



QUEEN'S UNIVERSITY BELFAST

ACADEMIC PROMOTIONS SCHEME – 2017

1. GENERAL PRINCIPLES

1.1 **Purpose**

Queen's University is committed to becoming a world class international University that supports outstanding students and staff, working in world class facilities, conducting leading-edge education and research focused on the needs of society.

The Academic Promotions Scheme is designed to recognise and reward outstanding performance of academic staff that supports the delivery of the University's Vision across all areas of the academic profile.

The Academic Promotions Scheme seeks to promote, encourage and reward staff who demonstrate excellence, leadership and innovation in their area of expertise, building partnerships and networks locally, nationally and internationally.

The University undertakes to foster the aspiration of staff to achieve promotion by developing them through regular appraisal and by ensuring that opportunities are provided to acquire experience appropriate to support applications for promotion.

1.2 **Equality and Diversity**

In accordance with the University's Equality and Diversity Policy, the University is committed to the promotion of equality of opportunity and to creating and sustaining an environment that values and celebrates the diversity of its staff. The procedures used by the University for Promotion are intended to be open, fair, equitable and based on merit.

This Scheme applies equally to full-time and part-time staff. The University recognises that there may be individual circumstances which have impacted on an individual's performance as judged against the promotion criteria. Each Committee will give due consideration to any of the above individual circumstances when making their evaluation of an individual promotion application. Whilst all staff are required to meet the University's quality criteria, a reduction in the quantity will be considered in light of individual circumstances assessed on an appropriate basis having regard to the quality of outcomes and the nature and duration of the absence.

Specific issues that might have an impact on the application could include:

- absences for maternity, paternity, parental or adoption leave;
- part-time working;

- periods of absence arising from ill-health or injury;
- career breaks;
- personal, family, or other non-academic circumstances that have impacted on work for a sustained period;
- secondments and previous employment.

Applicants must outline clearly in their Applicant Statement the impact of those particular factors on their performance.

Each case will be considered on its own merit and without precedent, as any single equality issue could impact individuals in a variety of ways depending on their particular circumstances.

The University recognises that females are under-represented at Professor and Readership grade and therefore aims to encourage female academics to apply for promotion.

The process will be treated in the strictest confidence and outcomes will be provided to all applicants as soon as possible following the Central Promotions Committee.

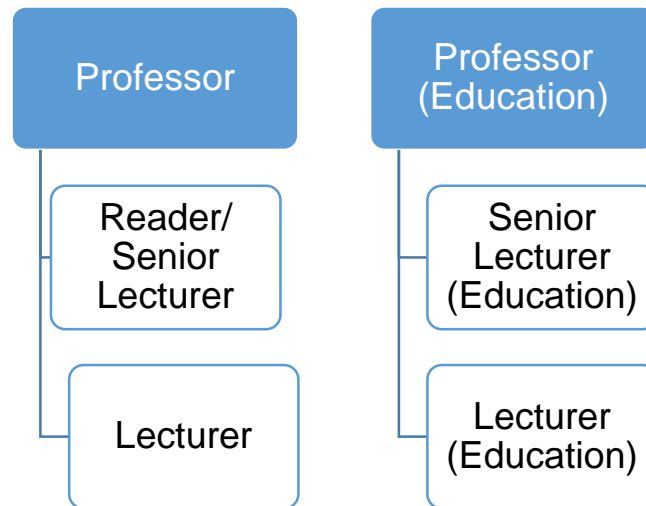
There are no financial constraints or quotas for the numbers promoted in any given exercise.

1.3 **Routes to Promotion**

The University recognises two main routes to promotion:

- Research and Education
- Education only

Research and Education Education



Promotion based on Research and Education

Staff seeking promotion to Senior Lecturer, Reader or Professor must make the strongest possible case based on the relevant academic profile and their School's academic standards.

Promotion based primarily on Education

The University recognises that some academic staff may make their greatest professional contribution as educators. Staff seeking promotion to Senior Lecturer (Education) and Professor (Education) must make the case based on the relevant academic profile and their School's academic standards.

