A Guide to Academic Promotions (24-25 process)

Contents

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Introduction

This guidance document has been written to support the Academic Promotions process, which coordinates the application process for academic staff seeking promotion to a higher grade and/or applying for the title of Reader or Personal Chair. The Academic Promotion Policy is available on the A-Z of HR Policy webpage. Academic staff may develop their application over several years and should consider their readiness to apply following discussion with their Line Manager at their Annual Review or one to one meeting.

The guidance has been written by stage in the process and with the key roles involved in and the process in mind. This includes HR Partners, HR Operations and colleagues in Colleges, Schools, and Professional Service Group Departments. The responsibilities of a Line Manager and School or Department Administrator may vary in this process so Line Managers should contact their local support team to understand the process and responsibilities within their own area.

For example, a School or Department Administrator could be performing tasks in the process of a Line Manager and where there is overlap, this is shown. HR Partners can provide advice on any aspect of the process.

Glossary

Academic titles	The academic titles of Lecturer, Teaching Fellow, Research Fellow, Senior Lecturer, Senior Research Fellow, Reader, or Professor are available through academic promotion. The academic titles of Reader or Professor may be conferred on those who meet the criteria for the award of these titles, either on appointment or by virtue of academic promotion. The title of Professor will carry with it a range of responsibilities within the role/grade profile for grade 10 and those of Senior Lecturer/Reader within grade 9
Exemplars of Excellence in Student Education	Provides additional guidance for the Teaching sections of the Grade Profiles in conjunction with the Excellence in Knowledge Exchange - supplementing both the Research and Teaching sections of the Representative Work Activities in all academic profiles. Exemplars can be found on Policy & Guidance (Academic Promotions) (sharepoint.com)
Exemplars of Excellence in Knowledge Exchange	Provides additional guidance to users of the Grade Profiles, supplementing both the Research and Teaching sections of the Representative Work Activities in all academic profiles. Exemplars can be found on Policy & Guidance (Academic Promotions) (sharepoint.com)

Grade profiles	Academic roles centre on research, teaching, knowledge exchange, and academic leadership and management. Knowledge Exchange will permeate Research & Teaching where appropriate. Grade profiles for academic roles can be found on the [HR A-Z of Policies](#) under "G"
Student education	Refers to activities related to teaching, learning, student outcomes and the student experience. It may also involve research-led learning and teaching and the provision of continuing professional development
Research output	Includes datasets and software, influence on policy and practice, research income, research publications, conference presentations, exhibitions, and discipline specific content.
Honorary status	Honorary status at the University of Edinburgh is a prestigious award given in recognition of extremely valuable contributions to research, teaching, or strategic consultation and advice. Honorary status should be offered in limited circumstances to individuals of sufficiently high distinction and should bring kudos to the University and to the individual concerned. Honorary status is not required for small activities undertaken for, or in collaboration with, the University. Individuals who accept honorary positions cannot also be paid employees of the University. The policy on the award of Honorary status can be found on the [HR A-Z of Policies](#) under "H."
Management, leadership & Citizenship	Refers to contributions to the management of your School, College, and/or the University, for example through membership of committees, participating in collegial projects or by leading an academic area of activity. It may also include professional activities outside the University. It is expected that your contribution will support the University's commitment to equality, diversity, and inclusion.
Knowledge exchange	The term is used broadly, to include the commercialisation of research, enterprise, the provision of consultancy and advice to industry, policy makers and professional practice, and bringing the University's research and scholarship to the community at large, e.g. promoting public engagement with research; contributing to the work of cultural institutions or advancement of aspects of the University's civic mission.

End to End Process Map

Please see this link for the [End-to-End Process Map](#)

