

2018/19 Promotion Committee Process for Academic and R&A Staff

Please note: All cases to be submitted to HR in PDF format rather than paper submissions

	Item	Action needed	Deadlines	Timing of discussion by Faculty Promotions Committee
ANY MEETING	Confirmation of appointment (ATR & ATS)	<ul style="list-style-type: none"> Staff member to complete Academic Promotions template. https://www.uea.ac.uk/hr/employee-information/promotions/academic Case to be discussed at School Promotion Committee. Where approved, cases forwarded to HRD for consideration at Faculty Promotions Committee with supporting statement from Head of School including MA-HEP comments. Please note: MA-HEP should be completed for confirmation to be approved – discuss with HR if this is not the case. 	<p>24/10/18 (for Autumn meeting) – to HR</p> <p>09/01/19 (for Spring meeting) - to HR</p> <p>10/04/19 (for Summer meeting) – to HR</p>	<p>Any Faculty Promotions Committee meeting</p> <ul style="list-style-type: none"> Autumn 28/11/18 Spring 13/02/19 Summer 08/05/19
SPRING	Promotion to Chair	<p>As above, but:</p> <ul style="list-style-type: none"> Where approved at School Promotion Committee, the case must be forwarded to HRD accompanied by a supporting statement from the Head of School, with details of three external assessors. External assessors reports will be sought by HRD following Faculty Promotions Committee for prima facie cases. Where not approved, Head of School to notify staff member before personal submission deadline. 	<p>09/01/19 - to HR</p> <p>02/01/18 – notification to individuals</p>	<p>Spring Faculty Promotions Committee meeting</p> <ul style="list-style-type: none"> Spring 13/02/19 <p>Prima facie cases discussed at the Summer Faculty Promotions Committee following receipt of external assessors' reports</p>

	Item	Action needed	Deadlines	Timing of discussion by Faculty Promotions Committee
AUTUMN	Promotion of <ul style="list-style-type: none"> Lecturer A to Lecturer B Tutor/Senior Demonstrator to Lecturer B 	<ul style="list-style-type: none"> Staff member to complete Academic Promotions template https://www.uea.ac.uk/hr/employee-information/promotions/academic Case to be discussed at School Promotion Committee. Where approved, cases forwarded to HRD with brief supporting statement from Head of School, for consideration at Faculty Promotions Committee. Where not approved, Head of School to notify staff member before deadline to enable personal submission. 	24/10/18 – to HR	Autumn 28/11/18
AUTUMN	Promotion of <ul style="list-style-type: none"> ATS Academic grade 1 to ATS Academic grade 2 	<ul style="list-style-type: none"> Where not approved, Head of School to notify staff member before deadline to enable personal submission. 	24/10/18 – to HR 17/10/18 – notification to individuals	Autumn 28/11/18
SPRING	Promotion to Senior Lecturer		09/01/19 - to HR 02/01/19 – notification to individuals	Spring 13/02/19
SPRING	Promotion and/or appointment to Reader	As above, in addition: <ul style="list-style-type: none"> Where approved at School Promotions Committee, the case must be forwarded to HRD accompanied by a supporting statement from the Head of School. Where not approved, Head of School to notify staff member before deadline to enable personal submission. 	09/01/19 - to HR 02/01/19 – notification to individuals	Spring 13/02/19

AUTUMN/SPRING	Honorary Appointments and Promotions <ul style="list-style-type: none"> • Chair • Reader 	<ul style="list-style-type: none"> • Case to be discussed at School Promotion Committee. • Where approved, a CV and statement of support from the Head of School, setting out details of the candidate's relationship with, activities within, and the benefits to the School, along with indicative benchmarking of scores for the most relevant areas of Teaching, Research and E&E, should be forwarded to HRD for consideration at the Honorary Chairs & Readerships Committee. 	09/01/19 – to HR	N/A Decision taken by Honorary Chairs & Readerships Committee Recommendations made to Summer Promotions Committee
AUTUMN/SPRING	Honorary Appointments and Promotions <ul style="list-style-type: none"> • Lecturer • Researcher 	<ul style="list-style-type: none"> • Case to be discussed at School Promotion Committee (new cases, and renewals post-July 2019). • Where approved, a CV and statement of support from the Head of School, setting out details of the candidate's relationship with, activities within, and the benefits to the School, should be forwarded to HRD. 	01/03/19 – to HR	N/A HR confirm Honorary Appointments following School approval
SPRING	Re-grading of R&A staff	<ul style="list-style-type: none"> • Staff member to complete RA Application Form template https://www.uea.ac.uk/hr/employee-information/promotions/research • Case to be discussed at School Promotion Committee. Refer to CRS grading criteria on HRD website. • Where approved, cases forwarded to HRD with brief supporting statement from Head of School, for consideration at Faculty Promotions Committee. • Where not approved, Head of School to notify staff member before deadline to enable personal submission. 	10/04/19 - to HR 03/04/19 – notification to individuals	Spring 13/02/19