2. CRITERIA AND ELIGIBILITY FOR PROMOTION

2.1 Criteria

Promotion requires the demonstration of successful performance at a higher level.



Therefore applicants must show clearly and unambiguously how they:

1. Exceed the School's academic standards for their current grade. (School's academic standards are available from the Head of School); **and**
2. Meet the essential criteria (shown in bold in each Profile) for the Academic Profile for which they are applying.

Evidence of meeting the non-essential criteria will strengthen the case. The types of evidence listed in the profiles are exemplars of activities in which applicants may be involved. They are not a checklist nor are they exhaustive; applicants may present other types of evidence to show how they meet the criteria.

It is also essential that applicants provide information in relation to teaching evaluations to demonstrate the quality of their teaching and an example of this can be found in the Academic CV User Guide (Teaching Duties section). Other supporting evidence can include reports of external examiners, peer assessment and module review as appropriate. **Please note that failure to provide evidence of teaching evaluations will result in the application not being considered.**

Only information in relation to applicants' performance up to the closing date will be considered. Work not yet in the public domain will be considered only if full details of publications are provided along with evidence from the publisher of acceptance of the final manuscript and date of publication, this information must be available at the closing date of the Scheme.

2.2 **Eligibility**



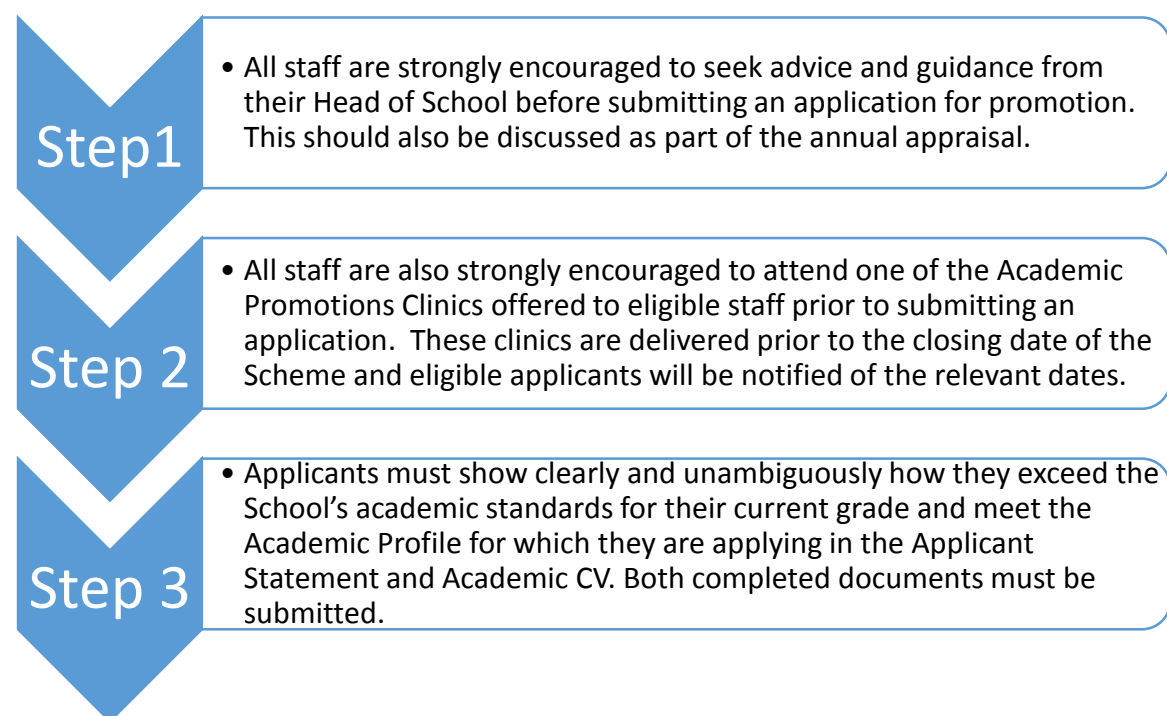
Applicants for promotion are not precluded, however it would normally be expected that a period of at least three years would be appropriate for staff who pass probation or have been promoted to further strengthen their academic profile before applying for promotion to a higher grade.

