



Academic Promotions Policy

1. Policy Statement

The University is committed to an academic promotions process that values excellence in all that we do and is fair, consistent and equitable. We recognise outstanding contributions to research, education, knowledge exchange and management, leadership and citizenship that support the University's strategic purpose and objectives. This policy explains the annual academic promotions process.

2. Scope

This policy applies to all academic staff covered by the University's academic grade profiles who are seeking promotion to a higher grade and to academic and clinical academic staff applying for the title of Reader or Personal Chair.

3. Definitions

DORA	is the San Francisco Declaration on Research Assessment which recommends how research outputs should be evaluated. Research should be assessed on the value and impact of a range of measures and not solely on publication metrics.
Education	refers to activities related to teaching, learning, student outcomes and the student experience. It may also involve research led learning and teaching and the provision of continuing professional development.
Hybrid role	means a role that includes significant elements of both academic and professional services responsibilities.
Knowledge exchange	refers to activities that you are involved in beyond the academic community which contribute to increasing the visibility and impact of research. This includes commercialisation, technology transfer, public engagement and engagement with policy and professional practice.
Management, Leadership & Citizenship	refers to contributions to the management of your School, College and/or the University, for example through membership of committees, participating in collegial projects or by leading an academic area of activity. It may also include professional activities outside the University. It is expected that your

contribution will support the University's commitment to equality, diversity and inclusion.

Research Outputs

include datasets and software, influence on policy and practice, research income, research publications, conference presentations, exhibitions and discipline specific content.

Team and interdisciplinary contribution

includes undertaking interdisciplinary research, making an individual contribution to group research and/or working as a key member of a research team or undertaking interdisciplinary educational programme development.

4. Principles

Applications for promotion will be considered annually in line with the following underpinning principles:

- 4.1 Applications will be assessed against the criteria specified in the academic grade profiles supported by the relevant Exemplars of Excellence and the criteria for the award of the title of Reader (see Appendix I) or Personal Chair (see Appendix II) if applicable.
- 4.2 Applications will be considered fairly and consistently by panels, focusing on a range of criteria and metrics and their impact. Evidence of qualitative and quantitative measures will be taken into account.
- 4.3 Individual, team and interdisciplinary contribution will be recognised by panels.
- 4.4 The University is a signatory of the San Francisco Declaration on Research Assessment (DORA) and panels will follow its guidance on the value and impact of all research outputs when evaluating applications. Panels will not rely on a single academic measure when making decisions.
- 4.5 Applications are expected to demonstrate a commitment to the University's strategic vision, values and focus.
- 4.6 Applications are expected to demonstrate a commitment to equality, diversity and inclusion.
- 4.7 Applications are expected to demonstrate a commitment to social responsibility and sustainability.
- 4.8 Consideration will be given to how circumstances such as long term sickness, disability or maternity/adoption/shared parental leave may have affected an applicant's productivity. Consideration will also be given if an applicant works fewer than full time hours.
- 4.9 All panels will be mixed gender and members will have completed the specified training requirements outlined in panel guidance before taking part.

5. Links to Other Relevant Policies and Guidance

You may find it useful to refer to other relevant University policies and guidance which you can find on the [HR webpages](#):

Conflict of Interest Policy

Exemplars of Excellence

FAQs for Academic Promotion Process

Grade Profiles

Guidance on Interdisciplinary and Team Research

Guidance on Citizenship

[Statement on the Responsible Use of Research Metrics](#)

6. Policy History and Review

Approved Date: March 2020

Approved by: CJCNC

Year of Next Review: 2023

Academic Promotions Procedure

1. Considering Applying for Promotion

If you are considering applying for promotion you should:

- talk to your manager about your plans at your Annual Review or at a one to one meeting. Your manager can support you with the process if you are ready to make an application or help you to identify any development needs you may have.
- talk to other academic managers, colleagues or a mentor if you would like additional advice or support
- attend an Academic Promotions Workshop run by your College or School
- review the forms and documentation that are required to make an application, including the grade profiles, Exemplars of Excellence and criteria for the award of title of Reader (see Appendix I) or Personal Chair (see Appendix II), if applicable. You should also refer to the FAQs for Academic Promotion Process.
- familiarise yourself with the reward timetable for making an application. Your College or School will have specific timescales for submitting applications.

