# Academic Promotion Procedure

This procedure is applicable to all staff in the Research and Teaching (including Research and Teaching, Teaching and Curriculum Leadership and Research career pathways) [job family](https://www.nottingham.ac.uk/hr/guidesandsupport/jobfamilies/jobfamilies/index.aspx) and seconded staff in UNMC and UNNC wishing to apply for promotion.

Please see the Academic Promotion Guidance for Applicants, and Academic Promotion Guidance for Heads of School/Department and Faculty Pro-Vice Chancellors for more information. The documents referenced in this procedure can all be found on the [Academic Promotion web pages](https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/promotion/index.aspx).

## **Equal opportunities**

The University values the diversity of its people and is committed to supporting equal opportunities and eliminating discrimination.

In assessing promotion applications, all participants must judge the application directly against the University’s Academic Promotion Criteria. Only information submitted on the paperwork should be considered by the committee when arriving at a decision or recommendation. This is to ensure that the promotion process operates fairly and with due regard to the Equality Act 2010 and to the protected characteristics detailed within the Act. All information related to individual personal circumstances which is noted within the promotion documentation must be kept strictly confidential.

## **Academic Promotion Process**

Please note - for seconded staff at the overseas campuses where reference is made to Head of School/Department this will mean joint action between the UK Head of School/Department and the appropriate person at the overseas campus.

### **Step 1 - Initial discussion**

Applicants wishing to apply should initially discuss their application with their line manager, ADC appraiser or senior leader (i.e. Head of School/Department, FPVC, APVC) sufficiently in advance of submitting their application. In the case of staff applying from the UNMC or UNNC campuses, this initial discussion must be with their Head of School/Department (UK based) or with the campus Provost (or the most appropriate person).

Applicants should receive feedback as to whether their application is ready for submission and if not, where the gaps appear to be, what is needed in general terms for it to be supported and how the applicant could address these issues.

### **Step 2 – Mitigating circumstances and requested adjustments**

If there are mitigating circumstances that may have impacted on the applicant’s ability to meet the Academic Promotion Criteria, the applicant should discuss these with their line manager/Head of School/Department (or the most appropriate person). Requested adjustments should be discussed and agreed in advance of applying or cannot be considered by the University Promotion Committee.

### **Step 3 – Applicant-nominated external adviser (for level 7 applicants only)**

For level 7 promotion applications, the applicant must nominate one external adviser to support their application. The external adviser nominated by the applicant should be contacted informally by the applicant to gain their agreement to act in this capacity prior to the applicant submitting their application for promotion. Once agreement is sought, the applicant should include their details in the application form.

### **Step 4 – Submission of the application form to School/Department**

All applicants must complete and submit their Academic Promotion Application Form by email to their Head of School/Department by the deadline set by the School or Faculty. The Head of School/Department should complete the Head of School/Department Statement for each applicant in preparation for the School or Faculty Pre-Committee meeting.

An advisory School/Faculty Pre-Committee Meeting may be convened to support an informed view of the promotion cases, as well as ensuring consideration to applications has taken place in a fair and consistent manner.

The Head of School/Department or FPVC must make a brief report to reflect the School/Faculty Pre-Committee discussion (using the Pre-Committee Report Pro Forma), sending it electronically to the FPVC (where appropriate) prior to the Promotion Committee, with a copy to Human Resources (HR) (BR-HR-Promotions@exmail.nottingham.ac.uk).

### **Step 5 – Submission of the Head of School/Department Statement**

Following the Pre-Committee meeting, the Head of School must finalise their Head of School/Department Statement, ensuring it reflects the committee discussions and recommendations. For seconded staff at the overseas campuses, an additional statement is required from the appropriate person in UNMC or UNNC. The Head of School/Department must send their statement to the applicant, copying in BR-HR-Promotions@exmail.nottingham.ac.uk by the deadline set.

All staff will have the opportunity of making a personal promotion application should their Head of School/Department or FPVC not endorse their application.

