



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

University of Galway School of Medicine

Academic Clinician Advancement Programme (ACAP)

The University of Galway Academic Clinician Advancement Programme (ACAP) is intended to recognise and encourage academic engagement and contribution by senior Saolta clinicians (permanent consultants or health specialists of the University Healthcare Group). Reciprocally, the program is intended to strengthen education, scholarship and innovation capacity of the Saolta Healthcare network.

The academic titles of Honorary Senior Lecturer, Honorary Personal Professor and Honorary Professor represent both the conferring of academic recognition upon successful applicants by the University and also the undertaking of a commitment to teaching and/or research by the applicant. The tenure of an Honorary Senior Lecturer, Honorary Personal Professor and Honorary Professor position is usually for 5 years and can be renewed subject to meeting the performance expectations associated with the honorary title. The criteria for appointment as an Honorary Senior Lecturer, and promotion to Honorary Personal Professor and Honorary Professor status are outlined in this document.

Application pathways

New applicants

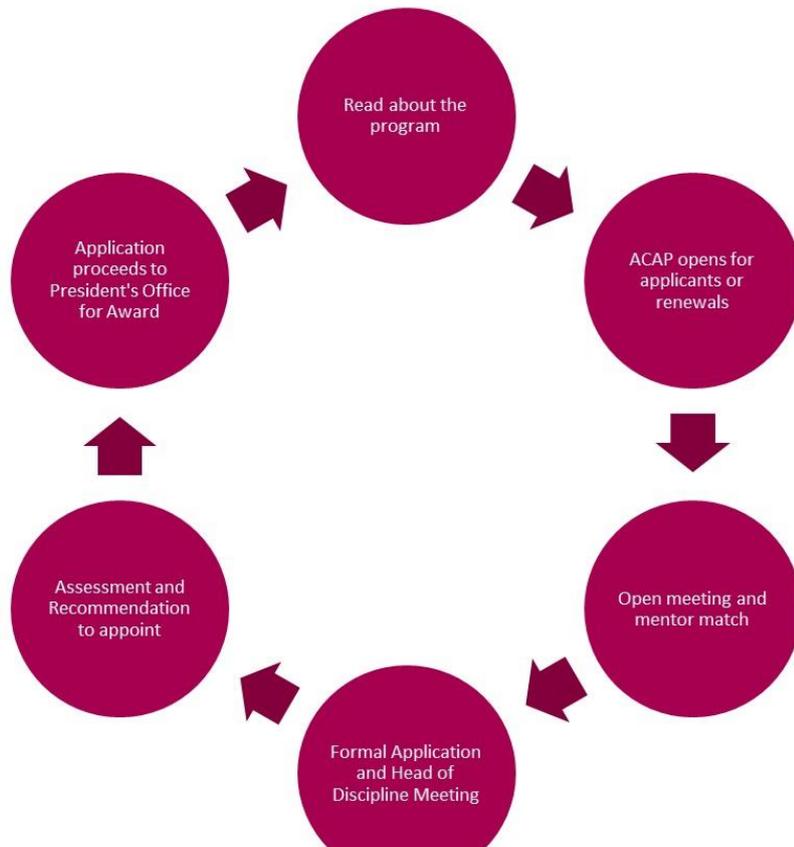
- New applicants to ACAP would usually apply for Honorary Senior Lecturer status.
- New applicants should engage prior to application with an ACAP mentor, such as the Heads of clinical disciplines or Academy Deans, who will support them in completing their applications as well as selecting whether to emphasise the teaching/learning or research/scholarship contribution.
- New applicants should have a track record of demonstrable interest and engagement in teaching and/or research. The period of appointment will be for 5 years, and can be renewed. A new applicant, who does not yet meet the criteria, may be conditionally appointed as an Honorary Senior Lecturer if they commit to achieving the criteria within three years.

Applications for renewal or promotion

- Incumbent Honorary Senior Lecturers may apply for their appointment to be renewed. The incumbent must demonstrate that they are maintaining the criteria in order for their Honorary Senior Lectureship to be renewed.
- Promotion to the academic ranks of Honorary Personal Professor or Honorary Professor requires that the applicant has usually been an Honorary Senior lecturer of good standing for at least 5 years and must meet or exceed the criteria for Honorary Professor to be appointed. The period

of appointment will be for 5 years, and can be renewed. The incumbent must demonstrate that they are maintaining the core and an appropriate selection of optional criteria in order for their Honorary Professor status to be renewed.