2. Making an Application

If you decide to apply for promotion you must:

- complete the required forms and documentation for the appropriate grade or title as outlined in Appendix III
- provide evidence of your achievements, normally in at least two areas of activity which include: research, education, knowledge exchange and management/leadership/citizenship.
- send your completed forms and documentation to your Head of School by the required date.

3. Consideration by School

Your School will set up a panel to review all applications that have been submitted to the Head of School. The panel will assess whether or not applicants are demonstrating the requirements to be considered for promotion by the College promotions panel.

The School panel will be made up of senior academic managers and will normally include:

- Head of School
- Heads of Subjects/Groups/Centres/Institutes and
- Heads of teaching disciplines

Following review of your application by the School panel you will be advised of the outcome by your Head of School or their nominated deputy.

If your application is supported, your School will forward it to the College promotions panel.

If your application is not considered ready to progress to the College promotions panel you will have the opportunity to discuss how to strengthen it for a future submission with your Head of School or their nominated deputy. This discussion may include advice about career development or mentorship.

If you are not in agreement with the conclusion of the School panel you are entitled to make a self-nomination for your application to be considered by the College promotions panel. However, your Head of School will confirm on your application form that the School does not support your application and the reasons why.

4. College Promotions Panel

Applications supported by the School panels and self-nominations will be considered by a College promotions panel, which will normally meet in March or April. Panel members will include:

- Head of College (Chair)
- Senior academics from your College (Heads of School or Head of School nominees)
- Senior academic from another College
- HR Partner
- Trade union representative
- Representative of HR (acting as Secretary)

Panel members must declare if they have a conflict of interest regarding any applications and the Chair will determine how to proceed. For example a panel member will not take part in the discussion about a particular application if the Chair decides there is a conflict of interest.

The College panel will make an assessment of your application based on the criteria outlined in the

grade profiles supported by the Exemplars of Excellence and if applicable, the criteria for the award of title.

The College panel will review and decide the outcome of all applications for promotion up to grade UE09 and the award of the title of Reader.

The College panel will review and assess applications for the award of grade UE10 and the title of Personal Chair. If it supports the application it will make a recommendation to award the grade and/or title to the central academic promotions panel.

5. Central Academic Promotions Panel

Recommendations for promotion to grade UE10 and/or the title of Personal Chair will be submitted by the College promotions panels to the central academic promotions panel.

Panel members will include:

- The Principal (Chair)
- Heads of College (or their representatives)
- Director of HR
- Trade union representative
- Representative of HR (acting as Secretary)

The central panel will review each case and assess whether they agree with the College panels' recommendations. The University Senate must ratify the decision to award the title of Personal Chair.

6. Notification of outcome

You will be advised in writing of the outcome of your application. This will normally be between April and July depending on the timing of your panel.

If you have been successful your new grade and/or title will take effect from 1 August.

If you have been unsuccessful you should discuss the outcome with a senior academic from your School. This will help you to decide whether to appeal the decision or how you can seek additional support and development to assist a future application.

7. Appeal

If you decide to appeal you must complete the Promotion Appeal Form. You cannot appeal the award of a title or a decision of the Central Academic Promotions Panel. You must submit the appeal form to the HR Reward Team within four weeks of being notified of the decision.

You may appeal if you believe:

- there was a procedural failing that affected the panel's decision or
- there is clear evidence that your contribution should be matched to a higher grade.

You cannot submit any new information with your appeal including achievements or responsibilities that you gained or acquired after submitting your original application. These would have to be included in a future application.

8. Outcome of Appeal

The appeal panel will meet within 12 weeks of your appeal being submitted.

The appeal panel will include:

- Senior University manager, normally a Vice-Principal (Chair)
- Two senior academic managers or their representatives (one from outside your College)
- Trade Union representative
- Representative of HR (acting as Secretary)

Panel members must declare if they have a conflict of interest regarding any of the applications and the Chair will determine how to proceed. For example a panel member will not take part in the discussion about a particular application if the Chair decides there is a conflict of interest.

The appeal panel will see your original documentation and your outcome letter from the College panel as well as the information you have submitted for your appeal and will assess whether the original decision is fair and reasonable.

The appeal panel will either:

- confirm the original decision of the College promotions panel, or
- support your appeal and award you promotion to a higher grade.

You will be notified of the appeal panel's decision in writing, normally within two calendar weeks of their meeting. Your manager and HR Partner will also be notified.

If your appeal is successful your new grade will take effect from 1 August.

