Promotions Exercise
2020
Vice-Principal Welcome
The Briefing Session will cover:

- Changes to the promotion procedures for 2020
- Process for applying for Academic promotion for Grade 7 – 9
- Information on completing your promotion application
- Myth busters
Changes to The Promotions Exercise

Some key changes have been introduced following a review of our promotions processes for Academic, Academic-related and Professional Services staff. These changes take effect from the 2019/2020 promotions exercise.

3 Promotions Sub Committees

Science Committee 1:
- Institute of Medical Sciences
- Natural & Computing Sciences
- Geosciences
- Biological Sciences
- Engineering

Science Committee 2:
- Psychology
- Rowett Institute of Nutrition & Health
- Institute of Applied Health Sciences
- Institute of Education for Medical & Dental Sciences
- Institute of Dentistry
Arts,

- Divinity, History & Philosophy
- Language, Literature, Music & Visual Culture
- Business
- Law
- Social Science
- Education
Changes Continued......

• Membership of the Promotion Sub-Committee, Staff Promotion Committee and Appeals
• References
• Early notification of unsuccessful outcomes
• Word Count – Amended to overall application word count
Considering Promotion
Academic, Research and Teaching
Academic Career Tracks

There are three career tracks to reflect the different balance of activities undertaken by colleagues at the University:

- **Teaching and Research** – career progression (through Lecturer – SL-Reader – Chair)
- **Research** – those seeking career progression predominantly through Research (RF – Senior RF – Reader – Chair)
- **Teaching and Scholarship** – those seeking career progression predominantly via teaching – (Lecturer (Scholarship), Senior Lecturer (Scholarship) – Chair).
## National Role Profiles

<table>
<thead>
<tr>
<th>Level</th>
<th>Grade</th>
<th>Teaching &amp; Scholarship</th>
<th>Research</th>
<th>Teaching &amp; Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>5</td>
<td>Teaching Assistant</td>
<td>Research Assistant</td>
<td>-</td>
</tr>
<tr>
<td>Level 2</td>
<td>6</td>
<td>Teaching Fellow</td>
<td>Research Fellow</td>
<td>-</td>
</tr>
<tr>
<td>Level 3</td>
<td>7</td>
<td>Lecturer (Scholarship)</td>
<td>Research Fellow</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Level 4</td>
<td>8</td>
<td>Senior Lecturer (Scholarship)</td>
<td>Senior Research Fellow</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Level 5</td>
<td>9</td>
<td>Professor</td>
<td>Professor/Reader (*)</td>
<td>Professor/Reader(*)</td>
</tr>
</tbody>
</table>

* Reader (Grade 8) Level 5 in Research, Level 4 for other elements
Considering Promotion – Academic Grades 7-9

The application process
Speak to your Line Manager / HR Partner / Trade Union Representative. We are here to give you guidance and feedback on your application BEFORE the deadline.

Documentation required:
• Complete the application form detailing your job description in relation to the National Academic Role Profile criteria
• Personal Statement
• 1 Statement of Support (for Grades 8/9)
• Updated CV using the standard format
• Separate Head of School Evaluation
• Up-to-date PURE data
• Stick to the word limits as detailed in the application form and CV.
The Committee is looking for key evidence of the following:

- Research grants
- Conferences attended
- Presentations
- Publications (helpful to include details for example author, co-author, contributor, impact)
- Membership of professional bodies
- Teaching activity
- Supervision activity
- Public engagement and outreach activities
- Contribution to promoting equality and diversity.
The Process
The Promotions Process – Grades 7-9

• Two Role Analysts will blind review your application
• Your application is reviewed by the appropriate Sub-Committee
• 3 External References will be sought for Grades 8 and 9.
• You will receive feedback following the Sub-Committee or from the main Staff Promotions Committee as appropriate.
• If you are successful your new pay award will be effective from 1 August 2020
• If you are unsuccessful you will be encouraged to meet with your Head of School.
Sub-Committee Composition

• Vice Principal (Chair) – same VP on all 3 committees
• 1 further Vice Principal
• Heads of School
• Dean of Teaching and Learning
• Dean of Research
• 2 Role Analysts
• Trade Union Representative (observer)
• Human Resources Partner (Clerk)
## Promotions Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Launch</td>
<td>12 December 2019</td>
</tr>
<tr>
<td>Information Sessions</td>
<td>December 2019 and January 2020</td>
</tr>
<tr>
<td>Closing date for applications to be submitted to Head of School/Section</td>
<td>14 February 2020</td>
</tr>
<tr>
<td>Closing date for Head of School/Section to submit paperwork to HR</td>
<td>24 February 2020</td>
</tr>
<tr>
<td>First meeting of Sub-Committee</td>
<td>March 2020</td>
</tr>
<tr>
<td>Final meeting of Sub-Committee</td>
<td>May 2020</td>
</tr>
<tr>
<td>Staff Promotion Committee</td>
<td>Late June 2020</td>
</tr>
<tr>
<td>Appeals</td>
<td>Concluded by the end of October 2020</td>
</tr>
</tbody>
</table>
Common Myths

• There is promotions ‘quota’ within the University
• The number of promotions is dependent on budgets
• Promotion is about ‘time served’
• Dr X does her job very well so should be promoted
• If you have flexible working, work part-time or have funding limitations on your contract you can’t get promoted.
Questions?