

R2 ACADEMIC TITLE AND PROMOTION

Purpose and scope

- 2.1 This section of the Consolidated Academic Policies and Regulations (CAPR) explains the principles of academic title. In particular, it explains how academic title is used to recognise and reward achievements, especially those that further the College's vision and goals.
- 2.2 This policy applies to all College staff who hold, or will hold on a specified date, a full-time or fractional appointment (not associate) on an ongoing or fixed-term basis, and any decision or recommendation on academic title made on or after 1 June 2017 regardless of the date of the event or activities giving rise to the decision.
- 2.3 This policy only applies where an applicant:
 - a) has successfully completed their probationary period;
 - b) has a minimum period of service with the College of twelve (12) months at the application date; and
 - c) has a minimum period since their previous application of twenty-four (24) months – except where the applicant would be significantly disadvantaged by not being able to apply in the next promotion round.

NOTE: The College does not currently promote anyone to Associate Professor or Professor. The Provost may recommend individual appointments to these titles if the person has previously been appointed to the title by a competent body in the UK, and exceptionally in other countries. Instead, the College may make appointments to Principal Lecturer, and in these appointments will follow a similar promotion process to that described below for Associate Professors.

Definitions

- 2.4 'Scholarship' means:
 - a) applying the latest knowledge of a discipline or professional specialism to broader activities and practice; and
 - b) communicating the results in ways that peers validate and that influence others beyond the College.
- 2.5 'Research' means a process of investigation leading to new insights that peers effectively share and validate or debate, and that influences others beyond the College.

Introduction

Overview

- 2.6 It is important to the College to maintain the standard and quality of its awards, and to ensure that students receive the productive and challenging education and learning experiences they desire.
- 2.7 As part of this, it is important that the College has sufficient academic staff of suitable standing to provide its awards; that the College provides fair and equitable recognition for their academic achievements; that these procedures uphold the College's beliefs in social justice and inclusion; and that the College seeks to maintain public confidence in the integrity of its awards.

Principles

2.8 The College's academic staff is divided into four (4) divisions and five (5) grades, as follows:

	Permanent	Associate (professional)	Associate (academic)	Emeritus
<i>Level A</i>	Teaching Fellow			
<i>Level B</i>	Lecturer	Associate Lecturer	Associate Lecturer	
<i>Level C</i>	Senior Lecturer	Associate Senior Lecturer	Associate Senior Lecturer	
<i>Level D</i>	Associate Professor	Visiting Fellow	Visiting Associate Professor	Emeritus Associate Professor
<i>Level E</i>	Professor	Honorary Fellow	Visiting Professor	Emeritus Professor

2.9 In appointing a Teaching Fellow (Level A), the College will bear in mind the expectation that a Teaching Fellow:

- a) will work with the support and guidance of more senior academic staff and is being appointed to a role to develop their expertise and autonomy in teaching, research or scholarship; and
- b) will do limited administration, mainly regarding their teaching, research or business/community engagement.

2.10 In appointing a Lecturer (Level B), the College will bear in mind the expectation that a Lecturer:

- a) will do independent teaching and research in their discipline or related area. In research, scholarship or teaching, a Lecturer will make an independent contribution through professional practice and expertise and coordinate or lead the activities of other staff, as appropriate to the discipline;
- b) will normally contribute to teaching at undergraduate, honours and postgraduate level (including initiating and developing programme material), and engage in independent scholarship, research or professional activities appropriate to their profession or discipline; and
- c) will normally do administration mainly regarding their activities at the College. Lecturers may be required to perform the full academic responsibilities of, and related administration for, the coordination of an award.