9. Resubmission

If you have been unsuccessful you can apply for promotion or the award of a title in the next promotions round as long as you have new information, achievements or responsibilities to add to your application.

10. Hybrid Roles

Sometimes roles involve both academic and professional services activities. If you hold such a role and are considering promotion you and your Head of School/Department must determine how much of your role can be categorised as academic. If at least 50% of your role is taken up with academic activity you should apply for promotion in line with this procedure and complete all forms and documentation required for academic promotion.

Your application will be considered by the School and College academic promotions panels in the normal way but the panels will include a representative from professional services who can provide input about the non-academic elements of your application. This panel member will normally be a manager from your College and will be a member of the professional services regrading panel.

If the College panel recommends your application for promotion to UE10 it will be considered by the central academic promotions panel which will include a panel member from professional services who participates in one of the professional services regrading panels.

If you apply for promotion through this procedure you cannot make an application concurrently through the professional services regrading process.

If your role is taken up with less than 50% academic activity you should refer to the Professional Services Jobs Regrading Policy.

Guidance and Criteria for the Award of the Title of Reader

1.0 Introduction

A Readership is awarded as a mark of personal distinction. It recognises an individual's contributions to the advancement and exchange of knowledge, by important contributions to:

- Education
- Research
- Knowledge Exchange
- Management
- Leadership and Citizenship

The title of Reader may be awarded to academic grade 9 or equivalent staff e.g. Clinical Academics at grade 9 level on the relevant Clinical scale.

If you are considering applying for promotion to grade 9 and/ or the title of Reader you should read this guidance in conjunction with the Academic Promotions Policy, the Academic grade 9 profile, the Exemplars of Excellence and the FAQs for Academic Promotion Process.

2.0 Essential Criteria

Your application must provide evidence of ALL of the following;

1	Growing, recognised achievement at a high level, in the advancement of knowledge and understanding or its creative and professional application, evidenced by peer-reviewable output.
2	Ability in and demonstrable commitment to academic leadership and citizenship <ul style="list-style-type: none"> – in any combination of education, research and knowledge exchange – to influence, stimulate, inspire and mentor others to develop careers and further the University's vision, purpose and values, including through promoting: <ul style="list-style-type: none"> ○ equality, diversity and inclusion ○ social responsibility and sustainability
3	Growing recognition in an international context, which may include, but is not limited to:

	<ul style="list-style-type: none"> – invitations to present at prestigious conferences – invitations to review teaching at prestigious Universities – editorships or membership of editorial boards of learned journals – receipt of prestigious prizes and awards
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3.0 Expanded Criteria

Depending on the balance of your application, you will demonstrate some of the criteria in this section.

3.1 Expanded Criteria for all Reader Appointments

1	Contribution to management, leadership and citizenship.
2	Professional standing commensurate with growing international recognition, as demonstrated by: <ul style="list-style-type: none"> – advisory work – recognition by and contribution to learned societies, professional bodies etc. – other forms of external recognition and awards.
3	Notable contribution to public understanding of academic research and/or scholarship.

3.2 Expanded Criteria for Reader Appointments with a Strong Focus on Education

Education can be summarised as activities related to teaching, learning, student outcomes and the student experience.

<p>High-quality and developing contribution, including practice in the field, may include, but is not limited to:</p> <ul style="list-style-type: none"> – advancement of disciplinary teaching (for example curriculum development) – excellence as a teacher (including the ability to stimulate, inspire and support students at all levels) – other forms of educational development (for example, assessment practice, digital learning, continued professional development) – development of teaching materials, including influential textbooks.

3.3 Expanded Criteria for Reader Appointments with a Strong Focus on Research

Research often occurs within an academic discipline, however we acknowledge that it also takes place across interdisciplinary boundaries. You may wish to refer to the guidance on [Interdisciplinary work](#), in addition to the [Exemplars of Excellence](#) in research.

1	Significant record of success in securing research grants and awards.
2	High-quality and developing contribution through methods other than publication, may include, but are not limited to: <ul style="list-style-type: none">– applied research– consultancy– advanced professional practice– creative work.
3	A substantial track record of research activity, evidenced by publications of high quality and impact, this may include, but is not limited to: <ul style="list-style-type: none">– books– chapters– articles.

