

ABERDEEN 2040

ACADEMIC PROMOTION

LAUNCH OF THE NEW POLICY/PROCEDURE AND FRAMEWORK OF CRITERIA

February 2023

What we will cover today

- **Brief background – Promotion Review Working Group**
- **New Framework of Criteria – key highlights**
- **New Policy and Procedure – key highlights**
- **Promotion application form**
- **2023 Annual Exercise – timings**
- **Where to find further information including further briefings
'Preparing an application for promotion'.**

Background – Promotion Review Working Group

- Remit to review and develop the new process and criteria
- Key aim to ensure we are recognising and rewarding, through promotion, the range of academic activity staff are undertaking in the academic career tracks – Research, Teaching and Research, Teaching and Scholarship and new Clinical Service track
- Acknowledge role of the National Academic Role Profiles for job evaluation/equal pay purposes but develop new/enhanced criteria (still based on these).

Background – Promotion Review Working Group

- **Develop minimum thresholds for evidence requirements but also flexibility**
- **Streamline process wherever possible**
- **Group met throughout 2022, consultation with various groups including Senate and final approval by PNCC**
- **Additional discussions –academic career tracks including new Clinical Service track; research staff job titles (Grade 7 Advanced Research Fellow)**

FRAMEWORK OF CRITERIA

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Academic Promotion – Framework of Criteria

- **Structure – key Pillars representing a range of academic activity, with criteria detailed under each.**
- **For each, detailed criteria across 3 levels representing increased responsibility and requirements in terms of evidence for promotion.**
- **Baseline requirement for all applicants to evidence Citizenship including contribution to equality, diversity and inclusion.**

Research/
Research+
Levels 1,2,3

Education
Levels 1,2,3

Scholarship/
Professional
Practice
Levels 1,2,3

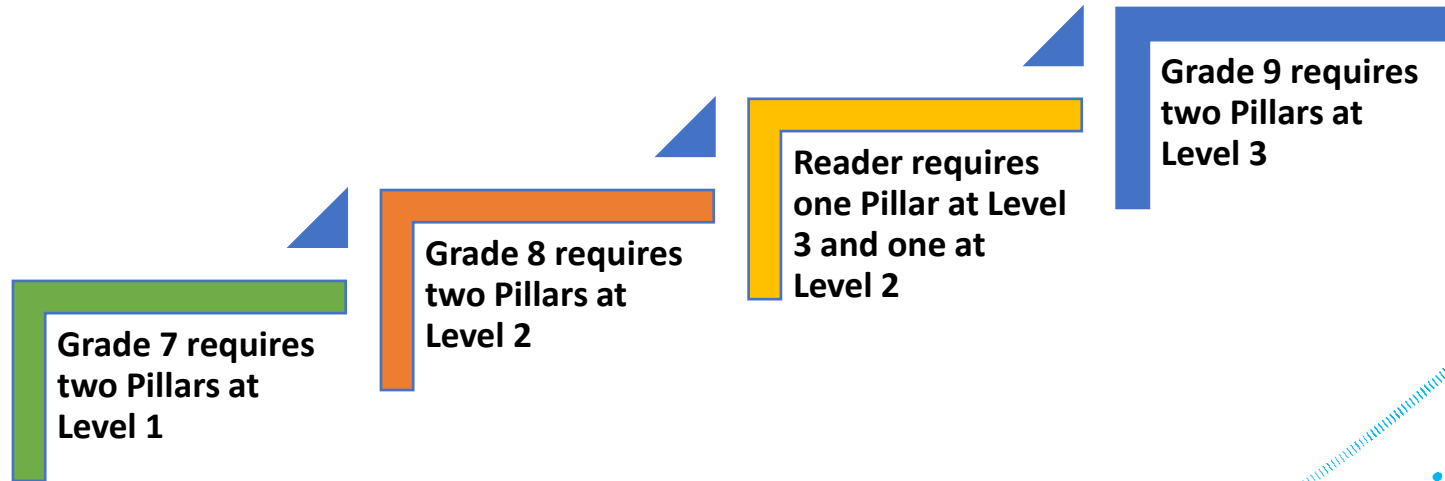
Engagement,
Innovation &
Impact
Levels 1,2,3

Clinical
Service
Levels 1,2,3

Citizenship

Academic Promotion – Framework of Criteria

- Minimum thresholds, determined by career track and, thereafter flexibility in evidence applicants choose to provide.
- Broad requirements as below, plus evidence of Citizenship.
- N.B. for staff on the Research Academic Career Track, there is an option to provide evidence based on Research+ and another pillar at a lower level.



