

## **ACADEMIC PROMOTIONS AND TITLES COMMITTEE: GUIDANCE**

### **Terms of Reference**

1. The terms of reference and membership of the Academic Promotions Committee are set out in the Annex to University Ordinance 6 (Annex A).

### **Eligibility**

2. The following staff are eligible for promotion to Senior Lecturer, Reader or Professor:
3. Staff currently employed in an academic post in one of the central University's Academic Bodies (SAS, ULIP, ULIA);
4. Exceptionally, staff who are employed on Administrative, Management and Professional grades who are engaged in scholarly work which, in the judgement of the Committee, represents a significant contribution to the academic standing of the University

### **Timetable**

Human Resources issue a call for applications to Directors of Institutes and on the intranet	By 31 October
Directors of Institutes invite applications from academic staff	By 30 November
Institute Directors review applications from their staff	In line with Institute timetable
Directors forward nominations to Dean of SAS	By 31 January
Academic Promotions Committee meets	By 31 May
Results issued	By 15 June
Appeals lodged	Within 28 calendar days of notification of result
Result of appeals	Within 28 calendar days of appeal

### **Application form**

5. Applications must be made using the application form at Annex B

### **Overall Promotion Standards**

6. To Senior Lecturer. Applicants will probably be at the top of the Academic Level 8 scale (Lecturer) already. They will demonstrate an exemplary contribution in one or more of teaching, research and administration over a sustained period.

7. To Reader. The Committee will take full account of the standards laid down in University Regulation 3 which states that:

Promotion to Reader will primarily be in recognition of the person's standing and promise in the relevant subject or profession as established by important contributions to its advancement through publications, creative work or other appropriate forms of scholarship or performance, and through teaching. Other contributions to the work of the Institute, the University, learned societies and other relevant bodies will also be taken into account.

8. To Professor. The Committee will take full account of the standards laid down in University Regulation 3 which states that:

Promotion to Professor will primarily be on the basis of outstanding research coupled with a strong record of teaching and administration. Regard shall be had to the person's national/international standing in the relevant subject or profession as established by outstanding contributions to its advancement through publications, creative work or other appropriate forms of scholarship or performance, and through teaching and administration.

9. For the purposes of this Guidance, "teaching" in the Regulations will be taken to include research training.
10. The Committee will give due weight to the distinct academic remit of each of the central academic bodies of the University and the impact of that remit on the applicant's duties and responsibilities. In the case of SAS opportunities for teaching may be limited reflecting its core purpose of research promotion and facilitation (RPF). Applicants from the School will be expected as part of their case for promotion to demonstrate evidence of their contribution to RPF.
11. Annexes C – E give guidance on RPF activities, on the types of impact and contribution in research that the Committee will take into account when considering applications, and on teaching and learning. Annex G gives guidance on the format of applicants' publications lists.

## Review of Applications by the Committee

### a. Stage 1

The Dean of SAS<sup>1</sup> and the Deputy Vice-Chancellor will carry out an initial review of all applications, together with the required number of assessors' reports, to ensure that a prima facie case has been made.

### b. Stage 2

Applications which pass the prima facie stage will proceed to the full Committee.

## Assessors

12. At each stage the application must be supported by the names of suggested assessors. Applicants and their Institute Director should suggest suitable assessors, but the Dean has complete discretion to approach any assessors s/he sees fit for applications that reach the full Committee. All assessors will be approached by the Director of Human Resources and will provide their assessments direct to the HR Department.

Stage	Number of Assessors			Assessors selected by
	Senior Lecturer	Reader	Professor	
Initial Application	One	One	Two	Institute Director
Stage 2 (Full Committee)	Two	Three	Four	Dean, taking account of suggestions from Institute Director and Applicant

13. The Committee recognises that it may prove difficult to obtain a full set of assessments on each applicant and so a minimum of three assessments for Reader or four for Professor (including those obtained at Stage One) will be considered sufficient to judge a case.

---

<sup>1</sup> Or, in the case of applicants from ULIA and ULIP, the PVC(International)

14. All assessors should be external to the applicant's institute, independent and knowledgeable in the discipline concerned and familiar with the criteria for Senior Lecturer, Professor and Reader in comparable universities in the UK. At least one assessor should hold a current appointment at a UK university.
15. Assessors will be asked to confirm that the applicant would be likely to meet the promotion criteria at the assessor's own institution.

### **Unpublished work**

16. Unpublished work will normally not be considered.

### **Effective Date of Promotions**

17. Normally promotions will be effective from 1 September following the date of decision.

### **Appeal Procedure**

18. The decision of the Committee is final, except where an applicant alleges a material breach of the procedure. Appeals based on a disagreement with the Committee's academic judgement will not be accepted.
19. Where an applicant believes that there has been a material breach of the procedures, s/he may set out the grounds for that belief in writing to PVC for Operations. The appeal must be made within 28 calendar days of the date of the letter informing the applicant of the Committee's decision.
20. The PVC for Operations will review the Committee papers and determine, within 28 calendar days of receipt of the appeal, if there is prima facie evidence of a material breach of the procedures. If such evidence is found, the PVC for Operations will refer the case back to the Committee to be re-considered.