Key Roles

Role	Description
Assessors	Nominated by Head of School. HR Operations will contact nominated assessors for feedback on the applicant.
Head of School (HoS)	Normally chairs the School Academic Promotions panels
Head of College (HoC)	Normally chairs the College Academic Promotions panels
Head of HR (College)	The Head of HR for each College will provide advice and support to Academic Promotions panels throughout the process.
Provost	Normally chairs the Central Academic Promotions panels
HR Helpline	Helps applicants for Academic Promotion by providing answers to Frequently Asked questions. Will escalate questions to the relevant colleagues where required. Applicants can email HRhelpline@ed.ac.uk
HR Operations	Contact nominated assessors for their feedback on the applications. Process the outcome of the Academic Promotions panels and send contracts of employment to successful candidates.
HR Partner / Assistant HR Partner	A member of the HR Partnering team who can provide advice and guidance throughout the Academic Promotions panels. Facilitate information/training sessions for those thinking of applying in the next round.
Line Manager	All members of staff that have direct or matrix style management responsibilities for other members of university staff. Prior to submitting an application, the academic staff members should discuss their readiness with their line manager.
Academic Panel member	Academic members of staff who will sit on the Academic Promotions panels. Panel members should undertake the university's Equality and Diversity Essentials and Challenging Unconscious Bias training.
School/Department Administrator (SDA)	Staff that provide local administrative/operational support for the school promotions panels, including offline activity and practical arrangements.

Before you start

Familiarise yourself with the Promotion Guidance and criteria for academic staff can be found on the Academic Promotions (sharepoint.com)

Colleagues involved in the Academic Promotion panels must undertake the University's

- Equality and Diversity Essentials | The University of Edinburgh
- Challenging Unconscious Bias | The University of Edinburgh

All academics are eligible to apply for academic promotion irrespective of their contract type. This includes open-ended, fixed term, guaranteed hours, annualised and fractional contracts. Employees who undertake a Hybrid role e.g., undertake both academic and professional services activities, can also apply where at least 50% of their role is academic.

Applicants seeking promotion to Grade 9 can apply for the job title of Reader at the same time as they apply for their Grade 9 promotion or can apply for the title of Reader subsequently. There is no time limit required between being appointed to Grade 9 and achieving the title of Reader.

There is no specific period needed between academic promotion submissions.

Colleagues supporting the Academic Promotions process in Schools and Colleges should utilise the standard letters and communications available. Local school specific content can be added to the core content as required.

Step 1 – Planning

HR Operations confirm the college deadlines and promotion information to the Reward team in HR.

Consideration should take place at this stage of the approximate timescales for School and College Academic Promotions Panels as well as indicative resource requirements of named academics to support the reviewing of applications, giving feedback and mentoring, decision making, ensuring compliance with process requirements and completion of relevant paperwork (i.e. Head of School Statements, contacting assessors etc). This step usually takes place around June/July each year. All Schools should provide a standard deadline for the submission of applications of **six weeks after the date of launch communications**. School panels can be scheduled as required to meet the College deadline dates.

- In CAHSS (College of Arts, Humanities and Social Sciences) there is one appointment partner who supports the college panel and process.
- In CSE (College of Science and Engineering) one Senior HR Partner attends both college panels (7&8s and 9&10s). That partner will liaise with HR Operations and HOC (Head of College) Head of EDI (Equality, Diversity, and Inclusion) the panel. They will also provide EDI (Equality, Diversity, and Inclusion) information to HoC and provide guidance to the panel
- In CMVM (College of Medicine and Veterinary Medicine) the Head of HR attends the senior and junior academic promotion panels. Senior HR Partners will do presentations in their areas, and they attend local academic panels. Cases that were approved at that panel will then move to HR Operations for processing.

All School/ College Sharepoint/ Webpages should link to the main HR pages with schools able to add specifics as required.

Role	HR Operations/ HR Helpline	Head of School	Heads of HR/ HR Partners	SDA team	Reward
Tasks	• HR operations send out an email confirming the deadlines and implementation information for each type of promotion (Academic promotion, Professional Services re-grading and contribution reward for all staff) • Attend regular meetings with	• Discuss timetable for promotions panels	Provide support to Academic promotions planning process – consider approximate timescales and share with nominated HR Partner and HR Operations e.g., indicative timescales are • The local area organised workshops for promotions, re-gradings and staff contributions which are facilitated by HR Partner in advance of the upcoming rounds. • School and/or college awareness sessions – for applicants/managers/panel members as needed? • School submission process College submission	• Await email from HR Ops confirming the deadlines and implementation information for each type of promotion (Academic promotion, Professional Services re-grading and contribution reward for all staff) • The local area organises workshops for promotions, re-gradings and staff contributions which are facilitated by HR	• Await email from HR Ops confirming the deadlines and implementation information for each type of promotion (Academic promotion, Professional Services re-grading and contribution reward for all staff) • Draft wording for university webpage

	Reward/ nominated HR Partner throughout process		deadline then college panels • Decisions communicated • Appeals process Consider the estimated workload for named academics required for AP (Academic Promotions) panels. Include time for reviewing and rating application paperwork. Time requirements will vary dependent on the number of applications per panel, panels and decision making. • Agree frequency of planning/ catch up meetings with nominated HR Partner • Hold regular meetings with HoHR and HR ops throughout process	Partner in advance of the upcoming rounds.	

