Academic Promotion

Departmental Review Panels

These Notes are for use as a supplement to the accompanying documentation on academic promotion and intended to aid transparency of procedure across Departmental Review Panels.

The role of the Departmental Review Panel is a developmental one in which the panel will request CVs from everyone below professor and, if a staff member wants, also Form 1 – application for promotion. The Departmental Review Panel will then provide development feedback in which they may suggest future activity for a staff member, suggest they submit a full application to Human Resources, or help strengthen the draft application.

The choice whether to submit a promotion application to Human Resources will remain with the candidate. Decisions about which cases for promotion will proceed to the Academic and Staffing Titles Committee are made by the School Review Panel.

Composition

The Head of Department in conjunction with the Head of School should decide an appropriate composition of the Department Review Panel. The panel members will be drawn from the academic community of the department, but must be a minimum of 4 academic members of staff, representing a cross section of society.

Procedure

- All staff below the level of Professor should submit documentation, and should present their CV using the template provided to ensure all relevant information is fully spelled out and an internally consistent use of dates etc. Please note, that applications must be made through payroll number so that they are anonymised for the School Review Panel and for the Academic and Staffing Titles Committee.

- Heads of Department should ensure that colleagues are given sufficient time, at least a week, to read the CVs and other material submitted.

- There should be representation from both genders on the panel; this may mean co-opting a Reader from the department or other senior figure, or a professor from another cognate department.

- It is expected that departmental committees will know the identities of the applicants which will enable discussions about their performance across teaching and leadership in particular.

- Any colleague who has a special interest or a conflict of interest affecting the consideration of a colleague’s submission should declare it, and leave the room at the appropriate point.

- Retention issues, or hypothetical retention issues, are not a proper part of the promotions process.
• The Departmental Review Panel should discuss each colleague and offer feedback for future development, or suggest a full application be prepared, or offer suggestions for improving the presentation of applications. Comments regarding advancement should be made in light of the criteria matrix.

• The Departmental Review Panel should pay particular attention to the career progression of staff belonging to groups that are typically disadvantaged – e.g. women, BME, LGBT or disabled staff.

• After the meeting the Head of Department will, on behalf of the Departmental Review Panels, complete Form 1 for any candidate who has indicated they are applying for promotion. The Head of Department will then pass the candidate’s CV, Form 1 and completed matrix to astc@rhul.ac.uk, along with the names of 6 referees in the case of Readership or Chair cases.

**After the Meeting**

• For candidates going for a Readership or Professorship six referees should be supplied. They should be independent advisors with no personal links to candidate, such as PhD supervision or close project working. The referees should include international scholar.

  Heads of Departments should contact these referees to ensure that they are able to provide a reference and inform them they may be contacted by Human Resources in due course.

• A completed matrix and Form 1 should be sent to Human Resources for those candidates progressing to the Departmental Review Panels.

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