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**Faculty of Biology, Medicine and Health**

**Academic Promotions Procedure.**

**General**

1. This document sets out academic promotions procedures for the Faculty of Biology, Medicine and Health. The procedures have been devised to ensure the consistent implementation of the University’s policy, principles and criteria for academic promotions, as approved by the Board of Governors.
2. Members of Promotions and Appointing Committees (School and Faculty) should have undertaken an approved training course in equality and diversity and should be chosen to reflect principles of gender and ethnic diversity. Where a School is unable to meet the requirements for diversity from within its own staff, it may co-opt appropriate additional members from other Schools.

**Promotions**

**Introduction**

1. The procedure for the Faculty of Biology, Medicine and Health is based on the [Policy and Process for Academic Promotions and Principles underlying Academic Promotions](https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/career-development/academic-promotions-procedures/) for the University of Manchester. These should be read in conjunction with this procedure.
2. The categories for promotion and criteria relating to these categories are those set out by the University in [Academic Promotions Criteria for Senior Roles.](http://documents.manchester.ac.uk/display.aspx?DocID=40246) These and other documentation relating to academic promotions are available for download. Faculty specific documents such as forms and timetable are available on the Faculty of Biology, Medicine and Health Staffnet which can also be accessed from the main University page on Academic Promotions. **Please ensure you read the guidance notes carefully and identify clearly on your application the promotion track for which you are applying. You will normally apply for the track that is in line with your original contract of employment. Please note therefore that if you wish to change promotion tracks, you will be required to accept a change of contract of employment before applying for promotion.**
3. In addition, the Schools Promotions Committee (SPC) will be responsible for decisions on cases for promotion to Grades 6 and 7 (Lecturer (Academic teaching)) and Grades 6 and 7 (Research Associate and Research Fellow). The criteria relating to these categories are those set out by the University in the Guidance Notes : [Research Associate (Grade 6),](https://documents.manchester.ac.uk/protected/display.aspx?DocID=51201) [Research Fellow (Grade 7)](https://documents.manchester.ac.uk/protected/display.aspx?DocID=51202), [Lecturer (Teaching Focused) (Grade 6](https://documents.manchester.ac.uk/display.aspx?DocID=16362)) and [Lecturer (Teaching Focused) (Grade 7).](https://documents.manchester.ac.uk/display.aspx?DocID=16363) **Please ensure you read the guidance notes carefully.**

**Initiating the Process**

1. The Faculty HR, working through Schools, will announce that the annual promotions cycle has commenced, provide a **timetable of key dates**, and tell staff how they can access all relevant information needed to put together a case for promotion. Schools will determine and communicate a local timetable for the submission of cases to SPC and will schedule meetings of SPC in line with the deadlines set out in the timetable for submissions to Faculty Promotions Committee (FPC).
2. Individuals wishing to be considered for promotion should seek the advice of an appropriate senior colleague[[1]](#footnote-1) to both assess how well they meet the criteria and to obtain advice on preparing a case. The primary responsibility for identifying potential promotion cases rests with Heads of School (in consultation with other senior members of the School/) so they should ensure that individuals they believe to be worthy of promotion are encouraged to put themselves forward within the timescales set out in the timetable, and again given advice by the appropriate senior colleague on how to prepare a case.
3. Individuals who wish to apply for promotion should submit to their Head of School (individual Schools will specify if these arrangements differ) by **Key Date 1** in the annual timetable, an up-to-date copy of their CV, and a brief case indicating how they believe they meet the criteria for promotion in terms of Research, Teaching and other student-related activity, Service and Leadership and Knowledge Transfer and External Engagement, as appropriate for the category of promotion. **The case must be documented on** [**form 1**](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=34103)**. Please note that there are strict word limits that are clearly identified on form 1 and individuals are asked to observe these.** The CV should be laid out according to the Faculty guidelines **(**[**FBMH CV Guidance**](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=38628) **).** As noted above, guidance on how to prepare these documents should be given by the individual’s line manager or other appropriate person. The individual’s senior colleague at the same time should write a statement saying how they believe the individual meets the criteria for promotion, and send this to the Head of School by **Key Date 1** in the annual timetable. This should be completed on [**form 2**.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=34109)  (Schools should determine and communicate key date 1 and ensure that this does not impact on the ability to meet key dates 2 and 3).
4. Names of referees should be provided as follows:

* Promotion to Reader – the candidate should supply the name of 1 referee and the Head of School, or appointed deputy, should provide a further 2 names. These 2 referees should be academic leaders who are independent of the candidate (i.e. not suggested by the candidate). At least 2 of the 3 names should normally be international referees. It is expected that referees will be from leading research institutions. All 3 referees will be approached by the School and asked to submit a reference within the required timescales.
* Promotion to Chair – the candidate should supply the names of 2 referees and the Head of School, or appointed deputy, should provide a further 3 names. These 3 referees should be academic leaders who are independent of the candidate (i.e. not suggested by the candidate). At least 3 of the 5 names should normally be international referees (although it is acknowledged that for those applying for promotion to Chair based primarily on teaching it may be more difficult to comply with this requirement and the School and Faculty Promotions Committees have the discretion to exercise their judgement in this respect). It is expected that referees will be from leading research institutions. The Head of School will select 4 of the 5 referees to be approached and they will be asked to submit a reference within the required timescale.