New Applicant Process



Assessment Criteria: Honorary Senior Lecturer

Applications for appointment to or renewal of Honorary Senior Lecturer positions within the School of Medicine will be assessed based on the following performance criteria:-

- Educational criteria including teaching, educational scholarship, educational leadership and contribution.
- Research and Innovation criteria including research productivity, impact, innovation and research leadership and contribution.

The criteria are mapped to the university promotion guidance for senior lecturer positions and are aligned to the University and College values. The criteria presented below represent an indicative rather than an exhaustive list of evidence to support nomination under the programme.

Teaching Criteria

Candidates for appointment as Honorary Senior Lecturer will be expected to contribute strongly to the teaching, learning and assessment of undergraduate and postgraduate students locally and/or in prior appointments elsewhere. Evidence of teaching should include:

- Significant and sustained contribution to teaching, supervision and mentoring of undergraduate and postgraduate students in the School of Medicine and clinical training, including:
 - a. Teaching and assessing learners within University/School undergraduate and postgraduate education programmes including lectures, seminars, tutorials, demonstration and small group coaching.
 - b. Regular and ongoing provision of clinical training in a clinical field of expertise
 - c. A regular rating of teaching performance as satisfactory or excellent. This evidence may include, but need not be limited to, feedback from peer observation of teaching, external examiners' reports, student evaluations and teaching awards.
- Other relevant evidence could include
 - a. Publications in peer reviewed journals, presentation of educational research or developments at national or international conferences, or Successful application for external funding for educational research or for innovation and development of teaching and learning as principal applicant.
 - b. Successful dissemination and uptake by others of new teaching approaches or content developed by the applicant. This could include new graduate training programmes, CPD programmes, undergraduate programmes/courses, curriculum development/workshops, publications or web sites.
 - c. Excellent achievement by graduates of the applicant's teaching/supervision as demonstrated by student awards, external examiners' reports, prize adjudication, etc.
 - d. Regular participation in educational continuing professional development designed to improve the applicant's teaching/learning skills, raise awareness of educational issues, etc.
 - e. The production and publication of high quality materials (which may include materials developed for e-learning courses) and/or textbooks to support and develop students' learning.
 - f. Evidence of providing high quality academic guidance and mentoring for more junior academic, clinical colleagues or undergraduate medical students.
 - g. Acting as an external examiner in another institution, or as a member of an examining or accrediting panel for a professional institute, or membership of a Quality Assurance Agency assessment/audit panel.

- h. Contributions to substantial improvements in the quality of education conducted within the University of Galway and the School of Medicine through engagement in undergraduate or postgraduate curriculum committees, academic year committees, student affairs committees etc.
- i. Substantial contribution to intellectual, cultural, social and economic life at institutional, regional, national and international levels.
- j. Beneficial influence on the development or application of public or professional policy or practice including the development of educational materials that contribute to the development or implementation of public healthcare policy and practice in area of clinical specialty.

For applicants seeking to renew appointment as Honorary Senior Lecturer for another 5 years, the following level of engagement must be demonstrated:

- a. A minimum of 20 hours per year of student-facing teaching including lectures, or small group teaching
- b. Participation in student assessments every year, such as end of year examinations

Research & Innovation Criteria

Candidates for appointment as Honorary Senior Lecturer will be assessed on the extent of national and international recognition as a researcher and scholar in their chosen field. Evidence of research contribution and innovation should include:

- National and/or international standing and recognition in a discipline or field of study, as demonstrated through a substantial record of high quality outputs:
 - a. Evidence of a significant volume of past and ongoing publication of sole or jointly authored articles or papers in peer reviewed journals of high international reputation / impact.
 - b. Substantial record of published peer reviewed conference proceedings.
 - c. Completion of major research reports as the outcomes of research projects or funded consultancies;
 - d. Publication of sole or jointly authored chapters in prestigious and/or well-received books.
- Other relevant evidence could include
 - a. Successful applications for research funding for research projects and other innovation work
 - b. Significant standing at national or international level in the candidate's discipline through one or more of the following:
 - c. Election to national or international societies;
 - d. Service on Government advisory bodies;
 - e. Involvement at a senior level in one or more professional bodies;
 - f. Receipt of academic honours such as prizes for research and/or innovation.
- For applicants seeking to renew appointment as Honorary Senior Lecturer for another 5 years, evidence of continued research and innovation productivity should be demonstrated, including but not limited to:

