



QUEEN'S UNIVERSITY BELFAST

ECIT ENGINEER 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 ECIT Engineer 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 individual circumstances.

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.

2. CRITERIA AND ELIGIBILITY FOR PROMOTION

2.1 **Criteria**

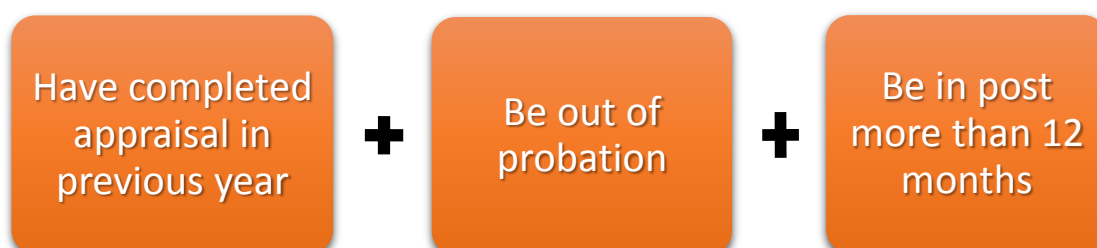
Promotion requires the demonstration of successful performance at a higher level. Applicants must show clearly and unambiguously how they match the appropriate profile in:

1. Professional Skills (SFIA competency level)
2. Research and Development (achievements, outputs and funding)
3. Collaboration Levels (internal University collaboration and/or external collaboration)
4. Societal and Economic Impact
5. Professional Development

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.

Only information in relation to applicants' performance up to the closing date will be considered.

2.2 **Eligibility**

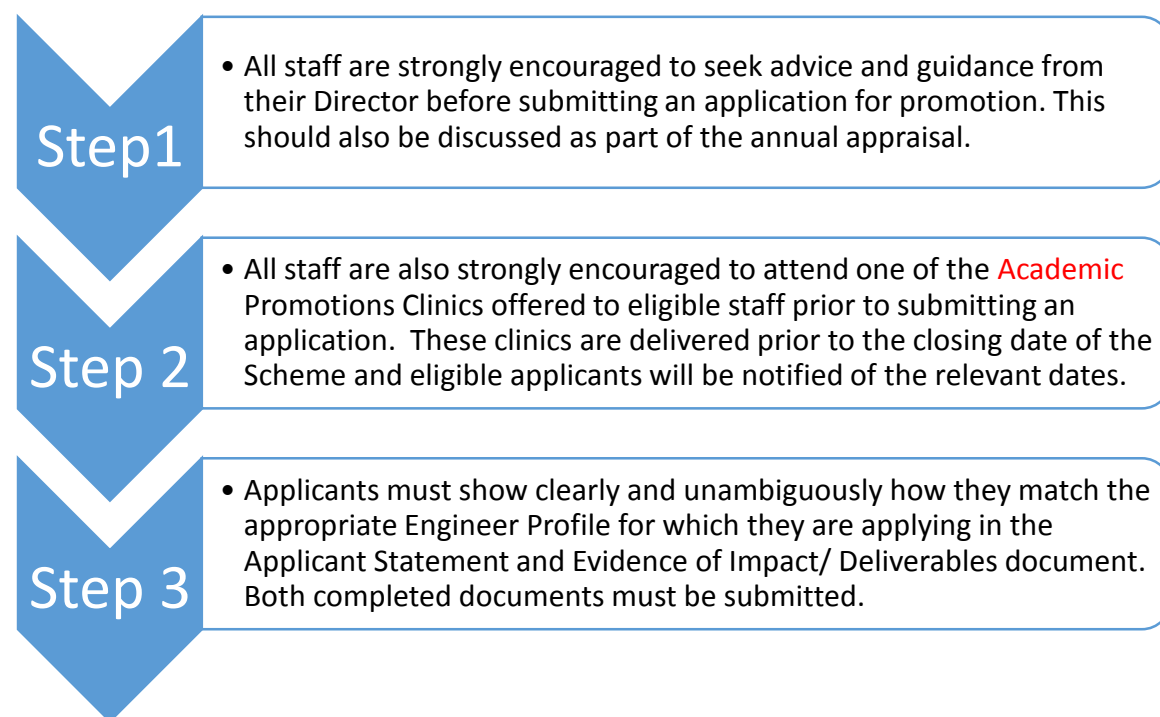


Applicants for promotion are not precluded, however it would normally be expected that a period of at least three years would be appropriate for staff who pass probation or have been promoted to further strengthen their profile before applying for promotion to a higher grade.

