

## Research Staff Promotion FAQs

Do I need to be invited to apply for promotion?

No, you do not need to wait to be invited to apply. You should apply when you think your work and contribution to the University is at a level where it meets the criteria at the next research staff grade. Your faculty will publish annually the timetable for the submissions of cases, please see [Faculty guidance for further information](#)

Do I need my line manager and/or Principal Investigators permission?

No, you do not need anybody's permission but your line manager and/or principal investigators is likely to have valuable feedback to help you prepare your application and showcase your achievements. All feedback is subjective therefore gather as much feedback as possible including from head of school / department/ division, academic promotion champions, mentors and peers. The case you submit will require a 'Senior Colleague' statement of your choosing.

What documentation is required?

You need to submit your CV in the Manchester format, an individual statement form and a senior colleague statement. There are slight variations in each Faculty so please see [Faculty guidance for further information](#)

Who can I ask to provide a senior colleague supporting statement?

You need to ask a University of Manchester employee at a senior level. It is helpful to select someone who knows you and your work and the contribution you are making to your discipline and to the University. If your role and impact spans multiple areas it may be helpful to include supporting statements within your CV and/or the senior colleague statement from people who can endorse your wider work and impact.

Do I need references?

You will not need to provide the names of referees unless you are applying to be promoted to Reader or Professor. In which case please see [Faculty guidance for further information](#)

How long can the CV be?

No more than 10 pages, double sided (i.e. 20 sides), font size 10.

Do I need to follow the CV guidance?

Yes, you need to follow the layout recommended by your Faculty. The panel will have many applications to review and will expect to be able to find the information they need in the same order and orientation. Please see [Faculty guidance for further information](#)

When gathering evidence how many years can I go back?

The panel will consider evidence in the last 5 years or since your last promotion at the University of Manchester. If you have any mitigating circumstances then this will be taken into account. For example if you have worked 0.5FTE than you can go back 10 years which is the equivalent of 5 years as an active research staff. You must make it clear in your CV and individual statement all mitigating

circumstances and the impact this has had on your case for promotion. This can include, but is not restricted to, a reduction in FTE, a disability, extended leave, career breaks, COVID impact etc.

N.B. Your CV may include relevant career history and achievements throughout your entire career although it would be helpful to order these in reverse chronological order for the panel to see your most recent evidence first.

Can I include evidence from previous research roles including within another institution?

Yes, you can include evidence and relevant career history gained outside of the University if you can demonstrate that it is/or has been of benefit to the University of Manchester.

Will my teaching and learning contributions be recognised by the panel?

Research Staff contribution to teaching and learning is highly valued and will be recognised by the panel but you will also need to make a strong case for promotion through your research achievements and impact.

Can I apply for promotion on the grounds of teaching and learning?

You will normally apply for the track that is in line with your original contract of employment. For Research Staff this is usually the Research Pathway. Please note therefore that if you wish to change promotion tracks, please discuss with your Head of School / Department in the first instance.

Will extended leave, career breaks and other mitigating factors that may have impacted my productivity and contribution be taken into account?

Yes, all mitigating factors will be fully considered by the panel and should be documented on the individual statement form and all reflected in your CV career history.

Can I apply for promotion two grades above where I am currently employed?

Yes although this is not common with the exception of staff who apply for promotion to Prof from Senior Fellow/Senior Lecturer

If I apply for promotion two grades above my current grade could the panel award me one grade increase?

No, if you state that you would like your application to be considered for promotion two grades above your current grade then the panel will use criteria two grades above to assess your case. For example, where an application for promotion to Chair is unsuccessful it will not then be considered for promotion to Reader in the same promotions round.

Can I apply for promotion when I am still on probation?

Yes, you can apply for promotion whilst on probation as long as you provide evidence that meets the higher grade criteria.

Who sits on Promotion Committee Panel?

There are two panels, one at School (Department level in FSE) level and one at Faculty level.

School Promotion Panel usually includes Head of School (chair), Leads for Research and Teaching, Learning and Students, Heads of Department or Division, Research Staff representative, HR partner, an external Professor from outside the School,.

Faculty Promotion Committee usually includes the Vice-President and Dean (as chair); the Vice Dean for Research; the Vice Dean for Teaching, Learning and Students; an appropriate Vice Dean/Associate Dean from another Faculty; two other professors and a non-professorial member appointed by the Vice-President and Dean subject to approval by the Faculty Committee and Head of Faculty HR.

Members of Promotions Committees (School and Faculty) will have undertaken an approved training course in equality and diversity and should be chosen to reflect principles of gender and ethnic diversity.

What's the difference between School (Department in FSE) and Faculty promotion panels?

All applications will be reviewed by the School (Department in FSE) Promotions Committee. The School Promotions Committee 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 School Promotions Committee will recommend

If my promotion application is successful where will the money come from to support my salary increase?

Funding for promotion is independent of the grant that you are currently funded by and any additional costs will be met by the School for the remainder of your current contract'.

Will promotion to the next research staff salary grade make me too expensive to be included as research staff in future grant applications?

It is important that research staff are recognised and rewarded for the contribution to the University that they are making. If you are working at a higher level then you should be promoted to that level. If a future grant requires a researcher with your skillset and experience and at a higher level then this should be costed into the grant and the justification of resources should reflect this. This is in line with the terms and conditions of Research Funders who support the career development and reward and recognition of Research Staff.

How long does the whole process take from submitting your application to being promoted to the next research staff salary grade?

The exact timetable for promotion will be set in November each year and dates may differ by School and Faculty so please see [Faculty guidance for further information](#). A call for applications usually comes out in November with an application deadline of end Dec or early Jan. Panels usually sit in April (School) and July (Faculty) and you will be notified of outcomes shortly afterwards. Your salary increase will come into effect from 1<sup>st</sup> Aug. N.B. during the pandemic salary increases for promotion to senior fellow/lecturer and above have been paused.

Is it worth applying if my contract is coming to an end before the promotion will be awarded?

Research Staff contracts are commonly re-deployed or their contracts are extended therefore if you have evidence of meeting the criteria at a higher Research Staff grade then you should apply.

### Can I appeal against panel decisions?

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 Head of Faculty Human Resources, who will arrange for the case to be considered by the Faculty Promotion Committee. The decision of the Faculty Promotion Committee will be final.

Candidates applying for promotion to grades 8 or above who are unsuccessful at Faculty Promotion Committee may appeal the decision not to promote them by writing to the Director of Human Resources by the date specified in the written notification that their application has been unsuccessful.