- a. Continued publication of sole or jointly authored articles or papers in peer reviewed journals
- b. Continued record of published peer reviewed conference proceedings.
- c. Completion of major research reports as the outcomes of research projects or funded consultancies;
- d. Publication of sole or jointly authored chapters in prestigious and/or well-received books.

Assessment Criteria: Honorary Personal Professor and Honorary Professor

Ordinarily, individuals will be first appointed at Honorary Senior Lecturers for a period of at least 5 years, and then can apply for promotion to an Honorary Professorship. The outcome of the review panel will determine if they are recommended for appointment as an Honorary Professor and whether that is at Personal Professor level or (full) Professor level. Applications for promotion or renewal of Honorary Professor positions within the School of Medicine will be assessed based on the following performance criteria:-

- Outstanding achievement in education including exceptional teaching contributions, educational research and educational leadership.
- Outstanding achievement in research including exceptional research productivity, impact, innovation, supervision and leadership.

The criteria are mapped to the university promotion guidance for personal professor (PP) positions and are aligned to the university/college values. The criteria presented below represent an indicative rather than an exhaustive list of evidence to support nomination under the University of Galway ACAP.

Teaching Criteria

Candidates for honorary appointments at Professor level will be expected to have made an outstanding contribution to the teaching, learning and assessment of undergraduate and postgraduate students and teaching innovation locally and/or in a wider context. Evidence of teaching and leadership should include:

1. *Evidence of meeting the essential criteria a-c.*
2. *Evidence of meeting four or more of the desirable criteria **d-p***

The depth of achievement required in any area will depend on the range of areas in which achievements have been made.

Essential criteria

- a. Outstanding contribution to teaching, supervision and mentoring of undergraduate and postgraduate students in the School of Medicine and clinical training. This may include:
 - Teaching and assessing learners within University/School undergraduate and postgraduate education programmes including lectures, seminars, tutorials, demonstration and small group coaching.
 - Regular and ongoing provision of clinical training in field of expertise
- b. A regular rating of teaching performance as excellent or outstanding. This evidence may include, but need not be limited to, feedback from peer observation of teaching, external examiners' reports, student evaluations and teaching awards.
- c. The creation of new approaches in curriculum design, content delivery, assessment etc which have been evaluated and found to be successful. This includes the development and implementation of new undergraduate or graduate/clinical programmes, courses and the revision of existing programmes or courses.

Desirable criteria

An outstanding contribution to educational research as demonstrated by:

- d. Educational publications in high impact and influential peer reviewed journals, presentation of educational research or developments at prestigious national or international conferences.
- e. Successful application for external funding for educational research or for innovation and development of teaching and learning as principal applicant.
- f. Evidence of the successful dissemination and uptake by others of new and outstanding teaching approaches or content developed by the applicant. This could include new graduate training programmes, CPD programmes, undergraduate programmes/courses, curriculum development/ workshops, publications or web sites.
- g. Evidence of outstanding achievement by graduates of the applicant's teaching/supervision as demonstrated by student awards, external examiners' reports, prize adjudication, etc.
- h. Regular participation in and leadership of educational continuing professional development designed to improve the applicant's teaching/learning skills, raise awareness of educational issues, etc.
- i. The production and publication of outstanding and highly evaluated materials (which may include materials developed for e-learning courses) and/or textbooks to support and develop students' learning.
- j. Evidence of providing outstanding academic guidance and mentoring for more junior academic, clinical colleagues or undergraduate medical students toward exceptional achievement. (Would expect to be supported by student testimonial evidence).
- k. Acting as an external assessor / accreditor for another institution, or leadership of a Quality Assurance assessment/audit panel.
- l. Outstanding contributions to substantial improvements in the quality of education conducted within the University of Galway and the School of Medicine through engagement in undergraduate or postgraduate curriculum committees, academic year committees, student affairs committees etc.
- m. Outstanding contribution to intellectual, cultural, social and economic life at institutional, regional, national and international levels.
- n. Outstanding contribution to the development or application of public or professional policy or practice including the development of educational materials that contribute to the development or implementation of public healthcare policy and practice in area of clinical specialty.
- o. Outstanding contribution to the School of Medicine's/University's income generation through the attraction of philanthropic donations by virtue of his/her professional reputation and conduct as a clinician, medical educator and/or biomedical investigator.
- p. Outstanding contribution to the School of Medicine's/University's income generation through consultancy activities that exploit his/her professional knowledge or experience as a clinician, medical educator and/or biomedical investigator.