Academic Promotion – understanding the Framework of Criteria

- Find the **academic track** that applies to you
- Find the **level** of promotion you are considering
- Read down to establish the Pillar/criteria **minimum thresholds** and, otherwise, **options** available
- Review the **detailed criteria** sitting under the relevant Pillars

Evidence: Minimum Thresholds & Options

Career Track – Research



<p>(i) Research Level 1+ <i>Or</i> (ii) Research Level 1 with one of the following at Level 1: Education; Engagement, Innovation and Impact</p> <p>Baseline evidence: Citizenship</p>	<p>(i) Research Level 2+; Education Level 1 <i>Or</i> (ii) Research Level 2+; Engagement, Innovation and Impact Level 1 <i>Or</i> (iii) Research Level 2 with one of the following Level 2: Education; Engagement, Innovation and Impact</p> <p>Baseline evidence: Citizenship</p>	<p>(i) Research Level 3+; Education Level 1 <i>Or</i> (ii) Research Level 3+; Engagement, Innovation and Impact Level 1 <i>Or</i> (iii) Research Level 3 with one of the following Level 2: Education; Engagement, Innovation and Impact</p> <p>Baseline evidence: Citizenship</p>	<p>(i) Research Level 3+; Education Level 2 <i>Or</i> (ii) Research Level 3+; Engagement, Innovation and Impact Level 2 <i>Or</i> (iii) Research Level 3 with one of the following Level 3: Education; Engagement, Innovation and Impact</p> <p>Baseline evidence: Citizenship</p>
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Evidence: Minimum Thresholds & Options

Career Track – Teaching and Research

Lecturer (Teaching & Research)
(Grade 7)

Senior Lecturer (Teaching & Research)
(Grade 8)

Reader (Teaching & Research)
(Grade 8)

Professor (Teaching & Research)
(Grade 9)

(i) Research Level 1;
Education Level 1

Baseline evidence: Citizenship

(i) Research Level 2; Education Level 2

Baseline evidence: Citizenship

(i) Research Level 3; Education Level 2
Or
(ii) Education Level 3; Research Level 2
Or
(iii) Engagement, Innovation and Impact Level 3 with Research and Education both maintained at Level 2

Baseline evidence: Citizenship

(i) Research Level 3; Education Level 3
Or
(ii) Research Level 3; Engagement, Innovation and Impact Level 3 (with Education maintained at Level 2)
Or
(iii) Education Level 3; Engagement, Innovation and Impact Level 3 (with Research maintained at Level 2)

