



Ollscoil na hÉireann
National University of Ireland

NUI Dr Garret FitzGerald Post-Doctoral Fellowship in Higher Education Studies 2022

Description

1. Introduction

Since its establishment in 1908, the National University of Ireland (NUI) has sought to augment and enrich Ireland's intellectual, cultural, social and economic life. The creation of new knowledge, whether through academic excellence and innovation, or independently-led research, is a primary pursuit – not simply for its own sake, but ultimately so that such innovations can benefit our culture, our economy, and our citizens.

The NUI Dr Garret FitzGerald Post-Doctoral Fellowship in Higher Education Studies was established by the Senate of the University to honour the memory of the late Chancellor of NUI. The Fellowship will be used to support the work of the NUI Education and Society Committee. Through that Committee NUI seeks to pursue a discursive role in Irish society by promoting research, debate and discussion of major issues and in addition to promote the advancement of higher education.

NUI is pleased to offer this Fellowship again in 2022.

2. Objective

The objective of the Fellowship is, on the basis of original and independent research, to expand knowledge in the field of Higher Education Studies, and provide constructive and meaningful contributions to, issues of contemporary societal significance. The published research is expected to initiate and/or contribute to regional or national debate. NUI encourages research on topics of strategic or systemic nature in Higher Education Studies.

3. Duration and Venue

The Fellowship is tenable for one calendar year, from a date to be agreed, with the possibility of extension for a further year, on the recommendation of the NUI Education and Society Committee and the approval of Senate. The fellow will be based at any of the member institutions of the NUI federation and will require confirmed support from a named academic mentor and access to office and research-related facilities in that institution.

4. Value

The value of the Fellowship is approximately €40,000 for one year, before taxes and deductions, plus employment on-costs, to be paid monthly over the period of the Fellowship. The exact salary starting point is aligned with Point 2/3 on the IUA (2022) post-doctoral researcher 1 salary scale and will increase annually thereafter if the Fellowship is extended for a further year. Additional research

support expenditure costs of €2500 per annum will also be made available over the period of the Fellowship, to support eligible research-related expenditure on a vouched basis.

5. Duties and Responsibilities

The holder will undertake a range of activities that include, but are not limited to, the following:

- Complete and publish a substantial piece of research, on behalf of the Education and Society Committee, on a topic or topics approved by the Committee;
- Attend and brief meetings of the Education and Society Committee as required;
- Give a commitment that they will participate in at least one event arranged with NUI to communicate and disseminate the research outcomes of the Fellowship. This event will preferably take place in the NUI buildings on Merrion Square in Dublin city-centre and NUI will make conference rooms available to the Fellow for this purpose.
- Conduct at least one seminar in the Department/School/Centre, and on an occasional basis, to participate in the programmes on offer in the Department/ School, subject to the terms and Conditions of employment set out in the employment contract.

6. Skills and Qualifications

The successful candidate will:

- Be a graduate of doctoral status (awarded no earlier than 1 January 2017)¹, holding any degree of the National University of Ireland. Applications will be accepted from candidates who have yet to be conferred with their doctoral degree but can confirm that they have fulfilled all the formal requirements for the awarding of the doctoral degree by the closing date for the competition, i.e. Friday, 25 February 2022;
- Demonstrate highly developed quantitative and qualitative research ability, including experience of databases and statistical software;
- Have strong analytical skills and the ability to apply research to advance the understanding of, and develop proposals in relation to, complex issues;
- Exhibit excellent writing and communication skills, including the ability to communicate ideas to diverse audiences;
- Be proficient in IT;
- Show a proven aptitude to scope, plan and manage projects, with a track record of delivery;
- Be self-motivated, highly organised, and able to work independently.

The successful candidate will also ideally have:

- Experience in policy engagement;
- Good presentation skills.

Full-time permanent members of staff of the NUI constituent universities, other NUI member institutions, or other higher education institutions are not eligible to apply for this Fellowship².

¹ An extension to the five-year period following the awarding of the doctoral degree will be considered on the basis of eligible post-PhD career breaks. Career breaks include maternity leave, paternity leave, adoption leave, parental leave, prolonged sick leave and carer's leave. Documentary evidence must be submitted to support the claim and only career breaks of up to 5 years will be considered.

² Where a candidate is employed on a temporary contract at the time of application and is successful in the competition, NUI will require evidence that this contract will be completed before the NUI Fellowship can be confirmed.

