

Promotion Scheme for Academic & Research Roles

**Contents:**

[1 Purpose 1](#_Toc416776621)

[2 Scope 1](#_Toc416776622)

[3 Principles 1](#_Toc416776623)

[3.1 Promotion Categories 1](#_Toc416776624)

[3.2 Revised Role Profile and/or Contract of Employment 1](#_Toc416776625)

[3.3 Funding including Fixed term Contracts 2](#_Toc416776626)

[3.4 References and Assessments 2](#_Toc416776627)

[4 Promotion Categories and Criteria 4](#_Toc416776628)

[5 Application Process 4](#_Toc416776629)

[6 Appeal Process 4](#_Toc416776630)

Promotion Scheme for Academic & Research Roles Annual Round

# Purpose

This purpose of this scheme is to set out the criteria for promotion to a number of academic and research roles. It has been developed with due regard to the University’s Equality and Diversity Policy.

All staff deemed to meet the criteria will be promoted and issued with a new role profile which will form the basis of their revised contract of employment with GCU. Appointments will be on the basis of an HE2000 contract for Lecturer, Senior Lecturer and Reader and a Senior Academic contract for Professor (Personal Chair). Appointment to Research roles will be on the basis of a Research contract.

# Scope

All staff, full or part-time, in any job family are eligible to apply for promotion to the roles of Lecturer (Grade 7), Senior Lecturer (Grade 8), Reader (Grade 8) and Professor (Senior Academic) or Researcher 1A (Grade 6), Research Fellow (Grade 7) and Senior Research Fellow (Grade 8).

This Scheme also allows for individuals on a Senior Management contract to apply to be considered for conferment of the title of Professor.

With regard to unsuccessful applications, due to the need to put in place and implement a development plan through PDAR, it is not normally expected that applicants will make another application in the following year.

Applicants are eligible to make only one application for promotion per round. This scheme does not allow incremental/discretionary advancements within an individual’s existing grade.

# Principles

## Promotion Categories

Applicants who wish to apply for promotion are expected to evidence areas of excellence in their selected categories and be carrying out all aspects of their current roles at a high standard. Applicants are required to provide evidence of excellence against criteria under one or more categories depending on which role they are applying for. There are five categories: Research, Learning & Teaching, Knowledge Transfer & Income Generation, Administration & Management and Community Engagement & Outreach. Learning & Teaching or Research must be selected as one of the categories for all roles.

## Revised Role Profile and/or Contract of Employment

Successful promotion will result in a new role profile being issued to successful applicants and will form part of their revised contract of employment with GCU. In some circumstances this may result in new terms and conditions of employment.

A successful application to a role in a higher grade will normally result in the salary being placed at the first point of the salary band for that grade, although the Promotions Panel has discretion to determine the precise salary position.

## References and Assessments

All appointments are subject to satisfactory references and assessments received. Referees/Assessors must not include the Head of Department or members of the School Management Group (SMG) (who will contribute to the process by providing a supporting statement), or any member of the Promotions/Appeals Panels (members of the Executive Board).

For clarity, definitions are provided as follows:

* References are submitted by the applicant in support of their application, these must be from individuals who are able to comment authoritatively on the applicant’s academic contribution in line with the criteria.
* Assessors are nominated by both the applicant and the University and provide an independent, objective and informed judgment on the quality and impact of the applicant’s contribution by assessing the application against the specific criteria for the role. **Please note, an assessor must be at Professorial level and no more than one of them should have previously collaborated with the applicant.**

**Table 1 details the process, criteria and number of references/external assessors required for depending on the role applied for.**

For those categories in which applicants are expected to submit completed references and not just referees’ names, if an applicant does not provide the completed references their application will be deemed incomplete and will not be accepted.

Table 1: Guide to the number of References and Assessors required

|  |  |
| --- | --- |
| Role | References and External Assessments |
| Researcher 1A (Grade 6) | An applicant must submit **two completed references** from individuals who are able to comment authoritatively on an applicant’s academic contribution in line with the criteria. At least one referee must be external to GCU. |
| Research Fellow(Grade 7) | An applicant must submit **two completed references** from individuals who are able to comment authoritatively on an applicant’s academic contribution in line with the criteria. At least one referee must be external to GCU. |
| Lecturer(Grade 7) | An applicant must submit **two completed references** from individuals who are able to comment authoritatively on an applicant’s academic contribution in line with the criteria. At least one referee must be external to GCU. |
| Senior Lecturer(Grade 8) | An applicant must submit **two completed references** from referees who are able to comment authoritatively on an applicant’s academic contribution in line with the criteria.* Each referee must be external to GCU.
* At least one referee must be internationally recognised. If Research is selected as one of the categories for excellence, then the international referee must also be based outside the UK.
* If Research is selected as one of the categories for excellence, referees must confirm that the applicant’s research quality is equivalent to at least REF 2\* or 3\* quality.[[1]](#footnote-1).
 |
| Senior Research Fellow(Grade 8) | Details of 5 assessors’ are required. At least 3 assessments will be considered by the Promotions Panel. The People Services team will write out for the external assessments. An Applicant must submit the **names of four assessors** and the University (Dean normally) will select the name of a fifth assessor.* Each assessor will be at **Professor Level,** external to GCU and be able to comment authoritatively on an applicant’s academic contribution in line with criteria requirements.
* At least **three of the assessors must be internationally recognised** and **based outside the UK.**
* Assessors must confirm that within the applicant’s portfolio of research outputs, there are at **least some 3 and 4\* outputs within the last 5 years and there is a significant amount of 2\* output.** 1.

