Academic Promotion

Process for Consideration of Applications

1. The Head of HR Operations or their nominee will notify relevant staff and academic Heads of Department by email of the availability of the updated timetable and paperwork on the HR website.

Departmental Review Panels

2. Departmental Reviews are a developmental stage of the process, to support staff with their applications. The panel provides advice and guidance and are not part of the decision making process.

3. Members of staff submit a Curriculum Vitae, using the Curriculum Vitae template, and an Academic Promotion Application Form if they have already identified that they wish to apply for promotion to their Head of Department. Application materials should only be identifiable through staff number and, where applicable, names should be replaced with XXXX. Should a member of staff not intend to apply for promotion, they should still forward a Curriculum Vitae to their Head of Department for viewing by the Departmental Review Panel.

Only staff who have been in their current post for a minimum of twelve months continuous service as at 1 December preceding the year of submission are eligible for promotion consideration. Teaching fellows need to have three years continuous service in accordance with policy.

4. A Departmental Review Panel, chaired wherever possible by the Head of Department, will give consideration to all Curriculum Vitae, and provide developmental feedback to colleagues which may outline suggested steps for advancement, suggest that a colleague prepare a full promotion case, or where a full case has been submitted, consider how the case may be strengthened in its presentation. However, it is a candidate’s decision rather than that of the Departmental Review Panel, whether to apply for promotion or not.

Guidelines on the conduct of Departmental Review Panels are available on the Human Resources website.
5. Heads of Department will send a completed Application Form, Criteria Matrix and template Curriculum Vitae to the School admin team who will then forward it on to the Human Resources Department at astc@rhul.ac.uk by the circulated deadline. In the case of a request for conferment of the title of Reader or Professor, the details will include the names of six assessors, one of whom will be international. Assessors are to be provided by the Head of Department, or their nominee and not the applicant. When professorial assessors are based in North America or countries employing a similar academic nomenclature, Professors should have full and not associate or assistant status. The majority of assessors should be at a level higher than the candidate. It is recognised that in certain disciplines i.e. practice-led area, assessors may be sought from outside academia. Assessors should not have significantly collaborated with the applicant, or have been their PhD Supervisor within a five year period, or know the applicant in a personal capacity which will be deemed to be a conflict of interest. The six assessors should be from different institutions.

**Individual Circumstances**

6. Where individual circumstances may have impacted on productivity, for example illness, family-friendly related issues or other relevant factors, the Individual Circumstances form should be completed and sent directly to the Human Resources Department at astc@rhul.ac.uk. This form will be treated in confidence and details of the circumstances set out only released to the Individual Circumstances Panel. The Human Resources Department will set up the panel and the adjustments agreed by the panel will be added to the Application Form for consideration by the School and College Review Panels.

**School Review Panel**

7. Applications for promotion will proceed to a School Review Panel to be chaired by the Executive Dean. This will include all applications whether supported by the Departmental Review Panel or not. The other members of the School Review Panel will be four members of academic staff with the majority at professorial level (one from outside the School) appointed by the Academic Staffing and Titles Committee from a pool recommended by the Executive Dean on grounds of their peer reviewing experience and with regard to representation from women and BME staff. Where possible, School Review Panels need to include representation from all career pathways i.e. teaching, professional practice and research and teaching. All panel members are required to have completed College equality and diversity training.

The Executive Dean will facilitate the meetings and ensure that proper consideration and attention is given to the criteria. A member of the Human Resources Department will support the Executive Dean in ensuring procedural compliance and noting any points for action agreed by the panel.

8. At the meeting, the panel will decide on the merits of each case and recommend that promotion to Senior Lecturer, Senior Teaching Fellow, Lecturer or transfer to another career focus be awarded, or that Reader and Professorial cases go to external review.
Panel members will leave the room during discussions relating to decisions from their own school or department. Outcomes will be noted with brief reasons for decisions.

After the School Review Meetings

9. Executive Deans will provide written feedback on the application form and complete the criteria matrix and provide this to Human Resources within two working weeks of the School Review meeting. A copy of this will be provided to applicants with the outcome letter. Heads of Department will meet with applicants as soon as possible to provide further feedback as applicable.

10. The Human Resources Department will take up assessments for supported Reader and Professorial cases. Assessors will be asked to clearly identify their previous links with the candidate (if any), and alternative assessors will be sought where such links are deemed to be a barrier to impartiality.

11. Feedback will not be provided to those being considered under the academic promotion or transfer process until after the meeting of the Academic Staffing and Titles Committee, except, where the School Review Panel recommends consideration of promotion to a level other than that initially requested e.g. Senior Lecturer to Reader rather than Professor or Senior Lecturer to Professor rather than Reader. In this instance the Executive Dean will feed back promptly after the School Review Panel (normally within one week) to the Head of Department to discuss this with the applicant. The applicant can then decide whether they wish to be considered for the alternative promotion route. If not they can, request that their case be considered as initially requested.

The Academic Staffing and Titles Committee

12. The Committee will meet to consider cases for the conferment of the title of Professor or Reader once assessments have been received. The Committee will be chaired by the Principal, and include Senior Vice-Principals, the Director of Human Resources, Executive Deans and two co-opted Professorial members drawn from the six Schools who have not sat on the School Review Panels.

13. The Committee will review and ratify cases for promotion to other levels or transfer of career focus.

After The Academic Staffing and Titles Committee Meeting

14. Executive Deans will complete written feedback on the application form and update the criteria matrix and send this to the HR Department in a timely manner (normally within two working weeks). Executive Deans to provide follow up feedback to Heads of Department where individuals have requested this. A copy of this is provided to applicants by the HR Department.

15. The Principal will write to applicants confirming the outcome of the Academic Staffing and Titles Committee for promotion to Professor and the Director of Human Resources
for promotion or transfer to other levels. This will normally take place within two working weeks of receipt of all the required documentation from Heads of School.

Appeals

16. There is a right to appeal against the outcome on grounds of procedural irregularity, bias or demonstrable error but not academic judgement. Details of the Appeal Process are available on the Human Resources website.