For applicants seeking to renew appointment as Honorary Personal Professor or Honorary Professor for another 5 years, the following level of engagement must be demonstrated:

- a. A minimum of 20 hours per year of student-facing teaching including lectures, or small group teaching
- b. Participation in student assessments every year, such as end of year examinations

Research and Innovation Criteria

Candidates for honorary appointments to Professor level will be assessed on the basis of outstanding performance and recognition as a researcher of national and international esteem in their chosen field. For promotion to or renewal of Honorary Professor, evidence of outstanding research contribution and leadership should include:

1. Evidence of meeting the essential criteria **a-c**.
 2. Evidence of meeting four or more of the desirable criteria **d-q**
- The depth of achievement required in any area will depend on the range of areas in which achievements have been made.*

Essential criteria

- a. Evidence of having achieved outstanding national and/or international status and recognition in a discipline or field of study, as demonstrated through a record of high quality research outputs:
 - Evidence of an outstanding volume of past and ongoing publication of sole or jointly authored articles or papers in high impact peer reviewed journals of major international reputation / impact; (consistent with discipline norms).
 - Outstanding record of published peer reviewed conference proceedings.
 - Completion of major research reports as the outcomes of research projects or funded consultancies;
 - Completion of one or more sole author or edited books that reflect original research. If co-edited, the applicant's contribution must be substantial;
 - Publication of sole or jointly authored chapters in prestigious and/or well-received books.
- b. Substantial evidence of repeated successful applications for external research funding for research projects and other innovation work
 - As principal applicant;
 - As major co-applicant
- c. Evidence of significant standing at national or international level in the candidate's discipline through one or more of the following:
 - Leadership of national or international research societies;
 - Regular invitations to contribute to Government advisory bodies;
 - Receipt of several academic honours such as prizes for research and/or innovation.

Desirable criteria

- d. Evidence of significant standing at national or international level in editorial and refereeing activity through one or more of the following:
- e. Editorship of a substantial journal;
- f. Organisation of major conferences;
- g. Senior role in refereeing and assessing research grant applications at national and/or international level;

- h. Evidence of substantial new intellectual property generated as a result of own investigations or investigations conducted within team led by the nominee including the successful application and granting of patents and licences.
- i. Evidence of outstanding collaborative research with clinicians or academics in the University, nationally and internationally.
- j. Evidence of invitations to prepare expert reports or literature reviews in field of expertise that are published in internationally respected books and journals.
- k. Evidence of the successful leadership and supervision of MD, PhD or post-doctoral researchers. Evidence of outstanding supervision of such students, and of the successful submission of completed theses. Evidence of provision of outstanding research guidance and mentoring to more junior academic colleagues as evidenced by student testimonials.
- l. Evidence of outstanding success in the management and long-term support of a significant research group through acquisition of funding from a variety of external sources.
- m. Evidence of outstanding research interactions with the local, regional and/or national industrial/commercial/public sectors over an extended period through regionally and nationally funded schemes, with clear and defined benefits.
- n. Organisation of major national/international research conferences.
- o. Other outstanding acts of selflessness that benefit colleagues within clinical or university community and which furthers the establishment of a world class healthcare service and/or international leadership as a centre for clinical research.
- p. Outstanding contribution to the School of Medicine's/University's income generation through the attraction of philanthropic donations by virtue of his/her professional reputation and conduct as a clinician, medical educator and/or biomedical investigator.
- q. Outstanding contribution to the School of Medicine's/University's income generation through consultancy activities that exploit his/her professional knowledge or experience as a clinician, medical educator and/or biomedical investigator.

