

## **GUIDANCE ON EXTERNAL EVALUATIONS & PERSONAL REFERENCES FOR PROMOTION**

### **(GRADE 7-9 ACADEMIC)**

The following documents are required to support applications for promotion to Grade 8 and Grade 9:

- 1 Personal Reference provided by the applicant as part of their promotion application. The referee is nominated by the applicant.
- 3 External Evaluations nominated by the Head of School – please refer to the guidance below to ensure appropriate External Referees are selected.

### **APPLICANTS**

#### **Selection of Personal Referees**

In considering who to approach to request that they provide a Personal Reference, consideration should be given as to who would normally act as a personal referee and who can comment as per the criteria outlined at Appendix A.

Applicants are responsible for seeking the Personal Reference in a timescale that allows them to be submitted with their promotion application.

The current Head of School cannot act as a Personal Referee.

### **HEAD OF SCHOOL**

#### **Selection of External Evaluators**

Where the Promotion Sub-Committee considers that a prima facie case exists for promotion, External Evaluations will be sought. The purpose of External Evaluations is to enhance the decision making process and to contribute to the justification to match the applicant to the higher graded role profile.

The Head of School will nominate External Evaluators to be approached in support of the application. Evaluation criteria (Appendix A) should accompany the request for External Evaluations. All nominated evaluators should be contacted by the **Head of HR, on behalf of the Principal & Vice Chancellor** in advance to ensure that they would be willing to provide an evaluation. Contact details should then be shared with Human Resources who will prepare the evaluation letters to issue to the assessors.

**External Evaluators should be impartial/independent and should not include the Head of School, PhD supervisor, close collaborators, friends or relatives. Nominating inappropriate Evaluator might delay the application process.**

**In determining selection of External Evaluators, the following will be considered:**

- The number of evaluators required (3)
- The track under which the application is being made (for Grade 9 roles):
  - Teaching and Research track – at least 2 of the 3 evaluations should be from individuals who can comment on the international standing of the applicant;
  - Teaching and Scholarship – at least 1 of the 3 evaluations should be from individuals who can comment on the international standing of the applicant.
- Knowledge of the subject area;
- Appropriate seniority relevant to the level of promotion being sought, leaders and experts in their field. i.e. at the grade being applied for or higher;
- All evaluators should be professional academics (not from industry unless particularly relevant).

**Process for requesting External Evaluations nominated by the Head of School:**

1. 3 names to be provided to HR by Head of School.
2. Head of HR to write to Evaluators on behalf of the Principal with an initial request to indicate whether they will accept the request to provide an evaluation. 1 week deadline to be provided.
3. If declined, request an additional name from the Head of School and repeat point 2.
4. When acceptance received, formal evaluation request letter to be issued with appropriate deadline to ensure all evaluations received in time for the application to be assessed.
5. A maximum of 15 evaluators will be contacted for any applicant.

**APPENDIX A:**

**EVALUATIONS CRITERIA**

**ACADEMIC**

		<b>APPLICATION TRACK</b>		
		<b>Teaching &amp; Research</b> <i>Referees will be asked to comment on the applicant's:</i>	<b>Teaching &amp; Scholarship</b> <i>Referees will be asked to comment on the applicant's:</i>	<b>Research</b> <i>Referees will be asked to comment on the applicant's:</i>
<b>Personal Chair (Grade 9)</b>	<ul style="list-style-type: none"> <li>• Contribution to research and scholarship.</li> <li>• Undergraduate and postgraduate teaching, including where appropriate, teaching and supervision of research students; contributions to teaching of postgraduates for professional qualifications awarded by outside bodies; and general effectiveness in communicating with audiences who are not specialists in the field.</li> <li>• Personal and professional standing – eg contributions to professional societies or policy forming bodies. Contribution to management, development or quality enhancement of courses, programmes, people or policies.</li> <li>• Potential as an academic leader.</li> <li>• Academic and professional standing, including where appropriate, contributions in recognised media such as scholarly publications, professional journals, invited contributions to conferences and work with relevant national and/or international bodies; contributions to professional societies</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated excellence in the area of delivery, development and innovations in teaching and learning, and not solely on the more traditional criteria for excellence in teaching, research and pedagogical research.</li> <li>• Capacity as a teacher and general effectiveness in communicating with audiences who are not specialists in the field.</li> <li>• National and international reputation in terms of quality of delivery and course or programme development resulting from critical reflection, innovation and leadership and how the publication/communication of this compares to others.</li> <li>• Academic and professional standing in relation to pedagogic research and the enhancement of theoretical or conceptual understandings of learning and teaching. This may be evidenced by contribution to national and/or international debate about new approaches to teaching, learning and/or assessment policy, methods and practices through recognised medias such as scholarly publications, professional journals, invited contributions to</li> </ul>	<ul style="list-style-type: none"> <li>• Contribution to research and scholarship and ability relative to others in the field.</li> <li>• Contributions in recognised mediums such as scholarly publications, professional journals, invited contributions to conferences and work with relevant national and/or international bodies and whether these place them among the most distinguished scholars in their field in this country. Referees will be asked to compare contributions to those of other scholars we are likely to know, whether in Britain or overseas.</li> <li>• Capacity as a teacher and general effectiveness in communicating with audiences who are not specialists in the field.</li> <li>• Personal and professional standing, including, for example, contributions to professional societies or policy forming bodies (nationally and internationally) and within the University their potential for a undertaking a leadership role.</li> <li>• Contribution to the management, development or quality enhancement of courses, programmes, people or policies.</li> <li>• Potential as an academic leader.</li> </ul>	

