007211

Title _____ **Surname -** _____ **Forename(s) -** _____
Sloinne Réamhainm(neacha)

Address (for correspondence) - Seoladh (do chomhfhreagras)— _____

E-mail - Ríomhphost— _____ **Tel. Teil** _____

Are you an EU national? _____ **If not, do you require a work permit?** _____
An náisiúnach den AE thú? Sa chás nach náisiúnach den AE thú, an bhfuil ceadúnas oibre de dhíth ort?

Details of Third Level Education - Sonraí faoi Oideachas Tríú Leibhéal

University and/or other <i>Ollscoil agus/nó eile</i>	From <i>Ó</i>	To <i>Go</i>	Courses <i>Cúrsaí,</i>	Qualifications <i>Cáilíochtaí,</i>

Scholarships & Distinctions (give year of award & awarding body)
Scoláireachtaí & Gradaim (tabhair an bhliain & ainm an údaráis dámhachtana)

Membership/Fellowship of Professional Bodies/Institutions - Ballraíocht/Comhaltacht de Chomhlachtaí/d'Fhorais Phroifisiúnta

Employment Record - Cuntas ar Fhostaíocht—

Employer - Fostóir	From <i>Ó</i>	To <i>Go</i>	Title of Post - Teideal an Phoist <i>—</i>	Principal Duties - Príomhdhualgais an Phoist

Specialised professional experience and/or particular professional interests; no. of publications, no. of refereed publications, no. of books, no. of conference papers, if any - *Gnéithe ar leith de do chleachtadh proifisiúnta agus/nó ábhair spéise phroifisiúnta atá agat; líon na bhfoilseachán, líon na bhfoilseachán measúnaithe, líon na bpáipéar comhdhála, más ann dóibh.*

Knowledge of Language (e.g., fluent, reading knowledge only, etc.) - *Teangacha agus cumas iontu (m.sh., líofa, an léamh amháin, agus srl.)*

Referees (names, addresses including email and telephone details of 3 referees) – **Please note that references will be sought prior to interviews** - *Moltóirí (ainm, seoladh, seoladh ríomhphoist agus uimhir ghutháin 3 moltóirí) - Tabhair faoi deara, le do thoil, go rachfar i dteagmháil le moltóirí roimh an agallaimh.*

Referee <i>Moltóirí</i>	Name - <i>Ainm</i>	Postal Address – <i>Seoladh</i>	e-mail <i>Ríomhphost</i>	Telephone Number <i>Uimhir theileafóin</i>
1				
2				
3				

For confirmation of receipt of application, please see details on page 5



EQUAL OPPORTUNITIES MONITORING FORM

Post Reference:
Lecturer (B/ATB) in Civil Engineering, Ref :
007211

PLEASE RETURN COMPLETED FORMS IN A SEPARATE SEALED ENVELOPE TO:
THE EQUALITY MANAGER, NUI, GALWAY

NUI Galway is committed to developing, maintaining and supporting a policy of equal opportunities for its current staff and potential staff. In order to monitor the operation of this policy, it is necessary to collect certain key information to be used solely for the purposes of monitoring.

Access to this information will be strictly controlled by the Equality Manager and will not be available to those considering your application for employment. *Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear.* The information will not be available for any purpose other than equal opportunities monitoring. Your co-operation in the completion of this form is appreciated.

1. **Are you employed by NUI Galway at present?** Yes No
2. **Gender:** Female Male
3. **Civil Status:** Single Married Separated
Divorced Widowed Registered Civil Partnership Other
4. **Family Responsibility:** Parent Guardian Carer Other
5. **Sexual Orientation:** Heterosexual Homosexual Lesbian Bisexual
6. **Religion** (if none, please indicate):
7. **Age:**
8. **Disability** includes all forms of disability, do you have any of the following listed conditions:
Yes No
If **Yes**, please indicate which of the following apply to you:

a) Physical Disability (e.g. disability affecting mobility)	<input type="checkbox"/>
b) Sensory Disability (e.g. visual or hearing impairment)	<input type="checkbox"/>
c) Chronic illness (e.g. heart condition, bronchitis)	<input type="checkbox"/>
d) Blood disorders (e.g. haemophilia, chronic anaemia)	<input type="checkbox"/>
e) Mental Health Difficulty (e.g. schizophrenia)	<input type="checkbox"/>
f) Emotional Health Difficulty (e.g. depression, phobias)	<input type="checkbox"/>
g) Severe or specific Learning Difficulties (e.g. dyslexia, intellectual/mental handicap)	<input type="checkbox"/>
h) Drug Dependency (e.g. alcohol abuse, soft drugs)	<input type="checkbox"/>
i) Other please specify _____ (e.g. severe asthma/diabetes/epilepsy/allergies)	<input type="checkbox"/>
9. **Ethnic Origin/Race**, please state:
10. **Member of Traveller Community:** Yes No

Date completed: _____

Criteria for transition from Lectureship below the bar to Lectureship above the bar

The criteria for transition to Lecturer above the bar will be based on the criteria below, assessed in the context of the opportunities available to each applicant to achieve within her/his departmental/disciplinary circumstances. Candidates will be required to show excellence in at least two of the areas listed below:

(a) Teaching and examining; (undergraduate, postgraduate and continuing education):

- Innovation in Teaching and Examining
- Effectiveness in communicating information
- Breadth and depth of coverage
- Development of teaching methods and materials
- Course development
- Postgraduate research supervision
- Support and encouragement of postgraduate students
- Accessibility for advising, discussion and providing other assistance to students
- Participation on appropriate teaching and learning seminars and training courses