Step 2 – Publication of Academic Promotion timetable

Schools/ Colleges will be provided with a suite of standard communications (see Appendix 3). These can be supplemented with additional local information. The timing of publication of the Academic Promotions timetable is the same for all colleges, link to the University of Edinburgh Academic promotions webpage, which contains the links to the relevant College/School deadlines and panel dates. There is a section for each College.

The Reward Processes email is sent to schools in September that details the Academic Promotion Process with links to college deadlines.

Once the deadline and panel dates are published on the University webpages, Schools publicise their school timetable and application deadline and panel dates widely to ensure diversity of applications.

All communications should be written with gender neutral language. The Inclusive language guidance provides further things to consider when writing such communications.

All submission deadlines will close at 11.59 PM UK (United Kingdom) time.

Role	HoS, College Head of HR	HR Partner	Reward team	HR Business Support team	SDA team
Tasks	• Draft communications for each School/College or send to HR Partner. • Provide any FAQs • Approve consolidated wording webpage • Given the need to ensure all panel dates are published simultaneously and allow enough lead time for HR.	• Run engagement/training sessions for those academics thinking of applying in this next round.	• Send Reward processes All Staff email • Publish overall timetable and provide links to the Academic Promotion Sharepoint site	• Publish Academic promotions deadlines and panel dates onto university landing webpage	• Some schools run local engagement sessions to outline the school deadline dates and local processes. Deadlines are circulated to all staff across the Deanery/School with a note on where to find guidance and forms. The email is sent by SDA. All staff are made aware that the Centre/Institute/Facility Director should be aware of their submission and are expected to have discussed this with their line manager.

Supporting Information	Inclusive language	The University of Edinburgh

Step 3 – Preparing to make an application for promotion

- Before applying, applicants **must** inform their line manager/Head of Subject Area of their intention to apply. You can talk to your manager about your plans at your Annual Review or at a one-to-one meeting. Your manager can support you with the process if you are ready to make an application or help you to identify any development needs you may have.

Candidates considering applying for promotion should:

- talk to other academic managers, colleagues, or a mentor if you would like additional advice or support

- attend an Academic Promotions workshop run by your college or School

- review the forms and documentation that are required to make an application, including the grade profiles, Exemplars of Excellence, and criteria for the award of title of Reader (see Appendix I) or Personal Chair (see Appendix II), if applicable.
- you should also refer to the FAQs for Academic Promotion Process.
- familiarise yourself with the reward timetable for making an application. Your college or School will have specific timescales for submitting applications.

Step 4 - Application

All candidates must apply off-line. Applications are **not** made through the People and Money system.

1. complete the required forms and documentation for the appropriate grade or title as outlined in the Academic Promotions policy
2. provide evidence of your achievements, normally in at least two areas of activity which include: research, education, knowledge exchange and management/leadership/ citizenship.
3. send your completed forms and documentation as per your local process and timetable.
4. The HoS or nominee must complete section 3 of the Academic Promotion application form confirming the basis of the promotion. They should also tick the relevant section confirming whether they do or do not support the application. Statements, supporting or otherwise, should be approximately a page long summarising where the candidates' achievements match or do not match to the relevant role profile. The statement should highlight the impact the individual has had through their UG and PG-taught teaching, research (including MSc/PHD supervision) and leadership/management and should explain the period over which they have had this impact.