For applicants seeking to renew appointment as Honorary Personal Professor or Honorary Professor for another 5 years, evidence of continued research and innovation productivity should be demonstrated, including but not limited to:

- a. Continued publication of sole or jointly authored articles or papers in peer reviewed journals
- b. Continued record of published peer reviewed conference proceedings.
- c. Completion of major research reports as the outcomes of research projects or funded consultancies;
- d. Publication of sole or jointly authored chapters in prestigious and/or well-received books.

Academic Clinician Advancement Programme: Criteria and Assessment Form



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Academic Clinician Advancement Programme: Summary Evaluation Sheet

Criteria for the Evaluation of the Application:

Applications for promotion to Senior Lecturer or Honorary Professor will be assessed taking into account of performance in:

- Teaching
- Research and Innovation

Name of Candidate	
Application Category	
Discipline/School	
Date of Academic Clinician Advancement Programme Board Meeting	

<u>Criteria</u>	<u>Score</u>		<u>Comments</u>
Teaching, Educational Leadership and Contribution (max 50)	*	/50	
Research and Innovation (max 50)	*	/50	
Total Score		/150	

*(Double marks will be awarded in area of applicant's key contribution)

- A minimum score of 75 out of the total 150 marks available = 50% overall, must be achieved to be recommended for promotion to or retention at ***Honorary Senior Lecturer***.
- A minimum score of 105 out of the total 150 marks available = 70% overall, must be achieved to be recommended for promotion to or retention at ***Honorary Personal Professor***.
- A minimum score of 120 out of the total 150 marks available = 80% overall, must be achieved to be recommended for promotion to ***Honorary Professor***.

Recommend candidate for promotion (Yes/No)	
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Signed _____
(Chair of the ACAP Board)

Date: _____



Confidential

Individual Criteria Evaluation Sheet

Name of Candidate	
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Please tick the appropriate category where double marks may be awarded (please see applicant's application form for desired area):

Teaching, Learning & Assessment

Research & Innovation

Teaching		
<i>Criteria</i>	<i>Score</i>	<i>Comments</i>
Teacher role e.g. <u>Teaching activity:</u> <ul style="list-style-type: none">- Clinical, undergraduate, postgraduate <u>Teaching quality:</u> <ul style="list-style-type: none">- Teaching evaluation- Teaching innovation (max 30)	/30	
Educational leader and contribution e.g. <u>Educational leadership:</u> <ul style="list-style-type: none">- Leadership of undergraduate programme, undergraduate year, module or leadership in postgraduate training.	/20	

<u>Educational Contribution:</u> <ul style="list-style-type: none"> - Involvement in training bodies, medical council accreditation, curriculum or assessment committees - Mentorship for undergraduates and/or postgraduates - Educational research (max 20)			
Total Score		/50	

Research and Innovation			
<i>Criteria</i>	<i>Score</i>		<i>Comments</i>
<p>Research/Scholarship publication and or commercialisation:</p> <ul style="list-style-type: none"> • <i>continuing high-quality output of research publications in peer-reviewed journals, scholarly works, etc.;</i> • <i>Commercialisation of research outputs</i> <p>Research funding</p> <ul style="list-style-type: none"> • <i>successful applications for external research funding as principal and/or co-applicant</i> <p>Research esteem</p> <ul style="list-style-type: none"> • <i>Evidence of significant standing at national or international level based on research expertise and productivity</i> • <i>evidence of recognition of research quality and productivity by peers</i> 		/30	

(Max 30)			
<p>Research leadership:</p> <ol style="list-style-type: none"> 1. Leadership of active research/scholarship programmes; 2. Supervision of MD or doctoral research programmes <p>Research contribution</p> <ul style="list-style-type: none"> • Supervision (and/or mentoring) of research postgraduate and/or undergraduate students to successful completion of masters level or undergraduate research projects • Organisation of research conferences • Active and continuing involvement in learned societies; funding agencies; journals, etc.; • External examination of research thesis 		/20	
Total Score		/50	

Total Overall Score: _____

Note:

- The board recognises the heterogeneity across disciplines, and where necessary and with the full agreement of the said Board, will apply the scoring criteria to take intelligent account of differences arising from the heterogeneity which for comparative purposes may be relevant to applicants.
- In assessing the quality of the application, the Board will be mindful of the contribution and output of the applicant to date, in the context of his or her career stage.

