

# Academic Promotion Process

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**Procedure Author** – Director of Organisational Effectiveness

**Procedure Owner** – Vice-Principal (People & Student Wellbeing)

**Parent Policy Statement** – People and Organisational Development

**Public Access or Staff Only Access** – Public

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**Changes and Reason for Changes** – New process replacing:  
Academic Promotion to Ac3 Lecturer  
Academic Promotion to Professor  
Academic Promotion to Reader  
Academic Promotion to Senior Lecturer and Reader Procedure

A new Academic Career Development Framework was developed for 2023/24, which replaces all previous academic promotion processes. This was developed as a further commitment within our People Priorities and in response to colleague feedback from the 2022 Colleague Engagement Survey.



### 1. Introduction

This guidance details the process in relation to an annual mechanism which affords academic staff the opportunity to apply for academic promotion.

### 2. Objective of Process

This process is available to those staff who are able to demonstrate the required level of contribution and achievement in respect of the indicators for promotion aligned to UWS' Academic Career Development Framework (ACDF).

### 3. Procedure

This procedure should be read in conjunction with the ACDF guidance document. The ACDF sets out the pathways and indicators - the [indicators](#) listed in the ACDF are illustrative, not exhaustive, nor prescriptive. Activity that isn't explicitly outlined within the ACDF, but is deemed equivalent, can be put forward to demonstrate an individuals' contribution. An individuals' contribution will be measured through demonstrating the impact of their activity with reference to the indicators in each relevant pathway.

Within the pathways of Teaching and Learning (T&L), Research and Innovation (R&I) and Strategy & Impact (S&I) colleagues should refer to:

- a) **The chosen pathway that their promotion application is based on** – colleagues should demonstrate how they fulfil their current role **and** provide evidence and examples of the development they have undertaken in relation to delivery of expectations at the grade they are seeking promotion to.

**Where applicable, supplementary pathway/s** - some colleagues may apply on the basis of one pathway - demonstrating significant depth of impact, whilst others may apply on the basis of two or more pathways - showing breadth and/or depth of impact. Each submission will be unique to the applicant, and as such, colleagues should evidence their own personal career journey/trajectory.

- b) **Academic Citizenship & Leadership** - Core to all, colleagues should demonstrate their contribution to the engagement with those elements of university life that enable the smooth and collegial operation of the institution.

Promoted staff will be expected to work to the broad requirements of the UWS Academic & Research Role Profile and will be paid on the relevant grade on an HE2000 contract. Tenured staff, on promotion, will be transferred to HE2000 contract but may exercise their contractual right to remain on FE64 contract and salary scale, therefore declining the promotion.

Staff unsuccessful in their application should carefully consider feedback received and discuss this with their line manager with a view to addressing any gaps and gather appropriate evidence prior to a full reapplication in subsequent years, should they wish to do so.

In assessing promotion applications, all participants in the process must ensure objective and relevant criteria are used and that there is no discrimination due to protected characteristics as defined in The Equality Act (2010) or trade union membership/activity.

When considering an application for promotion from a part-time member of staff, care should be taken to account for the fact that reduced hours are worked. Reasons for any discontinuity in service and achievement will be taken into consideration.

## 4. Applications

Staff who wish to be considered for promotion must follow the below process:

### 4.1 Refer to the “Academic Promotions: Academic Career Development Framework” intranet pages with available resources.

Reference to these [resources](#) is highly recommended and will provide practical and supportive guidance on the application process.

### 4.2 Discussion with line manager

Applicants considering applying for academic promotion should discuss this with their line manager at ‘My Contribution’ meetings\* to determine readiness for submission, as well as prior to application. Open and constructive discussion and feedback should be given to the individual at this stage, as to whether their application is deemed ready for submission and, if not, where the gaps appear to be, what is needed in general terms for it to be supported and how the applicant may address these.

(\*NB, due to the timing of implementation of the ACDF in 2023/24, it is recognised that colleagues may not have been able to have these conversations, as relating to the ACDF, in their initial 2023 My Contribution meetings).

From 2024/25 onwards, when applying for academic promotion, applicants will be asked to submit their My Contribution form for the last completed academic year.

### 4.3 Discussion with Head of Division

Applicants must discuss any proposed application with their Head of Division in order that advice and guidance can be provided and suitability and readiness for promotion can be discussed.

### 4.4 Completion and submission of application

The application must be submitted by 5pm on the closing date using the Academic Promotion Application Form via the relevant email (below) by the stipulated date in section 5:

[BCI-academic-promotions@uws.ac.uk](mailto:BCI-academic-promotions@uws.ac.uk)  
[ESS-academic-promotions@uws.ac.uk](mailto:ESS-academic-promotions@uws.ac.uk)

[CEPS-academic-promotions@uws.ac.uk](mailto:CEPS-academic-promotions@uws.ac.uk)  
[HLS-academic-promotions@uws.ac.uk](mailto:HLS-academic-promotions@uws.ac.uk)

Applications from academic staff from out with the academic school structure should be submitted to the People and Organisational Development email address [POD-academic-promotions@uws.ac.uk](mailto:POD-academic-promotions@uws.ac.uk) (see section 6.1) and will be considered by the University Panel.