7. Applications

7.1 Application Procedure

Application forms are available to download at www.nui.ie/awards and should be submitted with the following documentation:

- **Research Proposal:** Candidates are required to submit a detailed statement (max. 2000 words exclusive of captions, references, and bibliography) concerning the research they propose to undertake during the tenure of the Fellowship. The Research Proposal should give details of:
 - i. the proposed topic, nature and scope of the research;
 - ii. the proposed methodology of the research;
 - iii. the relevance and importance of the study;
 - iv. a preliminary literature review;
 - v. where the research will be conducted and reasons for choosing that centre;
 - vi. other investigators involved in the research, including mentor, where appropriate;
 - vii. potential future developments for the study;
 - viii. a proposed timeline or workplan for the duration of the Fellowship.
- **Abstract of Research Proposal:** Candidates are required to submit a short abstract of the Research Proposal (max. 200 words). The candidate should highlight key words that can be used to source appropriate experts in the field(s) of study. Where the proposed research is interdisciplinary or multidisciplinary in nature, this should be highlighted. The abstract may be included in an invitation to prospective independent subject specialists and it may also be used by non-specialist members of the appointed Selection Panel.
- **Curriculum Vitae:** to include (i) relevant work experience, (ii) academic and research achievements to date, (iii) previous research grants awarded, (iv) scholarly publications, and (v) other relevant experience.
- **Certified Academic Transcripts:** electronic/scanned copies to be submitted for each degree and diploma awarded.
- **Reports of Two Academic Referees:** A specific NUI report form (available at www.nui.ie/awards) is to be completed by the referee(s) and emailed directly to awards@nui.ie. It is the responsibility of the candidate to ensure that the references are submitted to NUI by their referees by the closing date. Nominated academic mentors may not act as academic referees. If references are not submitted by the closing date, a candidate's application may be deemed ineligible for consideration.

7.2 Selection Procedure

A Panel, chaired by the NUI Chancellor and including representatives of the NUI Education and Society Committee, will administer the selection process. Additional specialists may be invited by NUI to sit on the Panel, if required.

Two independent subject specialists will assess the applications of each eligible candidate. The reports of the subject specialists will be made available to the NUI Registrar and will inform the decision on the long list of candidates to be made available to the Panel for consideration. Shortlisted candidates will be invited to interview by the Panel.

Following the interview stage, the Panel will finalise its recommendations to the NUI Senate on the awarding of the Fellowship. The Senate may recommend the awarding of the Fellowship subject to revisions to the Research Proposal. If changes are requested, a revised Research Proposal must be submitted before the contract will be offered. The decision of the Senate on the awarding of the Fellowship will be final.

NUI has an Appeals Process in place to guarantee that the University has acted fairly and reasonably and followed the appropriate steps in its selection process. Further details can be found on the NUI website.

7.3 Submission process

Applications and associated documentation must be submitted by email to awards@nui.ie. Candidates should ensure the electronic documents included in their application (listed in section 7.1 above) are saved as separate files and compressed into a zip file (max. size 20MB)

The closing date for receipt of the full application is **Friday, 25 February 2022**.

8. Terms and Conditions

8.1 Tenure and Conditions of Employment

The holder may elect to take up the Fellowship in any of the [constituent universities \(or their linked colleges\) or recognised colleges of NUI](#), subject to the concurrence of the Senate and the institution concerned. The Fellowship will be tenable by way of a fixed purpose contract between the Fellow and the Institution where the Fellow is based. The Fellow will be subject to the terms and conditions as set out in the fixed purpose contract.

The Fellowship will be undertaken under the mentorship of a senior member of academic staff in the named NUI institution.

8.2 Hours of Work

The Fellowship is full-time and the working time is that reasonably required to fulfil the duties of the post, in accordance with the terms of the fixed term contract, taking account of socially acceptable norms. The holder is not entitled to hold any other appointment or undertake any work that, in the opinion of the NUI Senate, may impair or hamper the due discharge of the terms of the Fellowship. The Senate expects the research approved for funding under the Fellowship to be completed within the agreed term.

8.3 Reporting Arrangements

The Fellow, with support from the mentor, will provide six-monthly progress reports to NUI, in order to adhere to the payment conditions attached to the Fellowship. Failure to supply these reports may result in the payment of the Fellowship being suspended until such a time as they are received.

The holder of the Fellowship will be responsible to the Head of the Department/School/Centre (and the appointed mentor) in the institution where they are employed. Thereafter, they will be responsible to the NUI Senate via the Education and Society sub-committee, to which the Fellow will make regular reports and attend for discussion and guidance, as required.