Role	Candidate	HoS/Nominee	School Department Administrator (School process contact)	HR Helpline
Tasks	• All applicants must inform their line manager/ Head of Subject Area of their intention to apply for academic promotion • Sends the completed forms and documentation to your nominated School process lead (SDA)by the required date.	• The HoS or nominee must complete section 3 of the Academic Promotion application form confirming the basis of the promotion. • HoS or Nominee provides supporting statement or confirms reasons why they do or do not support the application.	• Coordinate the applications received and respond to applicant queries • Update the Academic Promotions Tracker	• Respond to applicant's queries or escalate to nominated HR partner or key College contact as appropriate • Use smart text wording for holding replies

Step 4 – School panel

This step outlines the school selection process. These may vary between colleges but will normally consist of a school panel made up of senior academic managers and will normally include:

- Head of School

- Heads of Subjects/Groups/Centres/Institutes and

- Heads of teaching disciplines

- CSE - the Dean for Systematic Inclusion is included on some of the panels for their expertise and focus on EDI
- CAHSS / CSE; Decided locally at school level. Some have more than one meeting – an initial review of application, followed by a final review of application incorporating feedback from first panel. Some (larger) schools have more than one grouping – so that not all panel members consider all cases. Feedback and final review are done at the Deanery/School level before the successful cases come to HR Ops.
- CMVM, the Dean/Head of School nominates who will sit at the local panel and they review all cases for their Deanery/School. The Deanery/School panel comprises: Head of Deanery/School, Centre/Facility/Institute Directors, Director of Teaching, Head of Research, Athena Swan (Academic Lead), DoPs, SDA and a Professorial member of staff (in DCS) who helps assess nominations for Honorary Professor and Reader.

Scoring/ Assessment methods

Scoring assessment methods should be used consistently across all School and College panels as follows:

- 0 - no case
- 5 – marginal case
- 10 – strong case

Role	School Department Administrator (School process contact)	HoS	Panel members	Candidate
Tasks	• The SDAs (School Department Administrator) organise	• Head of School statement drafted, and final	• Panel members review cases and assign rating.	• Candidates receive feedback– either a) application ready for

their local promotions panels where they discuss all Academic Promotion cases submitted and make recommendations based on collective feedback (e.g. progress to college, update information on paperwork, suggest another promotion type). • SDA collates application and circulates to panel(s) in advance. • Panel members feedback collated in advance of the panel meeting • Once all paperwork is collated and updated, successful cases are submitted to College for the College panel to consider. • Record panel feedback using the Panel member scoring sheet	paperwork submitted to college	• Feedback given to candidates – either a) application ready for submission to college panel b) – some tweaks or editing recommended, or c) panel do not feel applicant is ready for promotion. In the case of 'c' the applicant could choose to self-nominate to college	submission to college panel b) – some tweaks or editing recommended, or c) panel do not feel applicant is ready for promotion. In the case of 'c' the applicant can choose to self-nominate to college panel

Step 5 – College Promotions Panel

This step outlines the selection process. These may vary between colleges but will normally consist of a panel made up of:

Applications supported by the school panels and self-nominations will be considered by a college promotions panel, which will normally meet in March or April. Panel members will include:

- Head of College (Chair)

- Senior academics from your College (Head of School nominees)

- Senior academic from another College

- HR Partner

- Trade union representative

- Representative of HR (acting as Secretary)

CAHSS – Panel split into two groupings currently – 1. Arts and Humanities, 2. Social Sciences. Panel members tend to serve around three years. They do not all change at the same time – to ensure that some experienced panel members are always available.

CSE - the Dean for Systematic Inclusion is included on the panel for their expertise and focus on EDI. There is also a professional services representative to review any job descriptions related to hybrid roles.

Schools should provide information on the last 2 years unsuccessful applications who are re-applying to the college panel in advance of the panel dates.

Scoring/ Assessment methods

Scoring assessment methods should be used consistently all across School and College panels as follows:

- 0 - no case
- 5 – marginal case
- 10 – strong case

From the 2024/25 Academic promotion round, feedback should be recorded on the College panel member scoring sheet (completed by the Panel secretary). Summary feedback wording will be used in the unsuccessful letter. This feedback will be used in future years by the Panel Chair to check that any feedback provided previously has been acted on.

Role	HoS/ College Panel member	College Head of HR/ HR	HR Operations	Candidate
Tasks	• Head of School will distribute unsuccessful outcome letters, providing feedback from the panel before the successful letters go out	• Supports HR Ops TL with the drafting of the outcome letters.	• For those progressing to college HR Operations will ensure assessors contacted • Team Leader administers the College panel and notes the outcome of the application, adding feedback noted by the Panel to the Academic Promotion Feedback form • Produce draft letters and liaise with HoHR/HRP. • Final letter is sent to HoS for distribution to candidate	• Receives outcome letter from HoS/ Panel member

Successful promotions are normally moved to the first spine point of the new grade, or if the employee's salary was in the contribution area then one increment should be applied. Please view the Pay scales webpage.