The [Academic Promotion Application Form](#) is available on the University’s connect site.

Within the Academic Promotion Application Form, applicants are asked to complete narrative sections regarding:

1. Personal circumstances (optional)
2. Their contribution to Academic Citizenship & Leadership.
3. The basis of their application highlighting those areas of strength on which the application is based with respect of the indicators for promotion at relevant grade and pathways within the ACDF documents.
4. Summary of activity, outputs and/or impact relevant to ACDF indicators in appropriate pathways.
5. Their past professional/personal development relevant to application.

6. The development needs they anticipate in order to fulfil the areas they feel they require support with to enable them to carry out the majority of the responsibilities of the grade they are seeking promotion to.

All max word counts denoted in these sections must not be exceeded. Please note, if word count is exceeded, only the narrative up to the max word count will be considered by the panel. This is to ensure a fair and equitable process for all applicants.

**Optional:** in order that consideration can be given to all relevant factors, the personal circumstances section within the Academic Promotion Application Form should be filled out if applicants have any personal circumstances which they consider having had an impact on their application. Details of confidential/sensitive personal circumstances should **not** be included in the form. Should an applicant have **confidential** personal circumstances that may have had an impact on their application, they should contact their HR Business Partner to discuss, who will confidentially relay at School Panel where there has deemed to be an impact and detail in what manner, for example “*confidential personal circumstances prevented applicant from attending x conferences or participating in x.*” In some cases, it may be appropriate for an applicant to discuss this with Occupational Health (prior to the HR Business Partner) who can relay this to HRBP without breaking confidentiality.

Successful applicants will be required to meet the expectations laid out in the UWS Academic and Research Role Profile at their promoted grade.

#### **4.5 References**

For applicants applying for promotion to Professor, the school / department will identify and contact an external referee prior to consideration of the application at the University Panel.

Referees should be able to make independent, objective, and informed comments on the applicant’s submission. In particular, the reference will comment upon:

- Qualifications and positions of the applicant
- Achievements claimed are relevant to the pathway/application
- The applicant’s personal and professional standing (if known)
- The reliability to claims of impact and standing, whether national or international
- Particular development in the subject area or area of expertise for which the applicant has been responsible and has claimed
- The extent to which the above might be considered to have contributed to academic or educational advancement, the advancement of the University and/or other institutions or organisations with which the applicant has been associated.

#### **5. Timescales**

Timelines for each annual promotions cycle will be published on an annual basis via the normal University communication channels.

#### **6. Promotion Panels**

##### **6.1 School Promotion Panel**

The School Promotion Panel will be appointed by the Dean of School and will meet and establish for each applicant whether there is a prima facie case for the award in the context of the school’s business need. The School Promotion Panels will be quorate with three-quarters (75%) of the membership in attendance and must always include the Dean of School (or nominee) as Chair:

- Dean of School (Chair)
- Dean of School from another School
- Deputy Dean of School
- Associate Dean L&T
- Associate Dean R&I
- Heads of Division
- Associate Dean EDI
- Relevant HR Business Partner

The School Business Manager will act as Secretary to the School Promotion Panel and shall keep appropriate records of panel decisions, using the established template.

The School Promotion Panel must clearly consider each application against the indicators and guiding principles outlined in the ACDF.

The Dean / Director will request an external reference for applications to Professor only – these will only be considered by the University Panel.

In order to inform the University Promotion Panel, a note of the recommendations of the School Panel on **all** cases, clearly indicating the level of support for promotion, will be forwarded to People & Organisational Development via ([POD-academic-promotions@uws.ac.uk](mailto:POD-academic-promotions@uws.ac.uk)) along with the submission from **all** applicants. **This should be done electronically in accordance with timescales noted in section 5.**

## **6.2 University Promotion Panel**

The quorum of the panel will be three-quarters (75%) of the total membership, and must always include the Principal & Vice-Chancellor (or nominee) as Chair:

- Principal & Vice-Chancellor (Chair)
- Deputy Vice-Chancellor
- Pro Vice-Chancellor (Learning, Teaching & Student Success)
- Pro Vice-Chancellor (Research & Innovation)
- Vice Principal (People & Student Wellbeing)
- Deans of School (4)
- External Academic Adviser

People & Organisational Development will prepare the papers for the University Promotion Panel. A representative from People & Organisational Development will act as Secretary to the University Promotion Panel and shall keep appropriate records of its decisions, will formally advise applicants in writing of the panel's decisions, and will report to Senate accordingly.

## **7. Feedback**

People & Organisational Development will issue to each applicant a formal written outcome of the decision of the University Panel. Timely verbal feedback compiled from both university and school panels, must be provided to all applicants (successful and unsuccessful) from the relevant Dean or Director as soon as possible following the University Promotion Panel, followed up by written feedback from both panels.

## **8. Appeals**

The decision of the University Promotion Panel is final. There is no right of appeal.