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.

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**

It is accepted that the emphasis and balance of activities may change over time. While the various Promotion Committees will consider evidence as to the quality of performance, they will also be assessing the breadth of an applicant's record in each category and looking for evidence of strength and development in each of the areas specified for a particular level of promotion.

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 the Institute appropriate to their new grade.

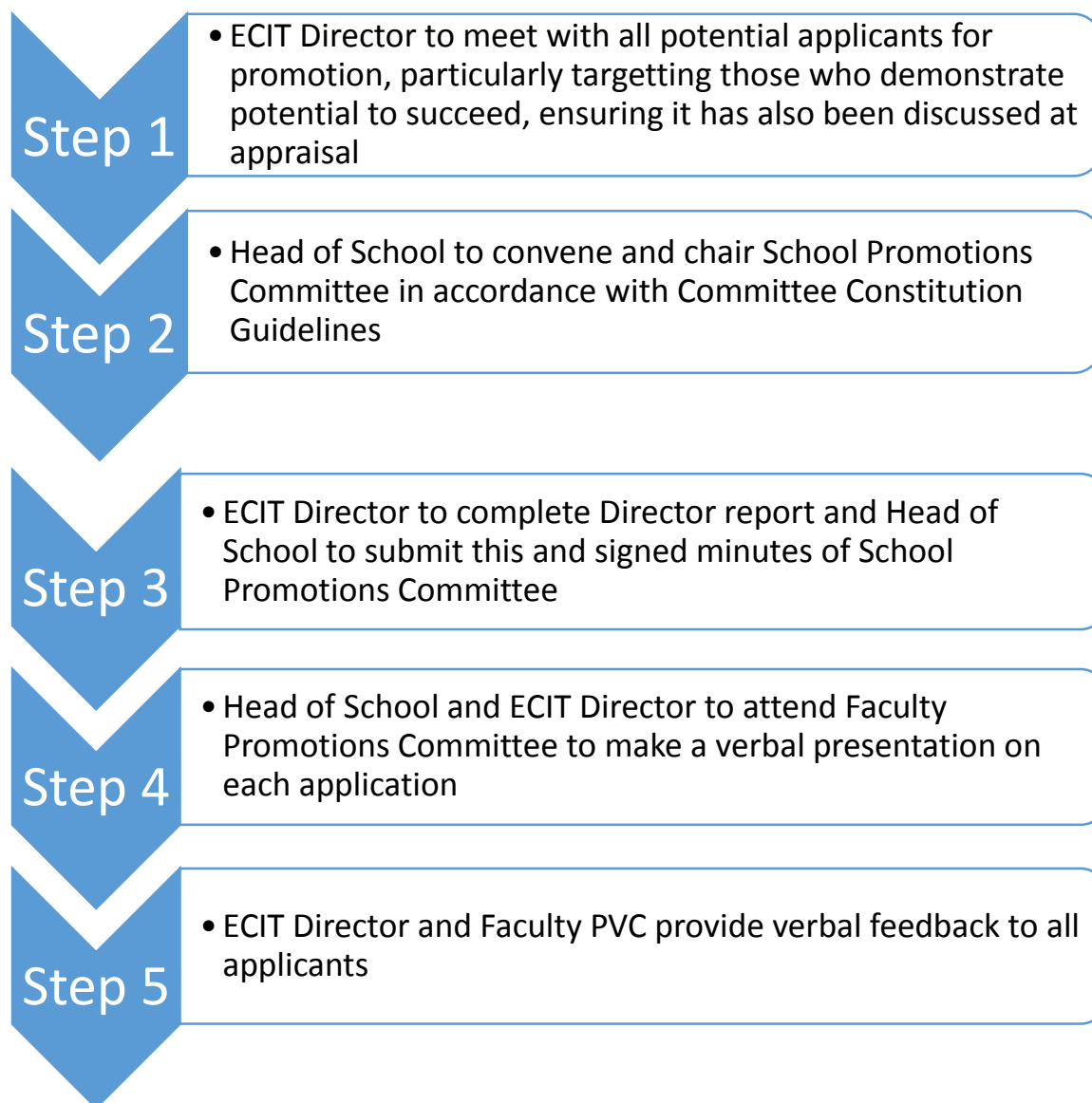
It is expected that every promotion involving a substantive grade change will result in financial advancement.

3.2 **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/ECIT DIRECTOR PROCESS



4.1 **Key points to note**

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 minutes of the meeting.