**The School Promotions Committee (SPC)**

1. Each School shall establish a School Promotions Committee(s). Schools must ensure that the Committee consists of at least five members of the School. As far as is possible the Committee should be constituted to provide a membership that reflects principles of ethnic and gender diversity. Members may be co-opted from other Schools for this purpose.
2. The SPC shall consider the written cases put forward for promotion, including references (where applicable). If additional information is required this should be sought in writing. The role of the SPC is to determine whether a *prima facie* case for promotion has been established. The SPC should identify in each case whether they believe the case: (a) clearly meets the criteria for promotion; (b) marginally meets the criteria for promotion; (c) marginally fails to meet the criteria for promotion; or (d) clearly fails to meet the criteria for promotion. The SPC shall follow up references as outlined in paragraph 9 above.
3. For promotion cases to Grades 6 and 7, in making its decisions each School will require a fully documented case for each candidate. Where the School does not consider a candidate to be promotable, the member of staff will accordingly be informed orally and provided with appropriate advice by a member of the relevant Committee. The School will then confirm this in writing, including details of his/her right to appeal, as set out in point 15.
4. All cases should be sent to the Faculty Director of People using [**form 3**](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=34110) as a summary by **Key Date 2** in the annual timetable, and the Head of School should inform each candidate that their case has been sent to the Faculty Promotions Committee, though **not** which category the case is in (**except in the case of those at category (d) as referred to in point 14 below**). The summary form 3 should be accompanied by details of each case which should consist of the documentation received by the SPC together with an indication of the category in which it falls, and a brief statement of the reasons why the SPC reached that judgement. [**form 4**](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=34111) should be used to record the names of the referees originally identified, where applicable. In the case of applications for promotion to Chair, the Dean will have the discretion to take up the remaining reference if this is considered to be appropriate. The School should also ensure that the submission to the FPC contains quantitative evidence about teaching loads and quality (e.g. peer review of teaching, summaries of student questionnaires and scores) against School norms, to enable the FPC to make an adequate assessment of the effectiveness of the applicant’s contribution to this area.
5. In cases that fall in Category (d) the Head of School shall meet the candidate to explain why the case clearly failed to meet the criteria, provide advice on how the case might be strengthened and provide advice on the procedure for making a personal case to the Faculty Promotions Committee. This should be confirmed in writing to the individual, with a copy to the Faculty Director of People. This process should be completed by **Key Date 3** in the annual timetable. The Faculty Director of People should include personal cases with submissions from Schools to the FPC. Applicants whose case is assessed as C may also be provided with feedback, including a discussion of the possibility of withdrawing the application and resubmitting it when a stronger case can be made.
6. Candidates for promotion to Grades 6 and 7 who are unsuccessful at School level may request a review of the recommendation not to promote them by writing to the Faculty Director of People, who will arrange for the case to be considered by the FPC (or a subset of the FPC). The decision of the FPC will be final.

**Faculty Promotions Committee (FPC)**

1. By **Key Date 4** in the annual timetable the Vice-President and Dean shall convene a Faculty Promotions Committee (FPC) which consists of: (i) the Vice-President and Dean (chair); (ii) the Vice Dean for Research (iii) the Vice Dean for Teaching, Learning and Students; (iv) an appropriate Vice Dean/Associate Dean from another Faculty; (v) two other professors and a non-professorial member appointed by the Vice-President and Dean subject to approval by the Faculty Committee.
2. The FPC shall consider the written cases put forward for promotion, including the references, where applicable. If additional information is required it should be sought in writing. The role of the FPC is to determine in each case whether the candidate should be promoted, on the basis of written submissions from the School and the candidate. The FPC may determine that a case recommended by the SPC should not be approved.
3. Where the FPC decides a case does not meet the criteria and should therefore not be promoted, the Dean (or other member of the FPC nominated by the Dean) shall meet the candidate accompanied by Head of School and/or Division, to explain why the case failed to meet the criteria, provide advice on how the case might be strengthened for future applications, and provide advice on right of appeal (see point 19 below). The meeting shall take place prior to the deadline for submission for appeal. This should be confirmed in writing to the individual, with a copy to the Faculty Director of People.