SUMMER	<p>Special increments or discretionary points for</p> <ul style="list-style-type: none"> Lecturer A & B Senior Lecturer Reader R&A 	<ul style="list-style-type: none"> Staff member to complete Academic Promotions template https://www.uea.ac.uk/hr/employee-information/promotions/academic Case to be discussed at School Promotion Committee. Where approved, cases forwarded to HRD with brief supporting statement from Head of School, for consideration at Faculty Promotions Committee. Where not approved, Head of School to notify staff member before deadline to enable personal submission 	<p>10/04/19 – to HR</p> <p>03/04/19 – notification to individuals</p>	<p>Summer 08/05/19</p>
SUMMER	<p>Ex-gratia payments for</p> <ul style="list-style-type: none"> Lecturer A & B Senior Lecturer Reader R&A 	<ul style="list-style-type: none"> Staff member to complete 'Annual Review – Ex Gratia Payment' which includes a supporting statement of case from the Head of School https://www.uea.ac.uk/hr/employee-information/promotions/academic Case to be discussed at School Promotion Committee. Where approved, cases forwarded to HRD with brief supporting statement from Head of School. Where not approved, Head of School to notify staff member before deadline to enable personal submission. 	<p>10/04/19 – to HR</p> <p>03/04/19 – notification to individuals</p>	<p>Not applicable – recommendations are considered in HR</p>

Notes for School Managers

School Manager and Head of School PAs should schedule School Promotion Committees so that they take place before the Faculty Promotion Committees; prepare the agenda for the School Promotions Committee; and circulate information to appropriate parties and individuals in each staff group. With this in mind, Academic staff should be made aware of the School timetable for submission of recommendations for promotion (and Annual Review Awards when relevant) and given the opportunity to submit their own cases for consideration by the School Promotion Committee. **Please note: recommendations, including any personal submissions, should be emailed as a WORD document to include the HOS Statement, rather than submitted in paper format.**

Faculty-based ALC colleagues should not be overlooked.

Before the School Promotion Committee School Managers should:

- Ensure Committee members are aware of the meeting arrangements and have received copies of all submissions.

- Have a copy of the relevant promotions guidelines available <https://www.uea.ac.uk/hr/employee-information/promotions> and be familiar with the criteria and process for each type of case to be considered.
- Ensure that all cases for consideration are submitted on the current relevant promotions form. Return case to the staff member with guidance and a deadline for re-submission if this is not the case.
- Meet with Chair of School Promotions Committee (usually Head of School) to confirm order of business and to review the agenda
- Consider inviting HR Manager to attend the School Promotions Committee if difficulties with any case are anticipated.

During the School Promotion Committee School Managers should:

- Ensure that brief and accurate notes are taken for each case to support the decision.
- If any difficulties arise, contact Human Resources Manager for advice.
- **Make sure the ABC grades are recorded for each case.**

Afterwards School Managers should:

- Ensure cases are submitted to HR by the necessary deadline **as PDF documents**.
- Ensure that cases are accompanied by the Head of School's report, which should detail ABC gradings for Teaching, Research (for ATR staff) and E&E (and **MA-HEP** information for Confirmation of Appointment recommendations).
- Ensure that dates of Faculty Promotion Committees are in Head of School's diary.
- Confirm that where a case has not been approved by the School Promotions Committee the individual is notified by the Head of School **before the deadline for personal submissions**.