2.11 In appointing a Senior Lecturer (Level C), the College will bear in mind the expectation that a Senior Lecturer:

- a) will make a significant contribution to the discipline at a national level. In research, scholarship or teaching, they will make original contributions that expand knowledge or practice in their discipline;

- b) will normally make a significant contribution to research, scholarship or teaching, external engagement and the administration activities of a module or an interdisciplinary area at undergraduate, honours and postgraduate level; and
 - c) will normally play a major role or provide a significant degree of leadership in scholarly, research or professional activities relevant to the profession, discipline or community. They may also be required to perform the full academic responsibilities of, and related administration for, coordinating a large award programme or a number of smaller award programmes.
- 2.12 In appointing an Associate Professor (Level D), the College will bear in mind the expectation that an Associate Professor:
- a) will normally make an outstanding contribution to the research, scholarship or teaching and administration activities of a module, programme or interdisciplinary area;
 - b) will make an outstanding contribution to the governance and collegial life inside and outside the College and will have attained recognition at a national or international level in their discipline; and
 - c) will make original and innovative contributions at national level to the advancement of scholarship, research and teaching in their discipline.
- 2.13 In appointing a Professor (Level E), the College will bear in mind the expectation that a Professor:
- a) will provide leadership and foster excellence in research, teaching and policy development in the College's academic discipline and in the community, as well as in professional, commercial and industrial sectors; and
 - b) will have attained recognition as an eminent authority in their discipline, and will have achieved distinction at the national level. They may be required to have achieved distinction at the international level.
 - c) A Professor will make original, innovative and distinguished contributions to scholarship, researching and teaching in their discipline. They will make a commensurate contribution to the College's work.
- 2.14 All academic titles must be followed by a reference to the staff member's disciplinary expertise, e.g., Lecturer in Development Economics. The reference must be specific enough to differentiate their expertise from that of another person in a similar discipline.
- 2.15 The College may establish a procedure for withdrawing a title. A title must be withdrawn immediately on retirement, leaving the College's employment, or for any reason that the College regards as sufficient.

Procedures

- 2.16 The process for applying for an academic title has four (4) stages:
- Stage 1 – Preparing an application.
 - Stage 2 – Submitting an application.
 - Stage 3 – Considering the application.
 - Stage 4 – Deciding on the application.

Stage 1 – Preparing an application

2.17 If a student is thinking about applying for academic promotion, they will discuss their situation with their Performance and Development Review (PDR) supervisor before starting the formal process.

2.18 The application will address two (2) criteria:
a) Criterion 1 – Qualifications; and
b) Criterion 2 – Areas of Activity.

2.19 For Criterion 1, an applicant must normally meet the qualification criteria or make a case for equivalent accreditation or standing for the level of promotion they seek.

Promotion to Level B or Level C (Lecturer/Senior Lecturer)

Applicants will normally have a Master's-level qualification in the discipline area relevant to their work for the College. They must also have a fellowship of the Higher Education Academy. Applicants at Level C will normally have an appropriate teaching qualification, or equivalent.

Promotion to Level D or Level E (Associate Professor/Professor)

Applicants will normally have a doctoral-level qualification in a discipline area relevant to the College's work. Applicants will also normally have an appropriate teaching qualification, and at least a senior fellowship of the Higher Education Academy, or equivalent.

2.20 In deciding upon equivalent accreditation or standing, the Promotions Panel will bear in mind experience in teaching, research and scholarship, industry, previous employment; and professional contributions.

2.21 For Criterion 2, the College assesses four (4) activity areas for promotion:
a) Teaching.
b) Scholarship and research.
c) Knowledge transfer/engagement.
d) Citizenship/enabling contribution.

2.22 The College will normally need evidence of achievement in all the four (4) activity areas. However, exceptionally, it may consider an application based on two (2) or three (3) of them if the staff member is intensive in teaching, external engagement or research and their application is formally endorsed by the relevant Dean of Faculty.

Explanation of areas of activity

Teaching contribution will require evidence of impact in some of the following:

- Excellence in teaching from peer review, from student evaluations or from assessment results.
- Significant contribution to the subject through outstanding development of teaching or learning aids (books, videos, computer-assisted learning materials, etc.).
- Development of new modes of delivery of the curriculum.
- Enhancement of teaching and learning within and beyond the Department.
- Receipt of a Distinguished Teacher Award.

