



An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service



LECTURER (BELOW THE BAR) IN GEOGRAPHY

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LECTURER (BTB) IN GEOGRAPHY

School of Geography & Archaeology

Purpose of Post

The post advertised is part of an ongoing expansion in the discipline of Geography within the School. Arising from increased student numbers, the post is designed to support undergraduate and graduate students in the development of their understanding of processes that shape the natural world. The post is aligned with research clusters within discipline, School and the wider University; familiarity with these will be required during interview.

The successful candidate is expected to contribute individually designed modules to the Geography syllabus. Module titles and content will be negotiated with the Head of the discipline. It is expected that the successful candidate's research will have pedagogic applicability in lab-, field-, and lecture-based contexts. In addition, she or he is expected to contribute to jointly taught core courses, to supervise student projects, design and participate in residential field classes, be actively involved in the administration of the discipline and the School and generally contribute to the working of the College and University as a whole.

The School is also interested in developing a new taught MA course with an emphasis in physical geography and related processes. The new programme will develop laboratory and field-based learning skills amongst its projected students, and the successful candidate will be expected to contribute to both the design and the delivery of the new programme. Similarly, the supervision of MLitt and PhD theses forms part of the duties of the post.

The current expansion marks an exciting time in the life of Geography at NUI Galway. We very much look forward to receiving applications by suitably trained and qualified academics who would enjoy working in a challenging and collegial environment.

Principal Duties and Responsibilities

- **Teaching (Tutorial, Demonstrating, Lecturing)**

The successful candidate is expected to offer modules in his or her area of specialisation, to contribute to jointly taught core modules at all levels, to supervise student projects and dissertations, to contribute to and design residential field classes, and to be involved in the design and delivery of graduate programmes and modules. Field- and lab-based components are considered integral to the syllabi of the School.

- **Research (Publications, Grant Applications/Awards, Ph.D. students)**

We expect the successful candidate to be fully engaged in research and in the publication of research outcomes in national and international journals, to regularly attend conferences and to seek funding opportunities within a range of funding contexts from national and international funding agencies.

- **Administration (Administrative, Management, Wider contribution)**

Day-to-day administration within both the School and the discipline is conducted in a participatory manner, with clearly identified areas of individual responsibilities and flat hierarchies. The successful candidate is expected to contribute to the administrative operations of both discipline and School.

- **Contribution to Community**

All staff members contribute to the wider community through a host of different activities, ranging from the provision of planning expertise through community involvement and volunteering practices. In a more narrowly defined scientific context, staff members are involved in the work of a range of public and semi-public institutions, ranging from Údarás na Gaeltachta to the Marine Institute. We would expect the successful candidate to develop similar links to the community across the scale of the European public sphere.

- **Other**

Such other duties as may be required and which fall within the general ambit of the post.

LECTURER (BTB) IN GEOGRAPHY

Essential Requirements:

- PhD
- Active research profile

Desirable Requirements:

- Appropriate teaching experience
- Research practices relevant to the School's profile and aspirations

The appointment will be made to the School of Geography and Archaeology, but will be associated to the discipline of Geography.

Additional information on the discipline is available at www.nuigalway.ie/geography

APPLICATION AND APPOINTMENT PROCEDURES

1. Application

- A. Applications should be made by sending the following information to nuigposts@publicjobs.ie.**

Please ensure that you **ONLY USE THE WORD 'Geography'** in the subject line of your application email. This will clarify which post you are applying for.

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 the Bar) in Geography'
- 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, 23rd 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 Arts, Social Sciences, and Celtic Studies. (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 chlósscríobh nó a líonadh isteach go soiléir de láimh i ndúch dubh

Post -An Post— Lecturer (BTB) in Geography, Ref : 007215

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 (BTB) in Geography,
Ref : 007215

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)
- b) Sensory Disability (e.g. visual or hearing impairment)
- c) Chronic illness (e.g. heart condition, bronchitis)
- d) Blood disorders (e.g. haemophilia, chronic anaemia)
- e) Mental Health Difficulty (e.g. schizophrenia)
- f) Emotional Health Difficulty (e.g. depression, phobias)
- g) Severe or specific Learning Difficulties (e.g. dyslexia, intellectual/mental handicap)
- h) Drug Dependency (e.g. alcohol abuse, soft drugs)
- i) Other please specify _____ (e.g. severe asthma/diabetes/epilepsy/allergies)

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.