Successful applicants will receive a letter confirming the outcome. The effective date of the change is 1 August. Successful candidates are appointed at the bottom of new grade, unless their salary is currently at that level where they go up one spine point in new grade. Unsuccessful applicants get a letter with including feedback and outlines their right of appeal.

There are slightly different approaches in the schools regarding mentoring, coaching and support to work on that feedback and make a successful application for promotion in the future.

Step 6 – Central Promotions Panel

Recommendations for promotion to grade UE10 and/or the title of Personal Chair will be submitted by the College promotions panels to the central academic promotions panel.

Panel members will include: -

- Provost (Chair)
- Heads of College (or their representatives)
- Director of HR
- Trade union representative
- Representative of HR (acting as Secretary)

The central panel will review each case and assess whether they agree with the College panels' recommendations. The University Senate must ratify the decision to award the title of Personal Chair.

Whilst it is exceedingly rare that a promotion is turned down at a Central Academic Promotions Panel, it is recommended that the Head of College advise the applicant of the outcome.

Successful promotions are normally moved to the first spine point of Grade 10, when the employee's salary is in the Grade 9 contribution area then one increment should be applied. Please view the Pay scales webpage.

Role	Central Panel	HR partner	HoC	HR Operations	Candidate	Reward
Tasks	• The panel/chair provide summary feedback	• HR partners prepare the letters for the unsuccessful applicants. We	• Head of College advises the applicant of the outcome (with HoS/HoD/SDA cc'd)	• HR Ops (Panel Secretary) submit all the successful grade 10 case	• Unsuccessful candidates will be advised in writing of	• Undertake review of AP outcomes and provide analysis to

| | wording to go into the unsuccessful letter. | liaise with the HoS for the right feedback to be detailed in the letter and the HoS (or line manager) will deliver the outcome to the individual.
• Consider options for mentoring, coaching and support to work on that feedback and make a successful application for promotion in the future. | | to the Reward SharePoint site and complete their sheet accordingly. | the outcome of their application | the University's Remuneration Committee.
• Court Services are advised of proposed Chair Titles in order to prepare the draft Resolution for Senate and Court. |

Step 7 – Successful applications

Following the relevant panel, the outcome letter will be sent from Human Resources to SDAs for distribution. The successful candidates' record in People and Money should be updated with their new job title and they should be provided with a new job description by the school. This will help in future where the successful candidate wishes to apply for a further promotion or a contribution point.

Step 8 – Appeal

The HR Reward team administer the Appeal process.

Unsuccessful candidates will be advised in writing of the outcome including the right to appeal.

The appeal panel will meet within 12 weeks of the appeal being submitted. The appeal panel will include:

 - Senior University Manager, normally a Vice-Principal (Chair)

- Two Senior Academic Managers or their representatives (one from outside your college)

- Trade Union representative

 - Representative from HR (acting as Secretary)

Appendices

Appendix 1 – Example School process (CAHSS)

Training and Support	Date	Led by
School SharePoint updated with updated information and new recordings (x2)	Feb	School Promotions rep/CAHSS HR Partner/MHSES HR
Individual Annual Review	Feb – April	HOI team/line manager
Briefing - Colleagues actively considering application in next cycle	May	School Promotions rep/School EDI rep/CAHSS HR Partner/MHSES HR
Briefing – HOIs/line managers/mentors and colleagues considering applications for contributions and lump sums	June	School Promotions rep/School EDI rep/CAHSS HR Partner/MHSES HR
Consultation sessions: Individual meetings with colleagues with confirmed intention to apply in current round	June- September	School Promotions rep