**TERMS OF REFERENCE AND MEMBERSHIP OF THE ACADEMIC PROMOTIONS COMMITTEE (ANNEX TO UNIVERSITY ORDINANCE 6)**

**Terms of Reference**

1. To establish procedures on behalf of the Collegiate Council for the appointment and promotion of Professors and Readers employed or to be employed by the University, in accordance with Ordinance 41
2. To approve, and from time to time modify, criteria for Senior Lectureships, following appropriate consultation.
3. To approve a procedure for considering urgent applications.
4. To report all promotions and conferments of title to the Board of Trustees.
5. To confer the titles of Emeritus Professor and Reader on retiring members of staff.
6. To confer the title of Visiting Professor at the request of the School of Advanced Study or of a Director not within the School in accordance with criteria formulated by the Committee.
7. The Committee may authorise the Vice-Chancellor or a sub-committee to deal with its functions under paragraph 5.

**Constitution**

Vice-Chancellor (Chair).

Deputy Vice-Chancellor.

Dean, SAS.

Deputy Dean, SAS.

A Director of a member-Institute, to be nominated by the Directorate of SAS.

Pro Vice-Chancellor (International)

An external member (holding an academic appointment at another university).

**Mode of Operation**

The quorum for the Committee will be three members.

**APPLICATION FORM**

APPLICANT'S EVIDENCE FOR ACADEMIC PROMOTION COMMITTEE

(Boxes will enlarge as you type)

NAME	
------	--

APPLICATION FOR PROMOTION TO	
---------------------------------	--

--

PREVIOUS EMPLOYERS AND APPOINTMENTS HELD FROM TO
---

PRESENT APPOINTMENT  
FROM TO

NAMES AND CONTACT DETAILS OF ASSESSORS (SEE GUIDANCE PARAGRAPH 11)

RESEARCH: PUBLICATIONS (SEE GUIDANCE PARAGRAPH 15 AND ANNEX E)

RESEARCH: PUBLICATIONS (SEE GUIDANCE PARAGRAPH 15 AND ANNEX E)

--

RESEARCH: IMPACT (SEE GUIDANCE ANNEX D)

--



GRANT INCOME: PLEASE LIST ANY RESEARCH FUNDING OBTAINED			
TITLE AND VALUE	FUNDING BODY	DATE	START/FINISH DATE

RESEARCH: PROMOTION AND FACILITATION (SAS ONLY) SEE GUIDANCE ANNEX C

TEACHING AND LEARNING (SEE GUIDANCE ANNEX E)

ADMINISTRATION (SEE GUIDANCE ANNEX F)

APPLICANT'S GENERAL SUPPORTING STATEMENT
--

--

SIGNATURE OF APPLICANT	DATE
------------------------	------

--	--

STATEMENT OF INSTITUTE DIRECTOR
---------------------------------

--

SIGNATURE OF INSTITUTE DIRECTOR	DATE
---------------------------------	------

--	--

**EXAMPLES OF ACTIVITIES IN SUPPORT OF RESEARCH PROMOTION AND FACILITATION (SAS ONLY)**

- inspiring, developing, supporting and creating the conditions for research initiatives and research networks;
- enhancing the dissemination of the research and related activities of other academics beyond what they or their institutions could achieve alone;
- fostering interdisciplinarity;
- providing specialist research training at masters, doctoral and postdoctoral level, locally, nationally and internationally;
- Contributions to and/or organisation of conferences and colloquia.
- Provision of specialist research advice to outside bodies and other research work as a consultant.

**INDICATORS OF RESEARCH IMPACT, CONTRIBUTION AND ESTEEM**

The following are examples of the types of evidence the Committee will consider. The list is illustrative only and intended as a guide.

- Publications in refereed journals as single or joint author; books or monographs; edited volumes;
- Honours, prizes, awards;
- Membership of learned bodies or committees, review boards or similar;
- Keynote addresses at national or international conferences;
- Engagement with regional, national or international policy , governance, or cultural events;
- Research grants awarded (number and amount). Other external funding or other income obtained;
- Numbers of research students, post-doctoral or other academic visitors or Fellows;
- Academic leadership in the sector nationally or internationally;

**TEACHING AND LEARNING**

- The quality of teaching/research training. Evidence offered could be from student questionnaires (which should be accompanied by a commentary from a senior member of the Institute on their worth in relation to the particular courses taught);
- Contribution to course development, innovation, and planning, including production of teaching materials and/or assessment methods;
- Involvement in special teaching duties (e.g. access courses, continuing education, staff development activities).

**EXAMPLES OF ADMINISTRATION AND MANAGEMENT ACTIVITIES**

- Responsibility for specific areas of activity, programmes, or projects within an Institute (e.g. admissions, student welfare, quality assurance, graduate studies, examinations, and monitoring of research programmes, etc);
- Contribution to the management and day-to-day running of the University through membership of University, School of Advanced Study, and Institute committees and working parties and other initiatives;
- Contribution to the standing of the University in the life of the local, national, and international community. This shall be taken to include service to the UCU locally or nationally, service to the University generally, or service on external bodies as an Institute or University representative or otherwise.

**FORMAT OF PUBLICATIONS LIST**

Publications should be listed in inverse chronological order (most recent first) and arranged in the following sections. In each case publisher, date and page numbers should be given:

- a) Books, showing separately monographs and edited books. In the case of edited books, your individual contribution should be made clear;
- b) Chapters in books;
- c) Articles in refereed journals;
- d) Other published work (e.g. conference proceedings or commissioned reports);
- e) Any other relevant output such as exhibitions or performances;
- f) Forthcoming work may be given for context and to demonstrate trajectory.