The University reserves the right to approach all of the assessors submitted by the applicant or may choose to identify other assessors if appropriate. |
| Reader(Grade 8) [[2]](#footnote-2) | Details of 5 assessors’ are required. At least 3 assessments will be considered by the Promotions Panel. The People Services team will write out for the external assessments. An Applicant must submit the names of four assessors and the University (Dean normally) will select the name of a fifth assessor.* Each assessor will be at **Professor Level,** external to GCU and be able to comment authoritatively on an applicant’s academic contribution in line with criteria requirements.
* At least **three of the assessors must be internationally recognised** and **based outside the UK.**
* Assessors must confirm that within the applicants portfolio of research outputs, there are at **least some 3 and 4\* outputs within the last 5 years and there is a significant amount of 2\* output**.

The University reserves the right to approach all of the assessors submitted by the applicant or may choose to identify other assessors if appropriate. |
| Professor | Details of 5 assessors’ are required. At least 3 assessments will be considered by the Promotions Panel. The People Services team will write out for the external assessments. An Applicant must submit the names of four assessors and the University (Dean normally) will select the name of a fifth assessor.* Each assessor will be at **Professor Level,** external to GCU and be able to comment authoritatively on an applicant’s academic contribution in line with criteria requirements.
* At least three of the assessors must be **internationally recognised and based outside the UK.**
* If Research is selected as one of the categories for excellence, assessors must confirm that within the applicants portfolio of research outputs, there are at **least some 3 and 4\* outputs within the last 5 years and there is a significant amount of 2\* output.**

The University reserves the right to approach all of the assessors submitted by the applicant or may choose to identify other assessors if appropriate. |

#

# Promotion Categories and Criteria

Applicants are required to provide evidence against criteria under one or more of the following categories depending on which role they are applying for: Teaching & Learning; Research; Knowledge Transfer & Income Generation; Administration & Management; and Community Engagement & Outreach.

Table 2 provides a summary of the evidence required for promotion to each role. Definitions of excellence for each category and example promotion indicators for each role are detailed within **Appendix 1: Promotions Criteria for Academics** including examples of the skills, knowledge and behavioural indicators expected for each role.

Table 2: Summary of Promotion Categories for Academic and Research Roles

|  |  |
| --- | --- |
| Grade | Categories in which applicants must evidence excellence |
| Researcher 1A(Grade 6) | Applicants must evidence excellence in Research and high level achievements in at least 1 of the other 4 categories at Researcher 1A level  |
| Lecturer(Grade 7) | Applicants must evidence excellence in at least two categories at Lecturer level, one of which must be either Research or Learning & Teaching |
| Research Fellow(Grade 7) | Applicants must evidence excellence in Research and high achievement in at least 1 of the other 4 categories at Research Fellow level  |
| Senior Lecturer(Grade 8) | Applicants must evidence excellence in at least 2 categories at Senior Lecturer level, one of which must be either Research or Learning & Teaching  |
| Senior Research Fellow (Grade 8) | Applicants must evidence excellence in Research and high achievement in at least 2 of the other 4 categories at Senior Research Fellow level  |
| Reader(Grade 8) | Applicants must evidence excellence in Research and high achievement in at least 2 of the other 4 categories at Reader level  |
| Professor  | Applicants must evidence excellence in at least 2 categories at Professor level, one of which must be either Research or Learning & Teaching  |

Applicants are asked to provide examples of excellence and high achievement in selected categories as outlined in table 2 above. When drafting evidence applications should consider Output, Impact and Delivery for each indicator. For example:

* **Output** might include: publication, report, proposal, teaching material, guidance document, new procedure, workshop etc
* **Impact** might include: high citation index, income, policy change, improvement in student survey responses or pass rates, changes to practice being adopted in other areas, any change resulting from activity that can be evidenced etc
* **Delivery** might include: on or ahead of time, to or below budget, on or above target etc

Use bullet points where possible and avoid duplication or double dipping i.e. inputting the same evidence across different categories.

Essential criteria e.g. stage of Doctoral studies, must be met at the point of application. Applications that meet the criteria after this point will not be considered.

The University Academic Promotions Panel can decide an application more closely meets the criteria for a different role and assess against that role, however this is discretionary and not a requirement of the Panel.

#

# Application Process

Full details on: guidance for applicant and line manager on preparing and submitting a case for promotion which includes a detailed list of examples of criteria; outline of the key stages of the process, timelines, key roles and responsibilities, frequently asked Questions & Answers are available on the [Academic Promotion SharePoint page](https://www.connected.gcu.ac.uk/sites/WorkingHere/Pages/Academic-Promotions.aspx).

# Appeal Process

Following a written outcome from the Promotions Panel, applicants will have an opportunity to submit a written appeal against an unsuccessful application. NB. An appeal is not an opportunity to reconsider the original application. Applicants wishing to proceed with an appeal must submit an appeal in writing, outlining their grounds for appeal and this should be copied to their line manager and Executive Lead. The grounds for appeal should be clearly specified and fall under one or both of the following headings:

1. Significant information is now available, which was pertinent at the time, but which was not available for good reason to the Promotions Panel.
2. The promotion/appointments procedure was conducted inappropriately.

Appeals should be submitted to the Head of People Services at academicpromotions@gcu.ac.uk within 10 working days of receipt of the written outcome. Appeals will be considered by a Panel comprising of two members of the Executive Board who were not involved in the original decision at the Promotions Panel. The decision of the Appeals Panel, which will be communicated in writing, will be final.

1. The REF2014 categories are: 4\* World Leading, 3\* Internationally Excellent, 2\* Internationally Recognised, 1\* Nationally Recognised [↑](#footnote-ref-1)
2. Grades refer to the nationally agreed Pay and Grading scales [↑](#footnote-ref-2)