Deadline for applications	30th June	Applicant
School Promotions Panel 1. Review of first full drafts. Options available: a) submit b) revise and resubmit c) wait and strengthen	Sept	HoS
School Promotions Panel. Review of final drafts. Options available: a) submit b) wait and strengthen	Oct	HoS
CAHSS promotions deadline	Nov	CAHSS
1:1 Meetings with all applicants asked to 'wait and strengthen'	Nov/Dec	HoS
Briefing - School Promotions Panel members	Sept	HoS/ School Promotions rep/CAHSS HR Partner/MHSES HR
Briefing – HOIs input to HoS statement to accompany applications progressing to college	Oct	HoS/ School Promotions rep/ MHSES HR
Briefing - HOIs and others conducting individual annual reviews	January	School Promotions rep/CAHSS HR Partner/MHSES HR
Briefing - Mentors	January	School Promotions rep /MHSES HR
Briefing - Colleagues on T focused contracts considering promotion	Feb	School Promotions rep/CAHSS HR Partner/MHSES HR
Briefing – Presentation and Q&A for all colleagues considering future promotion applications	Feb	HoS/School Promotions rep and EDI rep/CAHSS HR Partner/MHSES HR

Appendix 2 – Submission of Paperwork

All paperwork relating to Academic Promotions should be stored in local School U drive:

The cases which should be saved here are:

- Personal Chair
- Reader
- Senior Lecturer
- Honorary Professors (excluded for CSE and CAHSS)
- Honorary Readers (excluded for CSE and CAHSS)
- UE08
- UE07

Spreadsheets

- In each folder there is a tracker that must be completed at the time you are submitting the cases. Please ensure all information in the blue columns are completed fully.

    Position codes: for promotions and regrading only

- In the tracker there is a column for the position code. This code should reflect the new position code on the basis the case is successful. If you know you will need to request a new position, please enter 'New position' into this column. You should not create a new position or adjust the headcount in any existing positions until you have the promotion outcomes.

Saving Documents

For each case there should be a sub folder for all their paperwork. This is for all academic promotion cases, regrading cases, and contribution cases.

Please save the documents using the standard naming convention (proposed document name formats in brackets below) as at the end of the process they will be saved on the Employee SharePoint File. As there is a lot of paperwork involved it is important to use the standard naming convention.

Please ensure the documents are in PDF format.

Senior Academic Promotion (i.e. Chair, Reader, Senior Lecturer):

- Application form (Assignment number_Bloggs_Joe APPLICATION FORM) - signed by the individual, line manager and Head of Deanery/School
- HOS (Head of School) Statement (Assignment number_Bloggs_Joe_HOS STATEMENT_ - signed by the Head of Deanery/School
- Summary CV (Assignment number_Bloggs_Joe SUMMARY CV)
- Full CV (Assignment number_Bloggs_Joe FULL CV)

Promotion to UE08:

- Application form (Assignment number_Bloggs_Joe APPLICATION FORM) - signed by the individual, line manager and Head of Deanery/School
- Summary CV (Assignment number_Bloggs_Joe SUMMARY CV)
- Full CV (Assignment number_Bloggs_Joe FULL CV)

Promotion to UE07:

- Application form (Assignment number_Bloggs_Joe APPLICATION FORM) - signed by the individual, line manager and Head of Deanery/School
- Summary CV (Assignment number_Bloggs_Joe SUMMARY CV)

Appendix 3 – Example Communications to be sent

School Comms to mlist

Dear all,

College HR has launched the Reward timetable for <<Academic Year>>. This is inclusive of Academic Promotions, Professional Services Regradings, Increments and Lump Sums. Please see the School/ /Deanery deadlines below/attached.

Professional Services Staff

- <<Month Year>> Panel - Regrading UE01-UE09: School/Deanery Deadline:<<Date>>
- <<Month Year>> Panel - Regrading UE01-UE09: School/ Deanery Deadline: <<Date>>
- <<Month Year>> - Increments/Lump Sums: School/Deanery Deadline: <<Date>>
- <<Month Year>> - Regrading UE01-UE09: School/ Deanery Deadline: <<Date>>

Academic Staff (*Grade 10 review to be launched at a later date, normally April.)

- <<Month Year>> Panel – Grade UE09 and UE10: School/Deanery Deadline: <<Date>>
- <<Month Year>> Panel – Grade UE07 and UE08: School/ Deanery Deadline: <<Date>>
- <<Month Year>> Panel - Increments/Lump Sums: School/ Deanery Deadline: <<Date>>

Application forms and guidance:
Professional and Support Services: https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Regrading-of-Professional-Services-Jobs.aspx

Academic: https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Procedures-&-Criteria-(Promotions-and-Grading).aspx

Contribution Reward (Increments and Lump Sums): https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Contribution-Awards.aspx?web=1

All applications seeking promotion from current grade roles, should complete all required documents and submit in **Word format** (with Calibri font no smaller than point 10), by email attachment. Paperwork should be returned to [local HR team] by deadline noted. Please get in touch if you or any member of your team have any queries.

