

Academic Promotion Process

Version – v2 – June 2026

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

Parent Policy Statement – People and Wellbeing

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Changes and Reason for Changes –

The Academic Career Development Framework and Promotion Process was developed and launched in 2023/24. The 2026 update captures agreed changes and updates ahead of launch of the 2026 round of Academic Promotions. Amended to align with UWS revised structure/titles.



1. Introduction

This guidance details the process in relation to the 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 individual's contribution. An individual's 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:

- **The primary pathway that their promotion application is based on –**
Applicants should clearly identify a **primary pathway** within the Academic Career Development Framework (ACDF), which forms the central basis of their case for advancement. The primary pathway should reflect where the applicant has made their most significant contribution and where they can demonstrate sustained, high-quality impact aligned to the expectations of the grade they are seeking promotion to. This clarity enables applicants to present a coherent narrative of achievement, supported by robust, outcome-focused evidence mapped to the relevant pathway indicators.
- **Where applicable, supplementary pathway/s -**
In addition to the primary pathway, applicants may also present a **supplementary pathway (or pathways)** where this strengthens their overall case. Supplementary pathways should demonstrate either additional depth or breadth of contribution, showing how impact extends beyond a single domain. However, these should not dilute the central focus of the application; rather, they should complement and reinforce the primary pathway by evidencing integrated academic practice and a balanced contribution to the University's strategic priorities.
- Across both primary and supplementary pathways, applicants are expected to **evidence impact rather than activity**, using the ACDF indicators as a guide. Submissions should clearly articulate the outcomes, influence, and value of their work, demonstrating progression in line with the expectations of the target grade. This approach ensures that each application presents a focused, evidence-led account of individual career trajectory, while recognising the diverse ways in which academic excellence and impact are achieved at UWS.
- **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.

Colleagues may reference their My Contribution where they feel this complements their applications.

4.3 Discussion with Head of Department/Subject Area

Applicants must discuss any proposed application with their Head of Department/Subject Area 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 and accompanied by a CV to the relevant email (below):

BCSS-academic-promotions@uws.ac.uk

CSE-academic-promotions@uws.ac.uk

HESC-academic-promotions@uws.ac.uk

Applications from academic staff from out with the academic faculty structure should be submitted to the People and Wellbeing email address below. (see section 6.1) such applications will be considered solely by the University Panel.

PandW-academic-promotions@uws.ac.uk

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 is 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 Faculty 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 faculty / department will identify and contact two external referees prior to consideration of the application at the University Panel. Referees will be asked whether or not they support the application based on their independent objective perspective.

5. Timescales

Timelines for each promotions cycle are published via the normal University communication channels.

6. Promotion Panels

6.1 Faculty Promotion Panel

The Faculty Promotion Panel will be appointed by the Dean of Faculty and will meet and establish for each applicant whether there is a prima facie case for the award in the context of the faculty's business need. The Faculty Promotion Panels will be quorate with 65% of the membership in attendance and must always include the Dean of Faculty (or nominee)

as Chair. Indicative Faculty Panel membership is as listed below. Confirmed membership for each Faculty Panel will be listed on the Academic Promotions Connect site prior to the application closing date.

- Dean of Faculty (Chair)
- Dean from out with the faculty
- Associate Dean L&T
- Associate Dean R&I
- Associate Dean EE
- Up to 3 Heads of Department (3)
- AVP Inclusivity
- HR Business Partner
- Further members, nominated by the Chair to ensure appropriate breadth of composition and/or balance of expertise

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

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

The Dean / Director will request two external references 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 Faculty Panel on **all** cases, clearly indicating the level of support for promotion, will be forwarded to People and Wellbeing via the PandW-academic-promotions@uws.ac.uk email address along with the submission from **all** applicants. **This should be done electronically in accordance with agreed timescales.**

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. Indicative University Panel membership is as listed below. Confirmed membership will be listed on the Academic Promotions Connect site prior to the application closing date.

- 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 Faculty
- External Academic Adviser
- AVP Inclusivity
- Additional members, nominated by the Chair to ensure appropriate breadth of composition and/or balance of expertise

People and Wellbeing will prepare the papers for the University Promotion Panel. People and Wellbeing will provide Secretariate support to the University Promotion Panel, 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 and Wellbeing will issue to each applicant a formal written outcome of the decision of the University Panel, incorporating key feedback. All applicants (successful and unsuccessful) must be provided with an opportunity to discuss their outcome and feedback with the relevant Dean or Director following the conclusion of the process.

8. Appeals

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