When deciding whether to submit an application for promotion applicants should be mindful that an unsuccessful outcome will normally prevent a further application being made the following year, unless explicitly recommended to do so by the Central Promotions Committee.

Academic staff within the recognised University Colleges may apply to be considered for promotion through the University Academic Promotions Scheme. They will be required to complete the relevant documentation which will be assessed against the University profiles.

Applications for promotion shall be rendered void where an individual resigns from the University during the promotions exercise.

3. APPLICANT PROCESS



3.1 **Key Points to note**

Where the opportunity for teaching or research/scholarly activity is limited by reason of circumstance, strategy approved by the University, or the mission of the applicant's unit, the Committee will expect evidence of an appropriately higher profile in other areas. If the award of a prestigious research or teaching fellowship limits the opportunity to contribute to all areas of work, then the Committee will expect evidence of an appropriately higher profile in the area of the award.

Applicants are asked to include a clear summary of developments and achievements since appointment/ previous promotion/ application. They should also draw attention to any personal circumstances that have impacted on their performance and complete Section 1 in the Applicant Statement. This statement should make reference to the relevant issue(s), make specific reference to the criteria for promotion that have been impacted and also provide evidence of this impact wherever possible.

Specific issues that might have an impact on the application could include:

- absences for maternity, paternity, parental or adoption leave and arrangements on return to work following these periods;
- part-time or other flexible working arrangements;
- periods of absence or flexible working arrangements or limitations arising from a disability, ill-health or injury;
- career breaks;
- personal, family, or other non-academic circumstances that have restricted or delayed the applicant's professional career;
- secondments and previous employment.

The effective date for promotion is 1st August 2017. Promoted staff will be expected to assume leadership roles within their Schools appropriate to their new grade.

Promotion involving a substantive grade change will result in financial advancement except for Clinical Academics whose promotion will result in a change in title.

3.2 **References**

For promotion to Professorship or Readership applicants will be required to:

- (i) Provide the names and addresses (this **must** include e-mail address) of three external referees capable of commenting on their research/teaching and scholarship. In order to assess the international reputation of an applicant it would normally be expected that one referee should be from outside UK institutions. However it is recognised that this may not be appropriate for all disciplines.
- (ii) Normally no more than one of the applicant's collaborative researchers may be named as a referee.
- (iii) Applicants must secure permission for the provision of reports from referees and that they will be able to do so within the timeframe of the exercise.
- (iv) Referees drawn from outside UK Institutions must indicate their precise rank i.e. Assistant, Associate or full Professor. For non-academic institutions a clear description of their status must be provided.