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	<p>or policy forming bodies (nationally and internationally).</p>	<p>conferences and work with relevant national and/or international bodies.</p> <ul style="list-style-type: none"> <li>• Contribution to disciplinary research activities, which are relevant to teaching and learning programmes.</li> <li>• Publications (in pedagogic and/or disciplinary research activities) and whether these place them among the most distinguished scholars in their field in this country.</li> <li>• Personal and professional standing, including, for example, contributions to professional societies or policy forming bodies (nationally and internationally) and within the University the potential for a leadership role is a desirable attribute.</li> <li>• Contribution to the management, development or quality enhancement of courses, programmes, people or policies.</li> </ul>	
<b>Reader (Grade 8)</b>	<ul style="list-style-type: none"> <li>• Original research or scholarship record and ability relative to others in the field. Recognising that Readership is a personal distinction conferred in recognition of outstanding achievement in respect of one or other.</li> <li>• Whether contributions in recognised media such as scholarly publications, professional journals, invited contributions to conferences and work with relevant national and/or international bodies place the applicant</li> </ul>		<ul style="list-style-type: none"> <li>• Original research or scholarship record and ability relative to others in the field. Recognising that Readership is a personal distinction conferred in recognition of outstanding achievement in respect of one or other.</li> <li>• Whether contributions in recognised media such as scholarly publications, professional journals, invited contributions to conferences and work with relevant national and/or international bodies place the</li> </ul>

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			<p>applicant among the most distinguished scholars in their field in this country.</p> <ul style="list-style-type: none"> <li>Contributions compared to those of other scholars whether in Britain or overseas.</li> </ul>
<b>Senior Lecturer Grade 8</b>	<ul style="list-style-type: none"> <li>Academic and professional standing, including where appropriate, contributions in recognised media such as scholarly publications, professional journals, invited contributions to conferences and work with relevant national and/or international bodies; contributions to professional societies or policy forming bodies (nationally and internationally).</li> <li>Undergraduate and postgraduate teaching, including where appropriate, teaching and supervision of research students; contributions to teaching of postgraduates for professional qualifications awarded by outside bodies; and general effectiveness in communicating with audiences who are not specialists in the field.</li> <li>Participation in departmental, University and extra-University activities.</li> <li>Potential as an academic leader.</li> </ul>	<p>Demonstrated excellence in teaching and contribution to pedagogic development and not solely on the more traditional criteria of excellence in teaching, research and pedagogical research.</p> <ul style="list-style-type: none"> <li>Academic and professional standing, including where appropriate, contribution to the management, development or quality enhancement of courses, programmes, people or policies and evidence of awards, invited or elected membership of influential bodies or committees.</li> <li>Scholarship, including where appropriate contribution to the enhancement of theoretical or conceptual understandings of learning and teaching; dissemination of outcomes so as to influence other scholars, researchers, practitioners or policy through, for example, scholarly publications, professional journals and invited contributions to conferences.</li> <li>Contribution to disciplinary research activities, which are relevant to teaching and learning programmes. Whether</li> </ul>	

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		<p>publications (in pedagogic and/or disciplinary research activities) place applicant in relation to other distinguished scholars in their field in this country.</p> <ul style="list-style-type: none"> <li>• Undergraduate and postgraduate teaching, including where appropriate, teaching and supervision of research students; and contributions to teaching of postgraduates for professional qualifications awarded by outside bodies. Consideration should also be given to quality of delivery, course or programme development resulting from critical reflection, innovation and leadership.</li> <li>• Participation in departmental, University and extra-University activities.</li> <li>• Potential as an academic leader.</li> </ul>			
<b>Senior Research Fellow Grade 8</b>				<ul style="list-style-type: none"> <li>• Academic and professional standing; including where appropriate contributions to professional societies or policy forming bodies (nationally and internationally);</li> <li>• Research or scholarship, including where appropriate, contribution to the enhancement of theoretical or conceptual understandings of the discipline, the dissemination of outcomes and the generation of research income; including where appropriate, contributions in recognised media such as scholarly</li> </ul>	

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			publications, professional journals, invited contributions to conferences and work with relevant national and/or international bodies. <ul style="list-style-type: none"> <li>• Participation in departmental, University and extra-University activities.</li> <li>• Potential as an academic leader.</li> </ul>