

1: Pre Application

Candidate discusses if they should apply for promotion to Senior Technical Officer with Head of School

No

Candidate and Head of School identify areas for development and put a plan in place

YES*

2: Application Process

Candidates apply for promotion by emailing a completed application including a commentary from their Head of School to promotions@ucd.ie

Applications will be forwarded to Technical Staff Committee for consideration

3: Assessment Process

Technical Staff Committee review applications and make a recommendation whether or not to promote candidates

President approves recommendations of Technical Staff Committee

4: Post Assessment

Candidates will be notified of the outcome of their application for promotion to Senior Technical Officer

NOT PROMOTED

PROMOTED

Candidates will be sent a formal letter confirming promotion to Senior Technical Officer

*A candidate may still apply for promotion to Senior Technical Officer without agreement from their Head of School but the Head of School is still obliged to complete a Head of School Evaluation for the candidate