### **Step 6 – Submission of the application form to Human Resources**

The applicant is responsible for submitting their own Academic Promotion Application Form to HR by the University deadline. **Only the Academic Promotion Application Form should be submitted - supplementary information must not be submitted as it will not be considered by the Promotion Committee.** The application must be sent electronically (in Microsoft Word where possible), copying in their Head of School/Department, to BR-HR-Promotions@exmail.nottingham.ac.uk.

**Please note that applications received after the closing date will not be accepted.**

### **Step 6 – Consideration of applications and references by the Promotion Committee**

All applications will be reviewed in a consistent and fair manner against the appropriate Academic Promotion Criteria by the [relevant Promotion Committee.](https://www.nottingham.ac.uk/governance/universitycommittees/promotionscommittee.aspx)

Promotion applications to levels 4 and 5 will be considered and agreed by the Faculty Promotion Committee. Applications to level 6 and 7 will be considered and agreed by the University Promotion Committee. Applications to level 7 are considered twice by the University Promotion Committee. Firstly, to determine if the criteria have been met sufficiently to request references from external advisers and secondly to consider the references once they have been submitted.

For applications for promotion to level 7, three external advisers will be appointed in total, one nominated by the applicant, and two nominated by the School/Department. Appointment of the School/Department nominated external advisers should be made on the recommendation of the FPVC. FPVCs can use the External Adviser Nomination spreadsheet for recording and sharing the nominated external advisers with HR. These should be sent to HR (BR-HR-Promotions@exmail.nottingham.ac.uk) as soon after the first meeting of the level 7 Promotion Committee as possible.

All references will be sought by the Director of HR or nominee, on behalf of the Promotion Committee. Referees will be issued with the University’s Academic Promotion Criteria and are invited to comment upon the extent to which they feel the applicant meets the criteria. The FPVC will present, at a second meeting of the University Promotion Committee, the reports from the external advisers for level 7 applications. The Promotion Committee will then arrive at its decision.

## **Timetable**

Please see the promotion web page for the [up-to-date timetable](https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/promotion/academic-promotion-timetable.aspx) (which may vary from year to year).

## **Confidentiality and feedback to applicants**

The detailed proceedings, especially with regard to the names of applicants and the discussions of the various committees concerned with promotions, are to be treated as strictly confidential. However, the importance and value of providing appropriate information and feedback to applicants is also recognised, especially to the unsuccessful applicants.

Promotion Committees are required to complete a Promotion Committee Feedback Pro-Forma for each applicant which will allow the committee to recognise areas of excellence as well as specifically note where the applicant has not met the Academic Promotion Criteria. The HR representative sitting on the committee will be responsible for recording the feedback and ensuring it is approved by the Promotion Committee. Once it is finalised, the HR representative should send the Promotion Committee Feedback pro-forma to the relevant Faculty Pro-Vice Chancellor (FPVC), copying in HR (BR-HR-Promotions@exmail.nottingham.ac.uk).

It is the responsibility of the FPVC to ensure that all applicants are informed of the outcome of their application in a timely manner. **Specific feedback on the promotion application should only be shared with the applicant once the Promotion Committee Feedback pro forma has been received and approved by the FPVC.**

The line manager/Head of School/Department and the individual should then review the Appraisal and Development Conversations (ADC) goals of the individual in line with the feedback from the Committee. In the case of overseas applications, the FPVC should put in place the most appropriate feedback mechanisms, which may be via the campus Provost or the Head of School/Department (UK base).

##  **Appeals Process**

Unsuccessful applicants may appeal against a promotion decision, on the grounds of procedural irregularity only. Should an applicant wish to appeal, they should write to the Director of HR, outlining the alleged flaw in the procedure, **within 21 calendar days** of the decision being communicated to the individual member of staff concerned. The appeal will be held in accordance with the relevant procedure. If the panel upholds the appeal, it will refer the case and its report for reconsideration to the appropriate Promotion Committee.