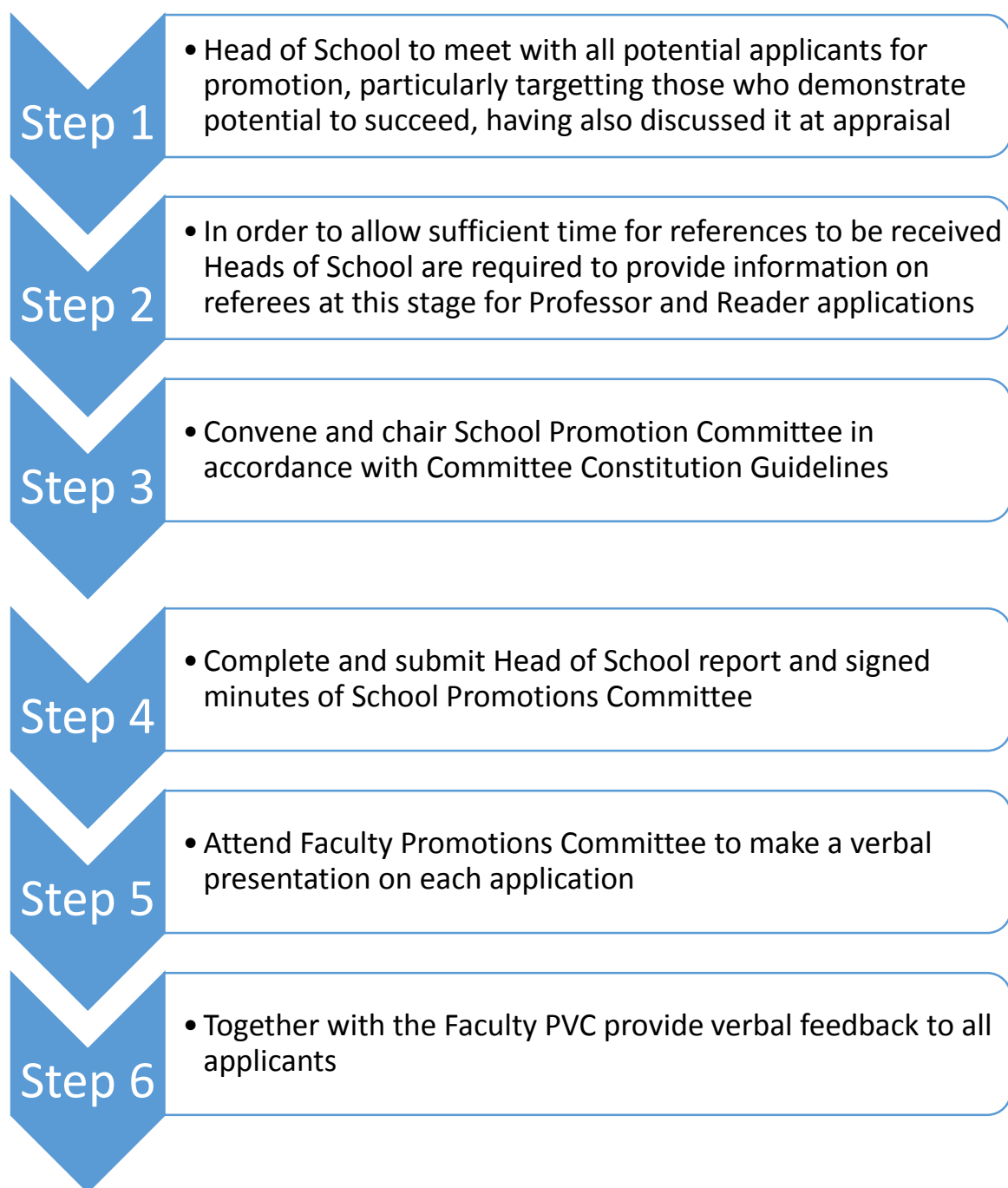
Heads of School are required to nominate three further external referees with relevant subject expertise and inform the applicant of those nominated. The Head of School must prioritise the referees' lists and the top two ranked references from each list will be called for consideration by the appropriate Faculty Promotions Committee. The Central Promotions Committee may take up the two remaining references, via Personnel, if the Faculty Committee has not already done so.

3.3 **Review Process**

At this stage, if an unsuccessful applicant considers a procedural defect exists or can offer some other substantive reason, he/she may submit a request for a review. This request should be made, in writing, by **Monday 12 June 2017 at 4.00 pm** to the Director of Human Resources and should set out in detail the specific and substantive reasons for a review.

The Director of Human Resources will ensure the matter is brought before the Central Promotions Review Committee. Information which was not provided in the original application will not be considered and it is the responsibility, therefore, of every member of staff to ensure that the original submission is complete.

4. HEAD OF SCHOOL PROCESS



4.1 **Key points to note**

The School Promotion Committee will include Director(s) of Research and Director(s) of Education, senior colleagues in the relevant School and one Head and one Professor from other cognate School(s) as nominated by the relevant Faculty PVC and where appropriate, other senior colleagues from their own School selected on account of their subject expertise. In exceptional cases the Head of School may also need to include persons from other schools to ensure that the composition of the group complies with the requirements of the University's Equality and Diversity Policy.

Take minutes of the meeting and ensure they are signed by those consulted. Any lack of consensus at the meeting must be explicitly stated in the minute of the meeting.

The Head of School report should provide an evaluative overview of the candidate's case for promotion referring to the School's academic standards and the academic profile. The report should also include a critical analysis of the application's strengths and weaknesses. Any relevant subject-specific knowledge and context should also be included here.

