

Faculty / School Academic Promotions Board

Terms of Reference 26/27

Purpose

The Board considers and makes decisions about applications for promotion to the positions of Senior Lecturer, Reader, Lecturer (Grade 8), Research Fellow, and Senior Research Fellow. It also considers and makes decisions on applications for Translation to Reader.

Reporting Relationships

The Promotion Board reports to Academic Staff Committee for Quality Assurance purposes, through an annual report including numbers of successful and unsuccessful cases with an analysis by diversity measures.

Procedural Rules

Meeting frequency

The Board meets twice a year.

Process

The Board will consider applications on recommendation from a Review Stage panel chair, normally the applicant's Head of Department or the Deputy Dean (School of Management). In exceptional cases Board will consider personal applications from candidates whose cases were not supported by their Review panel.

Quorum

The quorum for meetings shall be two thirds of the membership.

Membership

For purposes of this document, "Division" refers to Divisions in the School of Management.

Ex-Officio Members

- Dean (Chair)
- Faculty / School Associate Dean with responsibility for Culture and Inclusion (or suitable alternate)

Appointed Members (decision-making)

Academic Staff Committee will appoint an observer from its membership to each of the Promotion Boards. These will be from a Faculty/School other than Board in question.

Other members will be drawn from within the Faculty / School to ensure expertise across the subject areas and activities of the applications to provide fair and effective evaluation of each application against the criteria. Members will not play a decision-making role in the case of candidates from their own Department or Division.

Additional members (attending)

Non-voting members may be co-opted or invited to attend at the discretion of the Chair. The candidate's Head of Department or Division should be in attendance for the discussion of applications in their area. Other heads of Department or Division may be in attendance.

ASC observers are reviewed annually. All other members serve terms of three years at a time. Members can serve two consecutive terms (a total of six years) but in exceptional circumstances may serve a maximum of three consecutive terms (a total of nine years).

The Dean is responsible for appointing and inviting members of the Faculty/School Promotion Board.

Meeting Dates

The Faculty / School should schedule Promotion Board meetings to fall within a two week window centred on 15 January and 7 July. The dates, and associated deadlines for applicants, should be available no later than the start of the Academic year.