The ECIT Director's report should provide an evaluative overview of the candidate's case for promotion referring to the Institute's standards and profiles. 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 ECIT Director's report should comment on the range of work undertaken relative to the Institute's mission and average workloads, the length of time over which any activity has been undertaken, and the success with which it has been undertaken. Examples must be provided of competency levels, for example research, evidence may be based on achievements, outputs and funding. Collaboration can be internal to

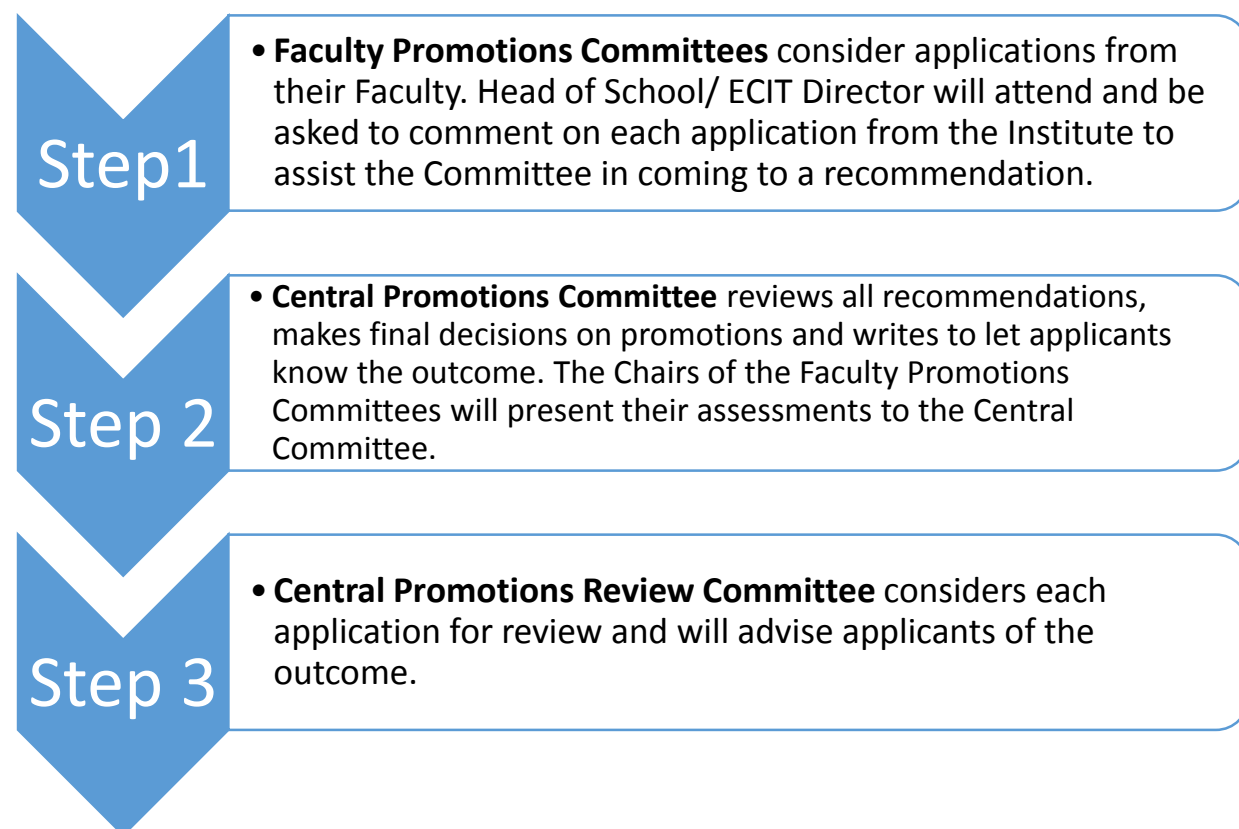
ECIT/the University with other clusters and/ or external with industrial partnerships. Contribution should be based on what level of input the applicant provides to the Institute.

The 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 profile which may be considered to have been due to personal circumstances (see Section 3 of the ECIT Director's 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.

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 **Applicant Statement and Evidence of Impact/ Deliverables**;
- b) ECIT Director's report for each applicant;
- c) Minutes of the meeting of the School Committee;
- d) Faculty Committees recommendation/Central Promotions decision (where appropriate).

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. The Head of School/ ECIT Director 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.

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 profile. The Faculty PVC and the ECIT Director 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. ECIT ENGINEER PROMOTIONS TIMELINE