(b) Research and scholarly standing:

- Active productive research
- Presentation of papers at conferences and seminars
- Publication, especially in books and refereed journals, national and international
- Relevant professional achievement
- Development of postgraduate research
- Activity and success in competitive grant proposals
- Membership of professional associations
- Involvement in innovative consultancy work, the funding of which flows through the University mechanisms (as opposed to consultancy for strictly personal gain)
- Success in generating funding for research or other academic activities from national or international sources
- Academic distinction otherwise

(c) Contribution to Discipline, University and Community:

- Administrative responsibilities in Discipline, College or University
- Discipline, College and University committee work
- Contribution to external committees or bodies
- Organisation/attraction of seminars and conferences in relation to one's disciplinary expertise
- Teaching through Irish
- Contribution to adult education
- Contribution to continuing education
- Contribution to community and public education
- Contribution to student clubs and societies

The University will endeavour to process applications, so far as possible, within ninety days but, in any event, a successful application will take effect not later than 90 days from the date on which the application was received.

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PROCEDURES RELATING TO CONSIDERATION OF CONFIRMATION IN POST OF NEWLY APPOINTED STAFF

The probationary appointment has two main functions. The first is to provide a period of training for newly appointed lecturers to the University and secondly to provide evidence as to whether the lecturer has the qualities as a teacher, scholar and person which would justify recommending a confirmation in post.

- i) Confirmation of Appointment will be formally confirmed by a Probations Board consisting of the Registrar and Deputy President, Dean and a presidential nominee drawn from a list drawn up by Academic Council. The Director of Human Resources or nominee will convene the Board and be in attendance. In arriving at its decision the Board will consider the report of the Probation Supervisory Group.
- ii) The probationary period will be supervised by a Probation Supervisory Group consisting of the Head of School / Discipline, the Dean of the College of primary affiliation (or nominee) and a senior colleague (selected by the Dean) from a cognate School / Discipline. A HR representative may be available to advise the Probation Supervisory Group on matters of precedent or policy.
- iii) The appointment will be probationary for the first three years of service, but this period may be reduced by the Probations Board, on application by the Lecturer at appointment or alternatively on application to the Probation Supervisory Group who will make a recommendation to the Board following the first meeting, on the ground of service in an equivalent post in a University, or in an Institute of Higher Education deemed for this purpose to be of University standing, or in a Research Institute, or on the ground of approved professional experience. However, no probationary period shall be of less than twelve months duration from the date of taking up duty.
- iv) The Probation Supervisory Group will meet the lecturer at least every twelve months to consider their progress. Further meetings will be scheduled if deemed necessary by either party. The Probation Supervisory Group will be convened by the Human Resources Department in conjunction with the relevant School office and will be chaired by the Dean of the College of primary affiliation.
- v) For each Probation Supervisory Group meeting, the lecturer will be required to submit a report outlining his/her progress on teaching, research and other activities which will form part of the group's assessment. The Head of School / Discipline will also be required to submit a report outlining the progress of the Lecturer on teaching, research and other activities.
- vi) Following each meeting the Dean will give feedback to the lecturer on the assessment of the Probation Supervisory Group. The results of the assessment will also be communicated to him/her in writing by the Human Resources Department.

- vii) There are four options which may be followed after the Probation Supervisory Group meeting:
 - (a) Acknowledge the progress the lecturer has achieved to date and review again at the next meeting.
 - (b) Advise the lecturer that his/her progress is failing in some regard and advise on corrective action necessary to resolve it. (stage viii)
 - (c) Issue a satisfactory report to the Probation Board recommending confirmation in post. (stage ix)
 - (d) Issue an unsatisfactory report to the Probation Board. (stage x)

- viii) If the Probation Supervisory Group considers that the lecturer's progress has been unsatisfactory, he/she will be advised by the Head of Department as soon as possible but at the latest by the end of the penultimate year. Where the review period is for one year this will occur after six months. He/she will also be advised as to what the shortcomings are and how they may be overcome. This will allow the lecturer the opportunity to rectify the situation before the matter is considered by The Board. Copies of all correspondence will be sent to the Director of Human Resources for retention on the personal file. No action need be taken where the progress is satisfactory.

- ix) Where the Board recommends confirmation in post, they must be satisfied inter alia that, taking account of all relevant factors that the lecturer:
 - a) has satisfactorily engaged in research towards the advancement of his/her subject.
 - b) has satisfactorily engaged in the teaching of prescribed courses and the supervising of lab/tutorial work assigned to him/her.
 - c) has conscientiously carried out such examining duties and satisfactorily performed such administrative and other duties as have been required of him/her.

- x) In the case of an unsatisfactory report from the Probation Supervisory Group, the Board will consider all the submissions and it may interview the lecturer who will be entitled to trade union representation. The Board will ask the lecturer to submit a report on his or her progress and he/she may submit referees to whom the Board may refer. The Board will determine which of the following outcomes are appropriate:
 - a) The lecturer be confirmed in post.
 - b) The lecturer have his/her appointment terminated at the end of that academic year or at the end of the requisite notice period.
 - c) The lecturer be required to serve a further period of probation (up to one year) provided that the total probation does not exceed four years.

- xi) Where the probation is to be extended or the employment terminated, the lecturer will be informed of the decision and the reasons for the decision in writing.

- xii) In these circumstances, the lecturer has the right of appeal and the appeal will be heard by a panel convened by the President, consisting of the President, a nominee from Academic Council and a member of the Governing Authority not employed by the University.