The Fellow will be required to submit a final report (c. 1,000 words) to NUI at the end of their tenure detailing the outcomes of their final research and other outputs from their Fellowship. NUI will require, and support the Fellow to hold a dissemination event, preferably in the NUI building on Merrion Square in Dublin.

8.4 Institutional Support (constituent university or recognised college)

The Department/School will acknowledge the Fellow as an independent investigator who will be assigned the resources and the normal facilities available to members of the academic staff in that Department/School/Centre. In applying for the Fellowship, candidates are required to indicate any specific facilities required for their research.

8.5 Fellowship Payments

Post-Doctoral payments are subject to deduction of taxation, pension and all related statutory deductions at source, in accordance with the terms of the fixed purpose contract. Specific details, including date and method of payment, will be as outlined in the fixed purpose contract.

8.6 Termination of Fellowship and Right of Appeal

Should the Senate determine that the conditions of the Fellowship are not being fulfilled satisfactorily, it shall reserve the right, on the recommendation of the Registrar, to terminate the Fellowship. In such circumstances, the holder of the Fellowship shall have a right of appeal in accordance with the terms of the fixed purpose contract.

8.7 Ethics

The Senate will not award funding for research activity in any area prohibited by law in Ireland and / or in the legal jurisdiction where the Fellow will be based during the tenure of the Post-Doctoral Fellowship.

A Fellow may be required to confirm that appropriate ethical approval has been obtained to carry out their research project from the relevant approval or regulatory body at the institution where they are employed as a Fellow. This regulation may also apply to candidates in advance of the awarding of the Fellowship.

Ethical issues should be interpreted broadly and consistent with policies and guidelines set out in the NUI constituent universities. They may include, but are not limited to, appropriate codes of practice; the involvement of human participants, tissue or data in research; the use of animals; research that may result in damage to the environment; and the use of sensitive economic, social or personal data.

8.8 Protection of Intellectual Property

The Senate will not make any claim to the intellectual property arising from the Fellowship. The responsibility for protecting and managing any intellectual property during the tenure of the Fellowship will rest with the Institution in which the Fellow is based and must be in accordance with national and/or international guidelines as appropriate.

8.9 Acknowledgement of NUI Support

The Fellow must acknowledge receipt of NUI support in all publicity relating to the research undertaken. The publicity may include but is not restricted to the following: letterheads, office signs, media appearances, press releases, public lectures, interviews, conferences, publications, monographs, print materials, social media and online materials including e-mail signatures, television and radio advertisements, websites, film, and video/audio recordings associated with or arising from the research undertaken. Where possible, NUI's logo should be included in any such acknowledgement.

8.9 Additional Awards

Fellows must inform NUI of any awards or bursaries obtained before or during the tenure of the Fellowship. This information must also be recorded in the appropriate progress reports.

9. Equality, Diversity and Inclusion

NUI is committed to upholding and implementing the principles of equality, diversity and inclusion in all its activities.

NUI's annual programme of scholarships, fellowships, prizes and grants seeks to recognise, reward and support academic and wider scholarly achievements. We welcome applications from all students and scholars who meet the academic eligibility criteria for each competition. We particularly welcome applications from eligible students and scholars in groups that are under-represented in Irish Higher Education, noting the following protected characteristics: gender, civil status, family status, sexual orientation, disability, religion, age, race and membership of the Traveller Community and socio-economic status.

We commit to implementing fair and equitable processes and procedures for all applicants and to providing reasonable accommodations, for example during Interview processes, where necessary for individuals.

NUI will always seek to secure the most relevant academic (disciplinary) expertise for our Selection Panels for NUI Awards. NUI will carefully consider the composition of panels, mindful of the diversity of our member institutions, across the wider Irish Higher Education sector and further afield.

10. Data Protection

The National University of Ireland is committed to a policy of protecting the rights and privacy of individuals (including students, staff and others) in accordance with the Data Protection Act 1988, the Data Protection (Amendment) Act 2003 and the European General Data Protection Regulation (as per the Irish Data Protection Bill, 2018). Personal data supplied by candidates as part of the application process will be shared with independent subject specialists and with Selection Panel members. Personal data is retained by NUI for a maximum period of five years for successful candidates and three years for unsuccessful candidates. Further information is available in NUI's Data Protection policy, accessible at:

http://www.nui.ie/about/pdf/data_protection/NUI_Data_Protection_Policy.pdf