Scholarship contribution will require evidence of impact in some of the following:

- Seminal contribution(s) to the body of knowledge.
- Substantial record of output in the form of books, articles in refereed journals, and (in appropriate areas) exhibitions, or other outputs appropriate to the discipline.
- Invitations to give seminars and lectures and to participate as principal speaker/discussant at national or international meetings or events.
- Membership of peer review bodies/committees.
- Leadership role in professional organisations where appropriate.
- Strong record of support through grants for scholarship and research.
- Established record of supervision of research students and research staff.

Engagement contribution will require evidence of impact in some of the following:

- Application of knowledge to improve the performance of business, e.g., consultancy, invention disclosures, intellectual property (patents, etc.), or spin-out companies.
- Activities that increase the engagement between the public and the discipline through dissemination to, consultation of or collaboration with public groups.
- Informing public policy, government, or engaging with the heritage or cultural sector.
- Significant enhancement of the quality of life of a community.
- Innovation in the development of industry-sponsored contracts, schemes for employing students in industry, KTPs (Knowledge Transfer Partnerships) etc.
- Pursuing the highest level of excellence in a field of practice.
- Innovation in technique or procedure in the exercise of a field of practice.

Citizenship will require evidence of impact in some of the following:

- A significant contribution to the management or administration of a Department which benefits the College and enhances the activities of its members.
- Providing an organisational framework that maximises the effectiveness of other researchers and teachers in the Department.
- Commitment and participation in College committees.

- | |
|------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• External activity regarding learned societies, research councils, government committees etc. |
|------------------------------------------------------------------------------------------------------------------------------------------------|

Stage 1 – Submitting an application

- 2.23 A staff member may only submit an application for promotion:
- a) in writing on the prescribed form with the applicant's full name and signature;
 - b) by 4pm within the published deadline; and
 - c) to the place and person shown in the written instructions.
- 2.24 The application must include:
- a) full current academic curriculum vitae;
 - b) a report for promotion from the Head of Department for Levels B and C, or from the relevant Dean of Faculty for promotion to Levels D and E; and
 - c) all relevant evidence or details of events in support of the request.
- 2.25 On the application form, applicants must nominate the percentage weight they wish the Promotions Panel to give the four (4) activity areas (i.e., teaching, scholarship, citizenship, external/business engagement) when assessing their application.
- 2.26 The weightings must be within the ranges set for each level (unless the applicant wants promotion as a research-, engagement- or teaching-intensive staff member) and must total 100%.

Stage 2 – Consideration of the application

- 2.27 Firstly, the College will consider whether an applicant possesses the level of qualification, equivalent accreditation or standing required for the promotion they seek. If the panel finds the applicant lacks the necessary level of qualification or equivalent accreditation and standing, it will not consider the application further and the application will be unsuccessful.
- 2.28 Secondly, the College will assess an applicant's achievement against the criteria specific to the promotion, rating it against each of the criteria.
- 2.29 In deciding its rating, the College will consider:
- a) professional and disciplinary norms;
 - b) differences in opportunities previously provided or available for career development;
 - c) an applicant's entire academic career but emphasise achievements during the previous five (5) years or equivalent (breaks in career for family or other similar responsibility being taken into account in deciding equivalence) or since the last promotion or appointment at the College (or both); and
 - d) the quality as well as the quantity of achievement.
- 2.30 In assessing applications from part-time staff, the Promotions Panel will assess quantity of output on a proportionate basis; however, it will expect the same quality of achievement as for full-time staff.
- 2.31 Once ratings have been agreed – usually by discussion and consensus – the panel will calculate a single score by applying the applicant's nominated weightings.