The Head of School's report must confirm the factual accuracy of the application and that there has been consistent treatment. The report must indicate clearly in each specific area(s) in which the applicant meets or does not meet the required level.

The report must also detail the impact on the applicant's academic profile which may be considered to have been due to personal circumstances (Section 3 of the Head of School Report). Whilst all staff are expected to meet the University's quality criteria, a reduction in the quantity will be considered in light of individual circumstances assessed having regard to the quality of outcomes and the nature and duration of the absence. Specific issues that might have an impact on the application could include:

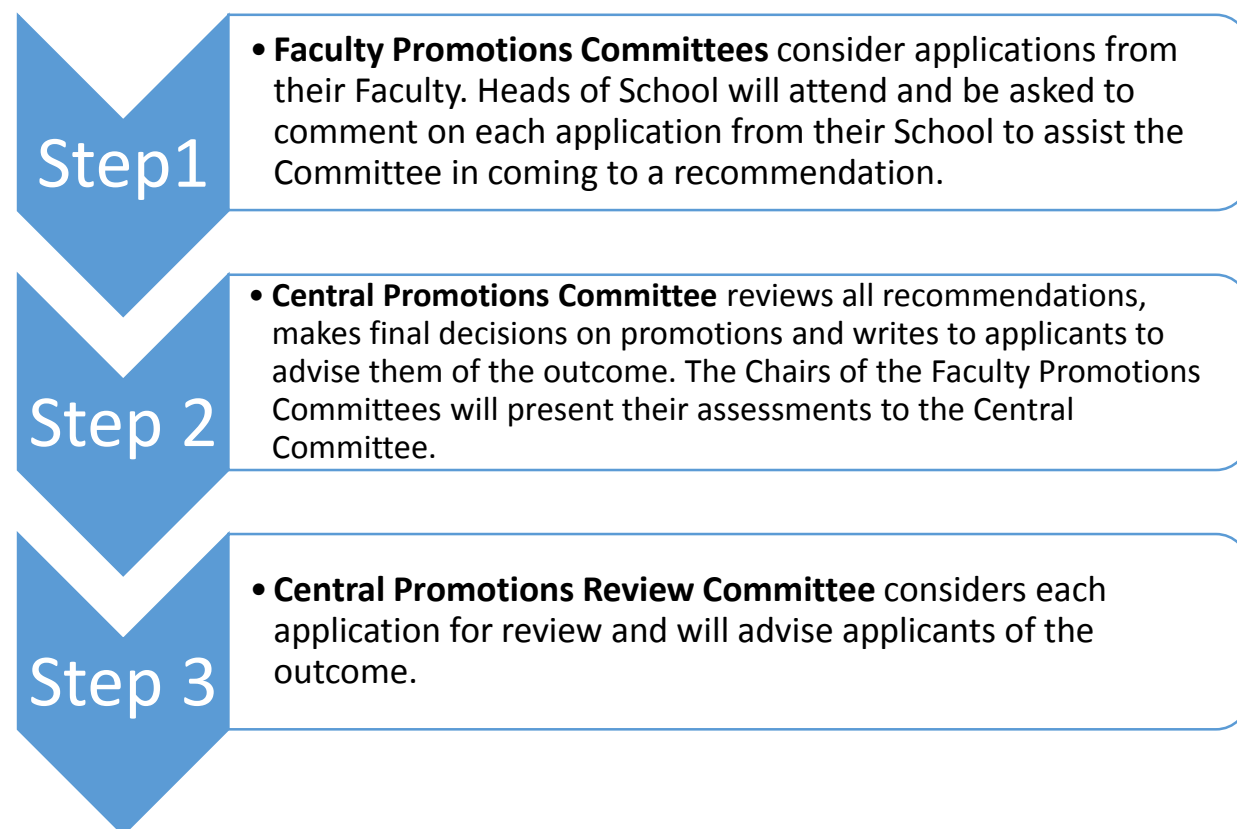
- absences for maternity, paternity, parental or adoption leave and arrangements on return to work following these periods;
- part-time or other flexible working arrangements;
- periods of absence or flexible working arrangements or limitations arising from a disability, ill-health or injury;
- career breaks;
- personal, family, or other non-academic circumstances that have restricted or delayed the applicant's professional career;
- secondments and previous employment.