Baseline evidence: Citizenship

Evidence: Minimum Thresholds & Options

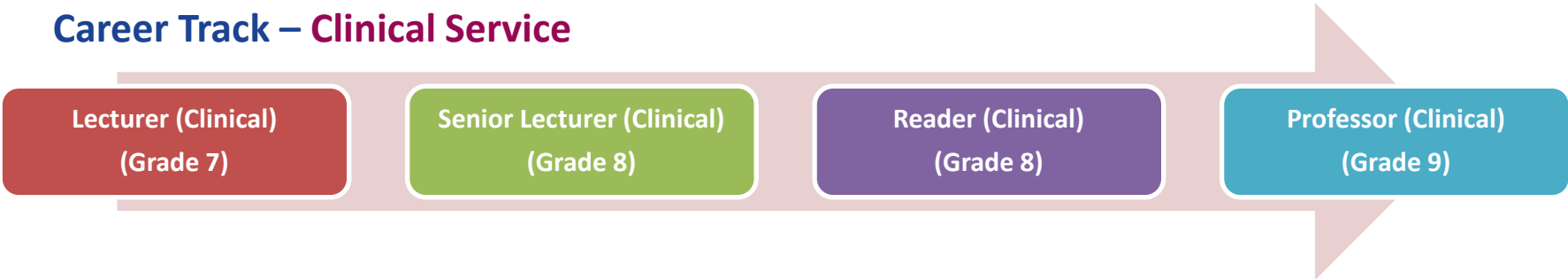
Career Track – Teaching and Scholarship



<p>(i) Education Level 1; Scholarship/Professional Practice Level 1</p> <p>Baseline evidence: Citizenship</p>	<p>(i) Education Level 2; Scholarship/Professional Practice Level 2</p> <p>Baseline evidence: Citizenship</p>	<p>(i) Education Level 3; Scholarship/Professional Practice Level 2 Or (ii) Scholarship/Professional Practice Level 3; Education Level 2</p> <p>Baseline evidence: Citizenship</p>	<p>(i) Education Level 3; Scholarship/Professional Practice Level 3 Or (ii) Education Level 3; Engagement, Innovation and Impact Level 3 (with Scholarship/Professional Practice maintained at Level 2)</p> <p>Baseline evidence: Citizenship</p>
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Evidence: Minimum Thresholds & Options

Career Track – Clinical Service



(i) Clinical Service Level 1 with one of the following Level 1: Research; Education; Scholarship/Professional Practice; Engagement, Innovation and Impact

Baseline evidence: Citizenship

(i) Clinical Service Level 2 with one of the following Level 2: Research; Education; Scholarship/Professional Practice; Engagement, Innovation and Impact

Baseline evidence: Citizenship

(i) Clinical Service Level 3 with one of the following Level 2: Research; Education; Scholarship/Professional Practice; Engagement, Innovation and Impact
Or
(ii) Clinical Service Level 2 with one of the following Level 3: Research; Education; Scholarship/Professional Practice; Engagement, Innovation and Impact.

Baseline evidence: Citizenship

(i) Clinical Service Level 3 with one of the following Level 3: Research; Education; Scholarship/Professional Practice; Engagement, Innovation and Impact

Baseline evidence: Citizenship

How the detailed criteria are structured

- Detailed criteria for each Pillar (Research; Education, Scholarship/Professional Practice; Engagement, Innovation and Impact; Clinical Service)
- Introduction – explaining what the criterion relates to
- Detail for levels 1, 2 and 3 (and for Research+ at each level)
 - Summary for each level
 - Supporting indicators – examples, not an exhaustive list and not expected to evidence all
 - Throughout, reference to disciplinary norms being taken into account

Citizenship

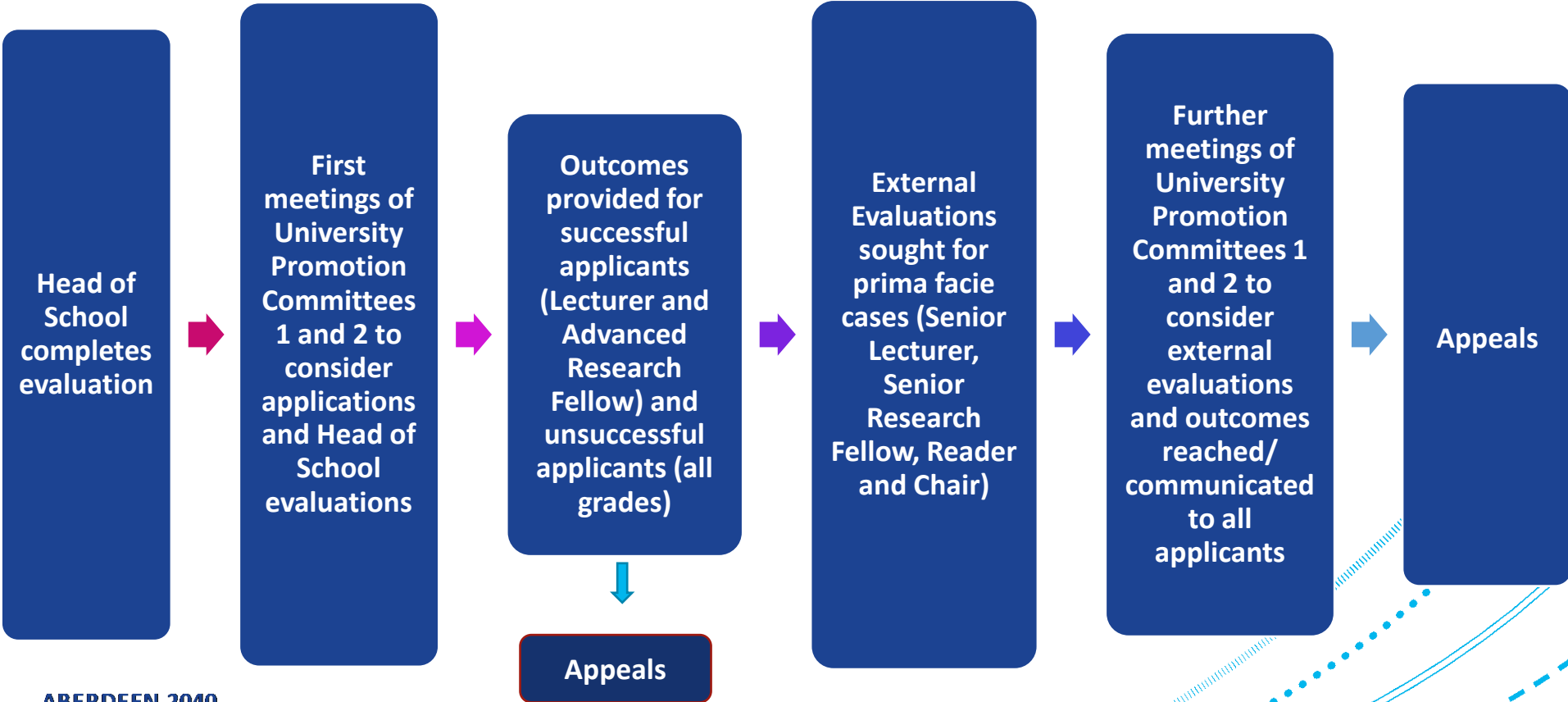
- Activities connected to the internal/external service work supporting the infrastructure of academic life and the wider civic mission of the University.
- All applications – baseline level of Citizenship must be demonstrated, appropriate to career stage, and **all must indicate how they have contributed to equality, diversity and inclusion.**
- Examples – activities that further A2040 commitments (Inclusive, Interdisciplinary, International, Sustainable); contributing to effective running of the administration/governance of the University, informal/formal mentoring and/or coaching colleagues and students, enhancing staff or student experience, supporting wellbeing, undertaking training and personal development – further examples (not an exhaustive list) are available in the Framework of Criteria.

