**ACADEMIC PROMOTIONS – FREQUENTLY ASKED QUESTIONS Feb2023**

**Why is the new policy/procedure and Framework of Criteria replacing the existing process?**

A commitment was made to undertake a fundamental review of academic promotions to ensure that our process remains up to date and recognise/reward academic staff appropriately. The Promotion Review Working Group undertook this review with key aims including to streamline the process as much as possible and to enhance the criteria that are used, thereby ensuring that the wide range of academic activity undertaken by our staff is recognised appropriately through promotion.

**How have the new criteria been developed?**

The Promotion Review Working Group considered the range of academic activity that should be recognised through promotion and devised the Pillars based on the key areas of Research; Education; Scholarship and/or Professional Practice; Engagement, Innovation and Impact; Clinical Service and Citizenship.

**How does the new Framework of Criteria relate to the National Academic Role Profiles?**

The National Academic Role Profiles (NARPs) still underpin the role analysis/job evaluation principles applied in the University. The new Framework of Criteria are essentially an extension of the NARPs, with enhanced detail to reflect how academic activity has evolved over time and to ensure that such activities are recognised/rewarded appropriately through promotion.

**Why is the new process being launched while an exercise under the old process is still ongoing?**

One impact of the Covid-19 pandemic was a delay to the launch of the 2020 promotion exercise. This then had a knock-on effect with the 2021 exercise also being delayed. The University considered not launching an exercise in 2021, however, agreed that this should go ahead with a launch date of June 2022. The crossover with the 2022/23 exercise is unfortunate but unavoidable. The timescales for the 2022/23 exercise seek to take this into account by providing a longer period for staff to understand the new process and to complete their application form with the closing date for applications being 19 May 2023.

**I have an application currently being considered under the old process. Should I submit an application under the new process?**

If you have applied under the old process and are awaiting an outcome you are advised not to apply under the new process. Should your application be unsuccessful you will receive detailed feedback, including advice about whether you should apply in the following (2023/24) round.

You may find it useful to discuss this with your Head of School/Academic Line Manager and/or HR Adviser/Partner.

**How do I apply for promotion?**

Please follow the Guidance for Applicants which includes detailed information about completing the application form for promotion. Please ensure that you discuss with your Head of School/Academic Line Manager that you are planning to apply for promotion. You are also encouraged to attend a briefing session or view the information pack used at the sessions available in the Promotion Toolkit.

**Why has the new Clinical Service academic career track been introduced?**

A. A key aim of the review of the Academic Promotion Policy and Procedure was to ensure that the University is appropriately recognising, through promotion, the wide range of academic activities undertaken by staff including Clinical academics.  The review flagged that the existing process/criteria prove challenging for some groups of staff to provide evidence for promotion, including clinical service activities undertaken by our Clinical academics alongside their other academic activities.  It was considered appropriate to introduce the Clinical Service track to acknowledge the contribution of Clinical academics in this area as well as their other academic outputs (Research, Education etc).

**How do I decide whether to move to the new Clinical Service track or not?**

A.  It will be useful for you to review the Framework of Criteria, including the information for the Clinical Service track to establish if moving to this track is an appropriate option for you based on the activities that you undertake.  You will also be offered the opportunity to meet with your Head of School/Institute Director to discuss this in more detail.  Where a change to the Clinical Service track is agreed you will receive contractual correspondence from HR.

**Can I see an example of a successful promotion application?**

Due to confidentiality, it is not possible for HR to provide copies of previous applications. However, you could speak to your Head of School to ascertain if there are any colleagues willing to share their promotion experience with you.

**My Head of School doesn’t support my application, can I still apply?**

Yes you can still apply for promotion, however, your Head of School will still need to complete their Head of School Evaluation, irrespective of whether they support your application or not

**Who will my Head of School consult with as part of preparing their evaluation?**

They will consult other appropriate senior academic members of staff in your School or out with your School as appropriate.

**Will I see a copy of the Head of School evaluation?**

You will receive a copy of the Head of School evaluation as part of the feedback once the University Promotion Committee has considered your application. You will also receive written feedback specifically from the University Promotion Committee.

**Who considers my promotion application?**

Your application form and the Head of School Evaluation form will be submitted to one of two University Promotion Committees (determined by the grade you are applying for):

(i) University Promotion Committee – to consider applications to Lecturer, Research Fellow, Senior Lecturer and Senior Research Fellow, or;

(ii) University Promotion Committee – to consider applications to Reader and Chair.

The membership of each committee can be viewed in the Promotion Policy and Procedure. Additionally, after the closing date for applications the detail of membership for each committee will be published for the purposes of staff able to declare any perceived conflicts of interest regarding those who will be considering their application.

**Will the University Promotion Committee membership include a mix of staff from different disciplines and career tracks?**

Yes, the committee 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.

**What is the role of my Head of School at the University Promotion Committee?**

Your Head of School will complete a detailed Head of School evaluation. The guidance and documentation about this can be viewed in the Promotion Toolkit.

The Head of School Evaluation will be submitted with your application for consideration by the appropriate University Committee. Your Head of School will attend the University Committee to present your application and to answer queries raised by Committee members.

For applications that require external evaluations, where the University Promotion Committee considers that a prima facie case for promotion exists, your Head of School will be asked to submit details of external evaluators to be contacted to seek their support in providing an external evaluation. Your Head of School will then attend the follow up meeting of the University Promotion Committee to further discuss your application on the back of external evaluations received and to hear the decision of the Committee.

**What feedback will I get regarding my promotion application and when will I receive this?**

You will be notified of the outcome of your application in writing by the convenor of the University Promotion Committee, as soon as possible after this has been determined. For successful applicants this will include contractual correspondence. For unsuccessful applicants this will include detail about the right of appeal (on procedural grounds).

Your Head of School will arrange a meeting with you (this applies to both successful and unsuccessful applicants with those who have been unsuccessful being prioritised). At this meeting the written feedback from the University Promotion Committee and the Head of School Evaluation will be shared with you.

If your application has been unsuccessful the detailed evaluation will include information about both the positive aspects of the application as well as the areas where further development is required.

**How does the promotion appeal process work?**

If your application is unsuccessful, you have the right to appeal. The right to appeal is on procedural grounds only, rather than querying the academic judgement reached. The process to appeal is detailed in the Policy/Procedure.

Appeals will be considered initially by a Vice-Principal who has not been involved in the University Promotion Committees for that annual exercise and the Head of HR. They will determine whether there is a potential procedural irregularity. Where they consider there is not, the appeal will be rejected and there is no further right of appeal. Where they consider there is a potential procedural irregularity it will be referred to an Appeal Panel comprising 3 senior academic members of staff. More information about the potential outcomes from the Appeal Panel can be found in the Policy/Procedure.

**How can I find out further information about the promotions process?**

You can speak to your Head of School/Academic Line Manager or HR Adviser/Partner. You will also find information in the Academic Promotions Toolkit.