Where the applicant is a Head of School, the report must be submitted by the Faculty PVC on the basis of consultation with all Director(s) of Research and Director(s) of Education, senior colleagues in the relevant School and one Head and one Professor from other cognate School(s) as nominated by the relevant Faculty PVC and where appropriate, other senior colleagues from their own School selected on account of their subject expertise. In exceptional cases the Head of School may also need to include persons from other schools to ensure that the composition of the group complies with the requirements of the University's Equality and Diversity Policy. A minute of these discussions must be kept by the Faculty PVC and seen by the senior colleagues consulted.

4.2 **References**

In the case of applicants for Professorship and Readership, the Head of School is responsible for prioritising the list of the applicant's referees and for providing the names and addresses (this must include e-mail addresses) of three external referees in a priority order. The top two ranked references from each list will be called for consideration by the appropriate University Promotions Committee. In order to assess the international reputation of an applicant it would normally be expected that one referee should be from outside UK institutions. However it is recognised that this may not be appropriate for all disciplines. Normally no more than one of the applicant's collaborative researchers may be named as a referee. Heads of School are required to ensure that the referees they have nominated have given their permission to be contacted. **The Referees list must be returned to Personnel by Monday 6 February 2017 via Queen's Online.**

5. COMMITTEE PROCESS



5.1 Key points to note

Promotions Committees

The Promotions Committees will have available, through Queen's Online:

- a) The applicant's **Academic Curriculum Vitae and Applicant Statement**;
- b) Heads of Schools' report for each applicant;
- c) Minutes of the meeting of the School Committee;
- d) Faculty Committees recommendation/Central Promotions decision (where appropriate);
- e) In the case of applications for Professorship and Readership, four references will be provided to the Faculty Committee. The Central and Review Committees may request that the additional two references are called.

Faculty Promotions Committee

Composition of Faculty Promotions Committees:

- Chair: Faculty Pro-Vice-Chancellor;
- Faculty Deans of Research and Education;
- 1 Dean of Research or Education from outside the Faculty;
- Heads of School from Faculty (**normally to include a minimum 50% of the Heads of School on a rotating basis**).

Committees will only consider information in relation to applicants' performance up until the closing date. Heads of School will be present at the Faculty Committee when the Committee makes its recommendations. They can participate in the discussion but will

not take part in the decision-making itself even if they are a member of the Committee. If a Head of School is an applicant the relevant Faculty PVC will comment on the case.

Central Promotions Committee

Composition of Central Promotions Committee:

- Vice Chancellor
- Registrar and Chief Operating Officer
- Faculty PVCs
- Lay Senators
- PVC (Research)
- PVC (Education)

The role of the Central Promotions Committee is to moderate between the Faculty Promotions Committees to ensure a consistent standard has been applied. The Chairs of the Faculty Promotions Committees will present their assessments, explaining how their decisions were made and highlighting any case where a different decision was made by the Faculty Committee from that recommended by the School or where specific issues have caused difficulty. Final decisions will be taken in the light of evidence provided in internal and external reports. At this stage it may exercise its power to encourage an unsuccessful applicant to apply in the next promotion exercise.

Where the Central Promotions Committee determines that an applicant best meets a different grade profile it reserves the right to offer promotion to a grade different from that for which application was originally made.

Those whose applications are unsuccessful will be given an indication in writing of the main areas in which they do not meet the required academic profile and or exceed their School's academic standards. The Faculty PVC and the Head of School will provide verbal feedback to each applicant.

Central Promotions Review Committee

Composition of Central Promotions Review Committee:

- Pro-Vice Chancellor for Internationalisation and Engagement;
- Member of Professoriate;
- 1 Lay Senator (not previously involved);
- Director of Human Resources.

The Central Promotions Review Committee will be comprised of individuals not previously involved in the process.

The Central Promotions Review Committee will consider each case and will advise applicants of the outcome and its decision is final.

There should be female representation on all Promotions Committees.

6. ACADEMIC PROMOTIONS TIMELINE