POLICY AND PROCEDURE

Policy and Procedure – Key Highlights

- **Importance of Annual Review/discussion with Head of School/Academic Line Manager**
 - Expectation of an annual review each year. Accepted for 2023 exercise this may not have happened – but please still discuss with ALM/Head of School.
- **Equality, Diversity and Inclusion**
 - Opportunity for staff to include individual circumstances on their application form or separately in an Individual Circumstances Form – process to deal with these.
 - Social Bias Observers sitting on University Promotion Committees (may be a union rep taking on this role).
 - Balance of University Promotion Committee membership – race, gender, spread across disciplines and completion of Unconscious Bias training.
 - Citizenship – evidence must include contribution to equality, diversity and inclusion.
- **Declaring Conflicts of Interest**
 - Heads of School and University Promotion Committee members.
 - You may indicate if you believe a committee member has a conflict of interest – names of those on the committees will be published shortly after closing date for applications.

Decision-making – high level summary



Application Form

- **Standard application form/no CV**
 - **Section 1** – Personal Statement, Individual Circumstances, 4 key outputs, Evidence under the minimum threshold and chosen pillars
 - Word limits stipulated for some sections and then maximum 2500 in the Evidence section/across all pillars.
 - **Section 2** – Supplementary Information to back up the evidence provided under Section 1
 - Professional History, Education/Qualifications/CPD, Prizes/Awards, Invited Talks, Other External Engagement, Published Work or Outputs from Creative Practice, PhD Supervision, Funding (Successful and Unsuccessful), Personal Reference
 - Focus on achievements since last successful promotion or since appointment in current role
 - Link to use of PURE to include information in the application. Updated guidance has been produced by R&I including highlighting use in promotion process.

