

**Guidance - Considering the impact of the coronavirus pandemic on promotions**

We are launching the promotions process as usual for 2021/22 and are aware that the Covid-19 pandemic, while affecting us all, will also have had a significant impact on the contributions that many members of staff have been able to make. We also recognise that the short, medium, and long-term impact will depend on the promotion sought and the area of work. In light of this, we will apply the following principles and considerations throughout the promotions process:

**Key Principles:**

* We will recognise that the impact of the Pandemic will have been different for each employee and therefore each application will be considered on merit and in relation to the discipline, stage of career **and** any specific circumstances highlighted in the application.
* We will continue to expect our usual high standards in pursuit of quality and excellence, even if the volume, scope and range of activity may have changed because of the pandemic.
* We will take account of best research, information and practice into the disproportionate impact of the pandemic on staff to ensure our decisions are in line with our commitment to equality of opportunity for all.

**Guidance:**

* If you are planning a promotion submission this year, in discussion with your line manager we ask that you provide a brief impact assessment outlining how the pandemic has impacted your work:
  + Provide information as honestly and fully as possible to ensure that promotion panels make decisions based on all relevant factors and their impact (in line with second bullet
  + Applicants preferring to keep specific details of such factors confidential should focus on their impact
  + This information will be used to inform the Academic Promotions process only and will not be used for any other purpose including as a disclosure to inform or update staff records.
* If your promotion was ready for submission last year, you don’t need to make any further updates to your submission unless you feel there is additional information to add – but please make this clear with your line manager and in your submission.