Academic Promotion Process Workshop Session

We have arranged an online Academic Promotion process workshop session, for colleagues who are interested in applying for promotion this year, or anyone who simply would like to know a bit more of the process. The workshop session will be delivered by a [College HR partner/ School Promotions Rep, on [date, time (1hr duration) in [Room booking details]. The workshop will cover the School/Deanery process and is an opportunity to ask questions. We encourage all academics to come along and find out more i.e don't count yourself out.

The session will be held **via MS Teams, at <<Time and Date>>**. You can use the link below to join the MS Teams Meeting call on the day. Registration is not required

<<Add MS Teams meeting link>>

You can pre-submit questions by emailing [local contact address] by 9am, on <<Date>>, and will aim to cover all questions in the Promotion Process Workshop session.

If you are unable to attend in person, the recording and slides for the workshop will be available on [add link to School/Department Sharepoint site].

If you have further queries or would like advice about the process, please get in touch with [local contact] or your Head of Subject Area.

Best wishes,

Head of School Email

Dear All

Please find below information regarding the Academic Promotions process for the academic year <<Year>> which is open to all academic and research staff of Grades UE06-UE09.

General Guidance:

https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Academic-Promotions(2).aspx

I would advise that if you are thinking about going through the promotion process you have a read through everything ahead of the Academic Promotions Workshop scheduled for [date]. You should have already received an invitation to this and if you join the online workshop, you will have the opportunity to ask questions about the process and the forms.

School Process: Please ensure that ALL documents are submitted in word format – not PDF.

1. [Who: Heads of Research Institutes] to identify potential candidates for promotion or individuals put themselves forward. Please consider those who may not be considering themselves or to reflect on underrepresented groups in their area etc.

2. Summary CV Forms and Full CVs of these candidates to be sent to the School Promotions Committee (via local contact details) **by 1200 noon [date]**.

Please note that the Summary CV must be on the University recommended form and the Full CV must follow the University template (Notes on Curriculum Vitae and List of Publications). The Summary CV will be a different form to the one you completed if you submitted a Summary CV for review in June as this has been updated. You can access these forms and template and all other promotions forms at the link below:

https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Forms-(.aspx

In addition, the Grade Profiles can be found at:

https://uoe.sharepoint.com/sites/human-resources/pay-and-reward/SitePages/Procedures-%26-Criteria-(Promotions-and-Grading).aspx

Note at this stage all we require is your Summary CV and Full CV, but we recommend that you take a look at what a full submission will require as turnaround time for the next stage of the process is tight. **See attached Academic Promotions Process flowchart.**

3. The Committee (consisting of the Head of School, Heads of Research Institutes, Director of Research, Director of UG Teaching, Director of Equality & Diversity, 1 x Grade 10 staff member from each research institute) will meet (on date) and make one of two decisions for each candidate:

(a) to invite them to submit a full application for promotion, or

(b) to not support the case for promotion at this stage.

The Heads of Research Institutes will inform the candidates and provide feedback.

4. Those invited to make a full application will need to submit an Academic Promotion Form and in most cases a Referee Nomination Form.

5. Those whose case for promotion is not supported can self-nominate.

6. The Promotions Committee will reconvene on [date] and, with a complete set of applications, will make one of two decisions:

(a) to nominate the candidate to the College Promotions Committee or

(b) to decline to support the case for promotion.

The [Who: e.g.Heads of Research Institutes] will inform candidates and provide feedback. **Any corrections will need to be completed by 9am on [Date]** and full cases submitted to **local contact** . Any self-nominations should also be emailed to **local** email by **9am on [Date].**

7. The Head of School/ nominated Panel Rep will attend the College Promotions Committee meetings in [date] and [date] [Year]

If you have any queries please contact {local School contact} in the first instance who will try to assist you. Alternatively, you will be able to ask questions at the Workshop on [Date]. The workshop will be recorded if you are unable to attend online at the time.

Best wishes

Head of School