

The Academic Promotions Process

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Aims of Session

- To understand the Academic Promotion Process including the roles of School, Faculty and University-level Committees
- To provide key messages to assist potential promotion candidates to plan and prepare an application for promotion.

The Academic Promotions Process: Committee Structure Overview

SPC

- SCHOOL PROMOTIONS COMMITTEE (SPC)

FPC

- FACULTY PROMOTIONS COMMITTEE (FPC)

HRSC

- HR SUB-COMMITTEE (HRSC) Reporting Only

Consideration of cases

Decision made by SPC

- Promotion to Research Associate
- Promotion to Research Fellow
- Promotion to Grade 7 Lecturer (Teaching Focused)

Decision made by FPC

- Promotion to Senior Lecturer
- Promotion to Senior Research Fellow
- Promotion to Reader
- Promotion to Chair

Getting started.....

- 1. Review** the University Policy and criteria, and the Faculty Procedures:
 - Application process and timetable
 - Criteria on which decisions are made
 - Guidance on construction and presentation of CVs, Supporting Statements and References
2. Be clear about the **career track** on which you are seeking promotion:
 - Teaching and Research/ Teaching Focused/ Research only.
3. Understand the relevant **Criteria** applicable to your case
- 4. Advice** from line manager or mentor
 - Timing of application
 - Career track
5. Think about who will provide your **supporting statement and references** and contact them
6. Think about and focus on **evidence** of achievements

How cases are judged

Promotion Levels

Professor

Reader

Senior
Lecturer

Grade 6 to 7
Lecturer

(Senior)
Research Fellow/
Associate

Activity Areas

Research (R)

Teaching and
Learning (T)

Academic Enterprise &
Knowledge transfer
(AE&KT)

Service &
Leadership (S&L)

Career Tracks

Teaching &
Research
R, T, AE&KT, S&L

Teaching Focussed
T, AE&KT, S&L

Research Focussed
R, AE&KT, S&L

Elements of a case 1: CV

1. Individuals should submit the following:
 - A statement that they wish to be considered for promotion which briefly explains the basis on which they consider they meet the criteria for promotion.
 - An up-to-date copy of their CV presented according to the format presented in Appendix 1, and should only include information presented under these headings
2. Detailed guidance on **presentation** of CVs in Faculty Procedure
3. Up to three out of the four areas of activity must be demonstrated depending on level and track
4. Focus on **evidence** of impact and achievement

Types of Evidence: Research

Quality and academic impact of activity, not just volume per se.

Indicators of the academic impact include:

- Citations and book reviews.
- Other proxy indicators, such as the prestige and reputation of the monograph publisher or journal ranking may be pertinent.
- Successful and timely PhD supervision (not just numbers of PhD students)
- External research funding secured, and external applications which received a high evaluation score but did not succeed in securing funding.
- In the case of promotion to reader or professor the referees' comments will be important in addition to the internal supporting statement provided by a senior colleague.

Types of Evidence: Teaching and Learning

Evidence for excellent teaching comes from a number of sources including:

- Peer review
- Student evaluations
- Completion of relevant professional development (in addition to HNAP)
- Innovation in curriculum content or teaching delivery.

Supplementary guidance on the criteria and potential evidence for achievement in teaching, learning and student-related activities can be found in Annex 2 of the University 'Guidance Notes: Criteria for Academic Promotions'.

These are relevant to all promotion candidates and not just those on a teaching focused career track.

Types of Evidence: Academic Enterprise & Knowledge Transfer and Service & Leadership

Knowledge Transfer/Knowledge Exchange and Impact:

The criteria for this category are detailed in the promotions guidelines, and you should follow these guidelines closely, but includes:

- Transfer of intellectual property into the wider economy
- Contribution to the development of academic enterprise

Service and Leadership evidence comes from:

- Willingness to undertake such roles when the opportunity arises
- Evidence of effective performance (not just time served)
- This may include innovation.

Elements of a case 2: Supporting Statements

- Both individual and senior colleague should pay close attention to the guidelines (appendix 2 of the Faculty procedures).
- Don't repeat or summarise information contained in the CV or references
- Set out how the candidate meets the criteria for the higher level and exceeds the criteria for their current level.
- Provide evidence of substantial progress since last promotion or unsuccessful application
- In the case of an earlier unsuccessful promotion application, evidence should be included of how any feedback has been addressed.
- Maximum 500 words with a minimum font size of point 12.
- Focus on evidence, avoid superlatives, eulogies and un-evidenced assertions

Female candidates

- Periods of maternity/adoption leave or other significant absences due to caring responsibilities should be clearly highlighted in your application.
- Periods of part-time working should also be clearly identified.
- Members of SPC and FPC are provided with E&D training and membership of committees should reflect principles of gender and ethnic diversity.
- Mentoring is very valuable (more later in the day)

Success rates at FPC

2014/2015

Female candidates had a 76% success rate

Male candidates had a 68% success rate

2015/2016

Female candidates had a 76% success rate

Male candidates had a 77% success rate

2016/2017

Female candidates had a 82% success rate

Male candidates had a 78% success rate



The University of Manchester

Any Questions?