Guidance and Criteria for the Award of the Title of Personal Chair

1. Introduction

A Personal Chair is the highest mark of distinction. It recognises an individual's contributions to the advancement and exchange of knowledge, by outstanding contributions to:

- Education
- Research
- Knowledge Exchange
- Management
- Leadership and Citizenship

The title of Personal Chair may be awarded to academic grade 10 or equivalent staff e.g. Clinical Academics at grade 10 level on the relevant Clinical scale.

If you are considering applying for promotion to grade 10 you should read this guidance in conjunction with the Academic Promotions Policy, the Academic grade 10 profile, the Exemplars of Excellence and the FAQs for Academic Promotion Process.

2. Essential Criteria

Your application must provide evidence of ALL of the following;

1	Sustained, recognised achievement of the highest distinction, in the advancement of knowledge and understanding or its creative and professional application, evidenced by peer-reviewable output.
2	Expectation of continuing contribution at international level.
3	Ability in and demonstrable commitment to academic leadership and citizenship <ul style="list-style-type: none"> – in any combination of education, research and knowledge exchange – to influence, stimulate, inspire and mentor others to develop careers and further the University's vision, purpose and values, including through promoting: <ul style="list-style-type: none"> ○ equality, diversity and inclusion ○ social responsibility and sustainability

3. Expanded Criteria

Depending on the balance of your application, you will demonstrate some of the criteria in this section.

3.1 Expanded Criteria for all Chair Appointments

1	Significant contribution to management, leadership and citizenship.
2	Professional standing commensurate with significant international recognition, as demonstrated by: <ul style="list-style-type: none">– advisory work– recognition by learned societies, professional bodies etc.– other forms of external recognition and awards.
3	Significant contribution to public understanding of and engagement with academic research and/or scholarship.

3.2 Expanded Criteria for Chair Appointments with a Strong Focus on Education

Education can be summarised as activities related to teaching, learning, student outcomes and the student experience.

Outstanding contribution, including practice in the field, may include, but is not limited to:

- advancement of disciplinary teaching (for example curriculum development)
- excellence as a teacher (including the ability to stimulate, inspire and support students at all levels)
- other forms of educational development (for example, assessment practice, digital learning, continued professional development)
- development of teaching materials, including influential textbooks.

3.3 Expanded Criteria for Chair Appointments with a Strong Focus on Research

Research often occurs within an academic discipline, however we acknowledge that it also takes place across interdisciplinary boundaries. You may wish to refer to the guidance on Interdisciplinary work, in addition to the Exemplars of Excellence in research.

Outstanding, sustained contribution through methods other than publication, may include, but are not limited to:

- applied research
- consultancy
- advanced professional practice
- creative work.

4. Chair Title

If you are appointed to a Chair of Student Learning then the title awarded will take the form of Professor of Student Learning (Name of Subject).

If you are appointed to a Personal Chair, the title will reflect your detailed research area e.g. Personal Chair of (specific area of research).

Requirements for Academic Promotion Applications

All forms and guidance can be found on the HR [Pay and Reward pages](#)

Grade or Title	Paperwork to be submitted
UE07	<ul style="list-style-type: none"> • Academic Promotion Form UE07-UE10 • C.V. Summary Form
UE08	<ul style="list-style-type: none"> • Academic Promotion Form UE07-10 • Full C.V. in agreed format • C.V. Summary Form
UE09 (including application for award of title of Reader)	<ul style="list-style-type: none"> • Academic Promotion Form UE07-10 • Full C.V. in agreed format • C.V. Summary Form • Referee Nomination Form
UE10 (including application for award of title of Personal Chair)	<ul style="list-style-type: none"> • Academic Promotion Form UE07-10 • Full C.V. in agreed format • C.V. Summary Form • Referee Nomination Form
Hybrid roles UE07-UE10	<p>Paperwork detailed above plus</p> <ul style="list-style-type: none"> • Job Description
Academic Veterinary Clinicians Grade UE08-UE10 (including applications for the title of Reader and Personal Chair)	<ul style="list-style-type: none"> • Clinical Vet Academic Promotion Form • Full C.V. in agreed format • C.V. Summary Form <p>For UE09/UE10:</p> <ul style="list-style-type: none"> • Referee Nomination Form
Clinical Reader and Clinical Personal Chair	<ul style="list-style-type: none"> • Clinical Reader and Clinical Chair Academic Promotion form • Full C.V. in agreed format • C.V. Summary Form • Referee Nomination Form