**Mitigating Circumstances**

1. Where a candidate for promotion wishes to cite some mitigating circumstances (e.g. relating to a disability, absence due to ill health, period of maternity leave or part-time working) he/she should include a cover letter**[[2]](#footnote-2)[1]** to the Chair of SPC (and FPC as appropriate) providing detail of how it has contributed to the quantity of their outputs and general progress. Any such ‘gaps’ will not be detrimental to a case where quality is clearly evidenced but a sustained pattern of achievement must be evident. Unless specifically instructed to do so by the candidate, the SPC and FPC Chairs will not share the letters with the other committee members but they will give some guidance as to how the case should be considered.  It is noted that where Head of Divisions do not have full disclosure this can affect their ability to provide an accurate/complete supporting assessment for the promotion candidate.  In most cases the Head of Division will be already aware of the circumstances but where this is not the case, People Partners will liaise with the Head of School, the promotion candidate and the Head of Division to establish a way forward.  It is expected that any periods of illness which are cited as mitigating circumstances will have been appropriately documented at the time.  People Partners will check that this is the case.

**Appeals**

1. Candidates unsuccessful at FPC may appeal the decision not to promote them by writing to the Executive Director of People by the date specified in the written notification that their application has been unsuccessful. (This date will allow at least 10 working days for appeals to be made). The Executive Director of People will arrange an Appeal Panel which will comprise of the Deputy President and Deputy Vice-Chancellor (Chair) and the Vice-President and Deans who will not be part of the determination of appeals from their own Faculty. Appeals will only be considered on the grounds of procedural irregularity. Individuals will be advised in writing of the deadline for submission of appeals.

The decision of the Appeal Panel is final. The Chair of the Review Panel will be responsible for confirming the outcome of the review to both the individual and the Chair of the relevant FPC.

**Implementation**

1. The Vice-President/Dean, in consultation with the Head of School and Faculty Director of People, will establish a level of salary for all newly promoted candidates and make arrangements for the appointments to be reported to Senate.
2. Successful candidates will be promoted with effect from 1 August following. Candidates who are promoted to Research Associate will be put on the minimum point of the Grade 6 salary scale. Candidates who are promoted to Lecturer (Grade 6) will be put on the minimum point of the Lecturer scale. Candidates who are promoted to Research Fellow and Lecturer (Grade 7) will be put on the minimum point for Grade 7. Candidates who are promoted to Senior Lecturer/Senior Research Fellow will be put on the minimum point of the Senior Lecturer scale (Grade 8). For all of the above, where her/his salary is already greater than this amount, s/he will receive the value of one increment on their new scale. Readers will receive the value of one additional increment. Candidates who are promoted to Professor will be put on the minimum point of professorial zone E, or, where her/his salary is already greater than this amount s/he will receive the value on one increment on their new scale. Candidates who are paid on the clinical academic consultant contract will not receive an increase in salary as a result of the promotion.
3. Following confirmation of cases from FPC, the School is responsible for providing People Services with a revised job description and person specification for all successful promotion cases, by no later than 1August.

**Fast track application**

1. Exceptionally, in cases of threatened loss of a key member of staff, where there is clear evidence that the member of staff has received or is likely to receive an offer from another University or organisation, and is considered to be qualified for promotion and therefore where there is an urgent need to consider promotion cases **outside** the normal cycle, a fast track application route is available.
2. Where a School wishes to put forward such a case, the Head of School should, in the first instance, discuss the circumstances with the Vice-President/Dean. Once a view has been taken on whether the case merits urgent attention, the Vice-President/Dean will review the written case from the School and the CV of the member of staff to gain a preliminary assessment of the readiness for promotion, in order to decide whether to refer the case to the FPC. The case from the School must clearly address the reasons for using the fast track application route. References, where applicable, must also be provided for consideration by the FPC. Cases should be assessed at all stages against the normal promotion criteria
3. The Vice-President/Dean, having consulted members of a properly constituted FPC, may then approve the case. It is anticipated that judicious and disciplined approach to performance and development review, appraisal and regular review will lead to candidates for promotion being submitted in a timely manner in the normal cycle and this route being rarely adopted.

1. This will usually be the individual’s line manager such as Head of School or Head of Division but in some cases it may be more appropriate to use a senior colleague (ideally a Professor) with specialist knowledge of a specific area. [↑](#footnote-ref-1)
2. [1] The cover letter citing these mitigating circumstances is not included in the word counts for the supporting statements. [↑](#footnote-ref-2)