

Faculty/School Academic Promotion Scheme

This document sets out the process to be followed in Departments/Faculties/School of Management to manage:

1. Promotion to Lecturer Grade 8, Senior Lecturer, Reader, Research Fellow, Senior Research Fellow.

2. Translation to Reader.

It should be read in association with the Academic Career Progression criteria and guidance, and the Terms of Reference of Faculty / School Promotion Boards.

Process

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

1. Development Stage

All Faculties/School should provide systems to support candidates in developing both their careers and their promotion applications, such that they have received specific detailed feedback to help prepare an application prior to submission.

2. Review Stage

Completed applications will be reviewed by a panel chaired by either the Head of Department or a senior member of the School leadership (normally Deputy Dean).

This group will decide whether:

- 1) They recommend a case for consideration by the Promotion Board, or
- 2) The application is not yet ready for consideration.

In either case, the applicant will receive feedback from the Review process. Applicants whose cases have been recommended for consideration will have time to make minor amendments before Promotion Board.

If agreement cannot be reached, the Chair is responsible for deciding the progress of the case, taking into account the views on the panel.

The Head of Department or Division will prepare a short report to be appended to the application before it is evaluated by Promotion Board, outlining the panel's support and any other factors that should be taken into account.

In **promotions and translations to reader, and promotion to Senior Research Fellow**, the dominance of research criteria in the profile may require more external validation than the candidate's evidence yields. The Chair of Review Panel should nominate 2 external referees at this stage, who can comment on the research reputation and quality of the candidate and who have agreed to act as referees should they be required. (The Chair may need to consult colleagues closer to the candidate's subject area to identify such referees, and it is advisable that candidates for these routes inform the panel chair in advance of submission so that suitable referees can be identified in good time).

Membership of Review panel

In addition to the Chair, the panel will include sufficient members to ensure expertise across the subject areas and activities of the Department / School, and to manage the volume of applications likely to be processed.

Review panels may find it useful to consider members from among:

- Executive members with responsibility for Teaching and Research
- Heads of Division
- EDI Lead
- Deputy Heads of Department
- Senior academic staff
- A member of professional services staff
- Members of the Faculty/School Promotion Board and / or ASC (to ensure transfer of learning in the interest of consistent standards).

Note that these lists are indicative not definitive; the breadth of experience and knowledge of activity in the discipline, with commitment to collegiate discussion and fair decision-making, are the key attributes of a panel.

Membership of the Review stage panels will be approved by the Dean for each academic year.

3. Promotion Board – Decision Stage

Applications will be evaluated in detail by the Faculty/School Promotion Board.

The Board can make the following decisions:

1. Successful – the applicant will be promoted. (HR informed to initiate contract change). The promotion will be effective from the 1st of the month following the Board.
2. Not successful.

In either case, feedback will be provided to the candidate via their Head of Department or Division.

For promotions and translations to Reader, and promotions to Senior Research Fellow, an additional option is:

3. Promoted/Translated subject to satisfactory references.

The nominated referees should then be approached for their comments in a standard format, and the Chair will decide a process for assimilating them into the decision process without waiting for the next promotion round. (For example, review by Board members offline or Chair's Action, depending on circumstances). Where a promotion is confirmed on evaluation of references, the promotion/translation will be effective from the same date as those decided in the Promotion Board.

If the external references cast serious doubt on the case for promotion, the Chair should seek opinions of the Board and consider changing the decision to "not promoted."

Membership of Promotion Board

The membership is defined in the Terms of Reference.

In addition to the required members, suggested membership (Faculties):

- Two representatives, one of which should be a Professor, from each Department.
- Heads of Department as non-voting members present to provide context for their candidates and transfer learning back to departments
- A member of professional services staff

In addition to the specified members, suggested membership (School)

- Associate Deans
- Heads of Division as non-voting members present to provide context for their candidates and transfer learning back to Divisions

Personal applications

A candidate whose application is not recommended by the Review process may choose to make a personal application to the Promotion Board in the same round, submitting an amended application taking into account feedback from the panel. The Chair of the Review panel will add a report to the application in the usual way, explaining the reasons for the panel's decision.

Timelines

Beginning of academic year	Dates of Board and submission deadlines published
8-9 weeks before Board	Deadline for submission of completed applications to Review process
5 weeks before Board	Review panel considers cases and supplies feedback to applicants.
3 weeks before Board	Board members receive final completed application with Review panel Chair report
Board meeting	
Within 1 week	Decisions and initial feedback to applicants

Appeals

Unsuccessful candidates may appeal a decision by the Promotion Board. Grounds for appeal are:

1. Bias or discrimination
2. Faulty procedure (the written procedure was not followed)
3. Decision was made on the basis of flawed information, or other information has become available.

Appeals will be heard by Academic Staff Committee, who may make one of the following decisions:

1. Appeal upheld; the Board will be required to consider the application again.
2. Appeal not upheld. The Board's original decision is confirmed.