- 2.32 If the College is unable to come to a consensus rating or decision, or requires clarification on the candidate's qualification or areas of activity it may request an interview with the applicant.

Stage 3 – Decision on the application

- 2.33 The College will then consider the score for all applicants using their weightings. Where a threshold is reached, the applicant will be recommended for promotion. It will then provide an effective date of promotion for successful applicants within six (6) months of the date of its meeting.
- 2.34 For promotion to Levels B and C, the Dean of Faculty will personally inform the applicant verbally, then in writing, of the outcome of their application. An unsuccessful applicant may ask to meet the relevant Dean of Faculty and the PDR supervisor for feedback.
- 2.35 For promotion to Levels D and E, the College will inform the applicant of the outcome of their application verbally, then in writing, of the outcome of their application. An unsuccessful applicant may ask to meet the Provost and their PDR supervisor for feedback.
- 2.36 Feedback on unsuccessful application will include:
- a) the Promotions Panel ratings for each criterion and the overall score;
 - b) written summary of the reasons for the ratings; and
 - c) advice for the applicant for subsequent applications.
- 2.37 An applicant may appeal only on the grounds of process.
- 2.38 An appeal on the grounds of process may be lodged with the Director of Human Resources within one (1) month of the applicant being informed of the outcome of an application. The appellant will outline their reasons for the appeal.
- 2.39 The appeal will be heard by a panel comprising the Director of Human Resources, another Senior Officer of the College, and a co-opted member of the Staff Consultative Committee chosen in consultation with the staff member.
- 2.40 If the panel concludes there has been no breach of process, it will inform the appellant accordingly. There will be no further right of appeal.
- 2.41 If the panel concludes there has been a breach of process, it will refer all relevant documents to the Chair of the relevant panel with a recommendation to correct the breach of process.

Advice and support

- 2.42 Advice for staff on academic title and promotion is available from their nominated Head of Department or senior member of academic staff. More complex queries may be referred to appropriate individuals.
- 2.43 If any staff development needs are identified through the operation of the promotions procedures, these will be notified to the Staff and Educational Development Team for inclusion in the annual College programme of learning and development.

Fees

- 2.44 No additional fees or charges are associated with this policy.

Legal and regulatory context

- 2.45 This policy has been developed having regard to the principles and obligations outlined in Equality Act 2010.
- 2.46 In addition, this policy has particularly had regard to the United Nations Educational, Scientific and Cultural Organisations (UNESCO) Recommendation concerning the Status of Higher-Education Teaching Personnel (11 November 1997) and the principles of any signatory country under this recommendation.
- 2.47 The College may not be bound by the principles in paragraph 2.46 and this policy alone may not provide the procedure to meet all of these principles, some of which may be met by other College policies and procedures. It uses the principles as guidance only, to help it deal soundly with these matters.

Enforcement, monitoring and review

- 2.48 If any person or body in the College refuses to comply with a request or decision made to enforce this policy, their refusal must be reported to the Provost, who will take such action to enforce this policy as they think necessary.
- 2.49 Each year, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how this policy is interpreted and applied.
- 2.50 The annual report must include statistical data on the number of promotion applications received; the outcomes, Departments and programmes from which they originate; the length of the process; and the equality characteristics (including sex, disability and ethnicity) of those who apply and are successful.
- 2.51 Every two (2) years, the College must review this policy to ensure that:
- a) it remains up to date and continues to meet the expectations of the UK Quality Code, applicable legislation or guidance;
 - b) areas of improvement, or any concerns, raised by students, external examiners, or professional bodies have been addressed; and
 - c) opportunities to reduce unnecessary bureaucracy have been taken.

Schedule (not part of the policies and regulations):

Responsible Officer: Director of Human Resources
Approved by: Board of Directors and Academic Board
Version: 1.0
Date: 25 November 2015
Monitoring and Review Body: Academic Board
Effective From: 01/06/2017
Next Scheduled Review: January 2018