Head of School Evaluation

- **Preparing Head of School evaluations**
 - **Standard form to prepare their evaluation.**
 - **Provide detail about disciplinary context/norms.**
 - **Requirement to consult relevant senior academics in preparing evaluation – to gather an appropriate range of views to inform evaluation, including disciplinary norms. Anticipated minimum of 3 senior colleagues likely including ALM, Director of Research and/or Education, and Head of Division/ Department/Cluster/ Academic Unit.**
 - **Ensure applicant is informed of who they are intending to consult in order that any potential conflicts of interest can be identified.**
 - **Ultimately – provide a clear view on suitability for promotion, incorporating views from those consulted and making specific reference to the strength of the application against disciplinary norms.**

Role of the Head of School

- **Attending the University Promotion Committee (1 and/or 2)**
 - Presenting cases for their School.
 - Summarising the key points from Evaluation Form and responding to queries that the Committee members have.
 - Only attend when cases for their School are being considered.
- **Providing details of external evaluators**
 - Decisions reached at first meeting of each University Promotion Committee as to whether prima facie case for Senior Lecturer/Senior Research Fellow, Reader and Chair. For those agreed yes, asked to nominate external evaluators
- **Providing feedback to successful and unsuccessful applicants**
 - Key aspect of the process.
 - Provide applicants with a copy of Evaluation and University Promotion Committee feedback (at the meeting).
 - Prioritise unsuccessful applicants (for appeals purposes), focus on what steps they can take to address the feedback and what support can be provided to support them going forward.

- **University Promotion Committees – membership**

University Committee 1 (to consider applications to Lecturer, Advanced Research Fellow, Senior Lecturer and Senior Research Fellow)

Membership:

- * Vice-Principal (Convenor)
- * 2 further Vice-Principals or Deans
- * Interdisciplinary Director
- * 4 Senior Academic members of staff
- * HR Manager or Senior HR Partner (clerk)
- * Social Bias Observer / Union Observer (to observe only)

N.B. Membership will be balanced to have the capability to assess all Pillars, to represent a range of disciplines and every effort will be made to ensure gender and race balance.

In attendance:

- * Head of School (to present cases for their area only)

University Committee 2 (to consider applications to Reader and Chair)

Membership:

- * Senior Vice-Principal (Convenor)
- * 2 Vice-Principals or Deans
- * Interdisciplinary Director
- * 4 Senior Academic members of staff
- * HR Manager or Senior HR Partner (clerk)
- * Social Bias Observer / Union Observer (to observe only)

N.B. Membership will be balanced to have the capability to assess all Pillars, to represent a range of disciplines and every effort will be made to ensure gender and race balance.

In attendance:

- * Head of School (to present cases for their area only)

Policy and Procedure – Key Highlights

- **University Promotion Committees – involvement of senior academics**
 - Call for expressions of interest will be issued to Professors.
 - Aim to create a pool of senior academics to be involved in the University Promotion Committees or Appeal Committees.
 - Strive to achieve race, gender, discipline balance.
- **External Evaluations – requirements**
 - For applications to Senior Lecturer and Senior Research Fellow – 2
 - For applications to Reader and Chair – 3
 - Professor – Teaching and Research, 2 evaluations that comment on international standing; 1 for Professor Teaching and Scholarship.
- **Notification of outcomes (successful and unsuccessful applicants)**
 - In writing by Convenor of Promotion Committee.
 - Meeting with Head of School where the Head of School evaluation and written feedback from the University Promotion Committee will be shared with the applicant.
 - For unsuccessful – focus of discussion on positive aspects and where development required.

Policy and Procedure – Key Highlights

- **Appeals**
 - Procedural grounds only
 - Procedure to deal with any appeals ensuring those involved in reviewing the appeal have not been involved in the process.
 - Appeal panel consisting of senior academics. Where they consider procedural grounds exist, referred back to the relevant University Committee.
- **Subsequent applications**
 - It is anticipated that unsuccessful applicants will not normally be ready to submit an application in the next round as they will need sufficient time to address feedback/development required.
 - However, recognised may be circumstances where they are ready and can apply
 - Staff should take advice from their Academic Line Manager and Head of School.

Annual Exercise – 2023

Feb/Mar/Apr	Exercise launched - Feb Briefing sessions (Feb/Mar/Apr) – to introduce the new policy/framework (Feb/Mar) followed by workshops on how to write an application for promotion (Mar/Apr)
Feb/Mar/Apr/May 19 May 2023	Period of time for staff to consider and prepare their application Closing date for applications
May/Jun 2023	Heads of School preparing evaluations
Mid/end Aug 2023	First meetings of University Promotion Committees
Sep/Oct 2023	Notification of outcomes Seeking external evaluations
End Oct/Nov 2023	Second meetings of University Promotion Committees to consider external evaluations All applicants notified of outcome

Where you can find more information

- Academic Promotion Toolkit
- Speak with your ALM/Head of School
- Speak with HR

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Questions?