

**LECTURER (BTB) IN  
POLITICAL SCIENCE AND SOCIOLOGY**

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# **LECTURER (BTB) IN POLITICAL SCIENCE AND SOCIOLOGY**

## **School of Political Science and Sociology**

### **JOB DESCRIPTION**

#### **Purpose of Post**

The purpose of this post is to undertake teaching and research in the School of Political Science & Sociology. Research will be focused on children and families and will take place in the Child and Family Research Centre which is one of the 4 research clusters in the School. The post holder will direct the MA in Lifecourse Studies.

#### **Principal Duties and Responsibilities**

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

The individual appointed should have a strong commitment to teaching. He/she will have a primary responsibility for teaching on the MA in Life Course Studies but will also contribute to the School's other undergraduate programmes and postgraduate programmes. He/she must be willing to embrace new opportunities for innovative programmes that would help to improve the quality of the School's student population.

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

The individual appointed will be an early stage researcher with a developing research and publication record. He/she should have a research agenda that enhances the School's current profile in the area of families and children and a capacity to attract research students and research funding. The successful candidate would be expected to supervise Ph.D students.

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

The individual appointed would be required to undertake administrative duties, in particular directing the MA in Life Course Studies.

##### **Contribution to Community**

The successful candidate will be expected to contribute from time to time to the School, College and University's outreach programmes.

## **ELIGIBILITY REQUIREMENTS**

### **Essential Requirements:**

Ph.D in Sociology.

Experience of teaching at third level at both undergraduate and postgraduate level.

A developing research profile in the area of families and children, evidence of a capacity to publish, and to attract research funding.

Demonstrated capacity to manage research projects.

A minimum of 5 years experience in Family Support Practice.

A minimum of 3 years experience in managing family support programmes.

Collegiality and a capacity to work as a member of a team.

Strong communication skills.

Strong understanding of policy and practice research in children and families field.

Demonstrated capacity to produce research directly relevant to policy implementation.

The appointment will be made to the School of Political Science and Sociology.

Additional information on the School and the Child and Family Research Centre is available at HYPERLINK "http://nuigalway.ie/soc/" <http://nuigalway.ie/soc/>

## **APPLICATION AND APPOINTMENT PROCEDURES**

### **1. Application**

**Applications should be made by sending the following information to** HYPERLINK "<mailto:nuigposts@publicjobs.ie>" [nuigposts@publicjobs.ie](mailto:nuigposts@publicjobs.ie)

Please ensure that you ONLY USE THE WORDS 'POLITICAL SCIENCE' 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 completed Summary CV Application Form (see page 7)

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 Political Science and Sociology'

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 (GMT) on Thursday, 22<sup>nd</sup> March 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* HYPERLINK "<mailto:rbd.mailbox@publicjobs.ie>" [rbd.mailbox@publicjobs.ie](mailto: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.

### **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 & 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.**  
*Beifear ag cóipeáil na hachóimre seo lena scaipeadh; ba chóir, mar sin, í a chlósscríobh nó a líonadh isteach go soiléir de lámh i ndúch dubh*

<b>Post</b> - <i>An Post</i> —		<b>Lecturer (Below the Bar) in Political Science and Sociology, Ref : 007241</b>	
<b>Title</b>	<b>Surname - Sloinne</b>	<b>Forename(s) - Réamhainm( neacha)</b>	
<b>Address (for correspondence) - Seoladh (do chomhfhreagras)—</b>			
<b>E-mail (for correspondence) - Ríomhphost (do chomhfhreagras)—</b>			
<b>Tel. Teil</b>			
<b>Are you an EU national?</b> <i>An náisiúnach den AE thú?</i>		<b>If not, do you require a work permit?</b> <i>Sa chás nach náisiúnach den AE thú, an bhfuil ceadúnas oibre de dhíth ort?</i>	
<b>Details of Third Level Education - <i>Sonraí faoi Oideachas Tríú Leibhéal</i></b>			
<b>University and/or other</b> <i>Ollscoil agus/ nó eile</i>	<b>From</b> <i>Ó</i>	<b>To</b> <i>Go</i>	<b>Courses</b> <i>Cúrsaí,</i>
			<b>Qualifications</b> <i>e.g. Ph.D, BA etc</i> <i>Cáilíochtaí,</i>
<b>Scholarships &amp; Distinctions (give year of award &amp; awarding body)</b> <i>Scoláireachtaí &amp; Gradaim (tabhair an bhliain &amp; ainm an údarais dámhachtana)</i>			
<b>Membership/Fellowship of Professional Bodies/ Institutions - <i>Ballraíocht/Comhaltacht de Chomhlachtaí/d'Fhorais Phroifisiúnta</i></b>			
<b>Employment Record - <i>Cuntas ar Fhostaíocht</i>—</b>			

<b>Employer - Fostóir</b>	<b>From Ó</b>	<b>To Go</b>	<b>Title of Post - Teideal an Phoist –</b>	<b>Principal Duties - Príomhdhualg ais an Phoist</b>	
<p><b>Specialised professional experience and/or particular professional interests; no. of publications, no. of refereed publications, no. of books, no. of conference papers, if any - <i>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.</i></b></p>					
<p><b>Knowledge of Language (e.g., fluent, reading knowledge only, etc.) - <i>Teangacha agus cumas iontu (m.sh., líofa, an léamh amháin, agus srl.)</i></b></p>					
<p><b>Referees (names, addresses including <b>email</b> and telephone details of 3 referees) – <b>Please note that references will be sought prior to interviews</b> - <i>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.</i></b></p>					
<b>Referee Moltóirí</b>	<b>Name - Ainm</b>	<b>Postal Address – Seoladh</b>	<b>e-mail Ríomhphost</b>	<b>Telephone Number Uimhir theileafóin</b>	
1					
2					

3					
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For confirmation of receipt of application, please see details on page 5

EQUAL OPPORTUNITIES MONITORING FORM

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:

Physical Disability (e.g. disability affecting mobility)

Sensory Disability (e.g. visual or hearing impairment)

Chronic illness (e.g. heart condition, bronchitis)

Blood disorders (e.g. haemophilia, chronic anaemia)

Mental Health Difficulty (e.g. schizophrenia)

Emotional Health Difficulty (e.g. depression, phobias)

Severe or specific Learning Difficulties (e.g. dyslexia, intellectual/mental handicap)

Drug Dependency (e.g. alcohol abuse, soft drugs)

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:

#### **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

#### **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

#### **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.

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.

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.

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.

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.

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.

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.

There are four options which may be followed after the Probation Supervisory Group meeting:

Acknowledge the progress the lecturer has achieved to date and review again at the next meeting.

Advise the lecturer that his/her progress is failing in some regard and advise on corrective action necessary to resolve it. (stage viii)

Issue a satisfactory report to the Probation Board recommending confirmation in post. (stage ix)

Issue an unsatisfactory report to the Probation Board. (stage x)

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.

Where the Board recommends confirmation in post, they must be satisfied inter alia that, taking account of all relevant factors that the lecturer:

has satisfactorily engaged in research towards the advancement of his/her subject.

has satisfactorily engaged in the teaching of prescribed courses and the supervising of lab/tutorial work assigned to him/her.

has conscientiously carried out such examining duties and satisfactorily performed such administrative and other duties as have been required of him/her.

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:

The lecturer be confirmed in post.

The lecturer have his/her appointment terminated at the end of that academic year or at the end of the requisite notice period.

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.

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.

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.

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Post Reference:  
Lecturer (Below the Bar) in Political Science and Sociology,  
Ref : 007241

**Please complete anonymously: Do not put your name on this form**