

UNIVERSITY OF ABERDEEN

PROMOTION PROCEDURE

TEACHING AND RESEARCH, GRADES 5 & 6

1 INTRODUCTION

- 1.1 This document outlines the procedure for promotions to academic Teaching and Research posts grade 5 & 6. Separate procedural documents apply for promotions to academic posts (Grades 7-9).
- 1.2 The Procedures are consistent with the University's commitments as outlined in Aberdeen 2040 strategy.
- 1.3 The Procedures also aim to ensure that the University recognises responsibilities which are undertaken and the development of the skills required to deliver them in a fair and objective manner and in this connection, the consideration of applications for promotion will also include a quality judgment undertaken by the appropriate Promotion Sub-Committee.
- 1.4 As part of the implementation of the Framework Agreement, a number of generic role profiles for Academic, Research and Teaching Staff were agreed at national level. The University has adopted the use of these National Academic Role Profiles and therefore the criteria for promotion for Academic, Research and Teaching Staff are those specified in the National Profiles. The University will normally require an individual to achieve a 75% match to a profile before it is accepted that an appropriate match exists. The National Role Profiles contain 12 elements. Any application for promotion must satisfy a match with elements 1 & 2. Copies of the National Academic Role Profiles are available on the University's website at:

<https://www.abdn.ac.uk/staffnet/working-here/policies-guidance-3691.php>
- 1.5 In **exceptional** circumstances where an individual is precluded from undertaking teaching duties by (i) the terms and conditions of their appointment and/or (ii) in the institutional contractual arrangements underpinning their work, they will not be expected to satisfy a match with Element 1 (Teaching & Learning Support). The individual will still be expected to match at the higher level in 9 out of the remaining 11 Elements, including a match at the essential Element 2.

2 GENERAL PRINCIPLES

2.1 Timescales

Applications for promotion may be submitted at any time in the year, but a minimum of 12 months of service is required before staff are eligible for consideration for promotion.

Individual applications for promotion will only be considered once in any 12 month period.

2.2 Fairness and Equity

The University of Aberdeen is committed to ensuring that all applications for promotion are fully considered on their own individual merits, within a framework of equality and fairness, irrespective of contractual status. Any career breaks or other lengthy periods of absence or periods of part time working which have affected the volume, but not quality, of outputs will be taken into consideration in order to support such staff and ensure they are not disadvantaged. The Academic Role Profiles describe expected levels of responsibility, complexity, contribution, achievement and esteem – not their volume, duration or range. Any member of staff involved in the promotions exercise will be required to declare a conflict of interest where they believe this may exist.

2.3 Criteria for Promotion

This procedure deals specifically with promotion. The types of role changes and evidence required are:

- Increases in responsibility and/or complexity in the duties undertaken;
- Significant changes to job duties that affect the level of responsibility attached to the role;
- Evidence presented in the application indicating that the level at which duties are being undertaken has changed;
- Measures of external and internal (academic) standing and esteem.

It is recognised that a number of individuals within the University undertake the following additional duties as part of their role which can be taken into account in making an application for promotion. It should be noted that undertaking the duties associated with these roles is deemed to be part of an individual's overall duties and will not warrant promotion in isolation:

- Radiation Protection Supervisors;
- Laser Protection Supervisors;
- General Safety Advisors;
- Role Analysts.

3 PROCEDURE FOR APPLYING FOR PROMOTION

3.1 Application

All applicants seeking promotion are strongly encouraged to clearly outline how their duties meet the criteria outlined within the Role Profiles in preparing their submission. Additional support in preparing the personal statement section of the application form can be obtained from the applicant's Line Manager, HR Partner/Advisor or Trade Union representative.

All applicants will be required to submit the following information:

- **A fully completed application form**

This should clearly indicate the duties undertaken which warrant promotion and be within the word limits as indicated. Guidance on completing the application form is outlined in the Academic Staff Guidance Notes;

- **A Curriculum Vitae**

The Curriculum Vitae **MUST** be completed using the Standard Curriculum Vitae Form. The completed form must adhere to the word limits outlined in the Academic Staff CV Guidance Notes;

Line Managers are required to provide the following information to accompany all applications for promotion:

- **Verification of the information provided by the applicant**
- **Any additional information in relation to the role which the applicant feels is appropriate**

In completing an application for promotion, Line Managers will discuss applications with appropriate individual(s) within the managerial/supervisory structure of the postholder's area of responsibility.

Application forms will not be accepted unless they contain the mandatory information referred to above. Incomplete applications will be returned to the applicant unprocessed.

Fully completed and verified application forms, accompanied by appropriate supplementary information, should be submitted electronically (in a scanned/pdf format) to Human Resources at promapps@abdn.ac.uk

If a member of staff believes that the submission of their application for promotion by their immediate line manager would result in a conflict of interest, the application may be discussed and submitted by an individual at the next higher managerial level within the School/Section. The Line Manager will still be required to verify the accuracy of the information contained within the application form.

3.2 Consideration of Applications

Upon receipt of applications for promotion, the Head of HR will arrange for the application to be matched against the Role Descriptors. The University will normally require an individual to achieve a match in at least 9 out of the 12 elements within the role descriptor. Elements 1 (except in exceptional circumstances) and 2 are essential elements and therefore MUST meet the required level before it is accepted that an appropriate match exists.

The matching/scoring process will not normally exceed a period of 2 weeks.

4 NOTIFICATION OF DECISION

All candidates will be notified of the outcome of their application for promotion at the earliest opportunity.

Candidates whose applications are successful will be advised of the contractual details of their promotion by the Human Resources Office. Successful applications for promotion will take effect from the first of the month following the date on which the outcome of the matching process is finalised.

Unsuccessful applicants will receive constructive feedback covering the process by which the decision was made and the reason for the decision in each specific case making reference to the criteria for promotion. Candidates will also be given the opportunity of discussing their application and future support requirements and/or ambitions with their Line Manager. They will also be advised of their right to appeal the decision.

5 APPEAL

Any applicant has the right of appeal against an unsuccessful application for promotion on the ground of procedural irregularity only.

The appeal process is not intended to query the judgement reached on the application for promotion.

Notification of an appeal, clearly outlining the alleged procedural irregularity, must be made in writing to the Director of People within 10 working days from the date of issue of the promotion outcome. The detailed grounds of the appeal should normally be lodged within 15 working days

from the date of the original intimation of intention to appeal. In exceptional circumstances members of staff may seek an extension in writing to these timescales from the Director of People.

Appeals will be considered in the first instance by the Director of People. If the Director of People decides that there is a case to be heard, they will refer the appeal to an Appeal Hearing. The appeal will be heard by the individual at the next higher managerial level to the Line Manager who submitted the original application. The individual hearing the appeal will be supported by a Role Analyst who has not previously been involved in the case.

6 GOVERNANCE

These procedures will be monitored on an ongoing basis and will be reviewed each year as part of the Annual Review of Promotions.