

## Academic Progressions Handbook: FAQ

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Q. The Green book states basing an application on last 5 years or to previous promotion but the APH is silent on this.

*A. This is deliberate. We are expecting an edited highlights history and the advice would be to consider the expected criteria as the bar to be met and whether you meet it or not may be irrelevant to how many years you've been in post. We are also looking for momentum and a sense of trajectory, so you need to consider how far back you need to go to show that you are doing more senior things and moving forward with your career. Finally, only you can decide on where in your career you can point to that shows an incremental progression since previous promotion.*

Q. If I only hit 7 of the 8 R&I expected criteria is it still worth applying?

*A. Yes, it isn't a check list.*

Q. How do I reflect special or confidential circumstances in the APH process?

*A. By speaking to the Head of School if you don't want to put it in your application. If you do, you can put it in your CV or on the last page of the application form.*

Q. My paperwork is ready for submission for a chair application through the Green Book following an unsuccessful application last year, but this means I have no time to re-write it for an APH submission in October.

*A. Under the Green Book you would need to wait until the Spring meeting to re-apply but you have an opportunity to apply earlier under the APH. It is a lot of work to switch and a short period of time but it might be worth it for you if this is your chosen route. If not, you haven't lost the opportunity as you can still go in the Spring. Both separate routes are open.*

*However, School and Faculty Committees will test any application they do not support against the criteria for the route not chosen by the individual (so as not to disadvantage). If you apply under the Green Book in Spring and do not satisfy the requirements through this route, your application will automatically be considered using the APH criteria. If you satisfy this route your promotion will move to the next committee and you will not need to complete alternative paperwork.*

Q. ATS staff are not expected to do research but often this can be very important in the role and it isn't reflected anywhere in the ATS criteria.

*A. APH calls this scholarship and recognises that it is needed to inform teaching – ES&I section has desirable criteria to reflect this.*

Q. How does the APH process help consistency when, arguably it looks more subjective?

*A. There is still an opportunity to make a personal submission; there is a much firmer expectation around feedback about why applications are unsuccessful, and a dialogue around what happens next. This will provide clarity around rationale for outcome, based on the expected criteria and the feedback to be given will be agreed in the promotions committee meeting. Consistency will be helped by having HR involved at each stage of the process, in an advisory capacity, and the technicalities to be embedded by better training for Promotions Committee members. It is as much about process as about framework.*

Q. Are there any guidelines around the composition of the School Promotions Committees

*A. School Promotion Committee composition is set out in the APH to try and ensure as much balance and experience as possible. There are no specific rules, just guiding principles.*

Q. Will holding a Trade Union role demonstrate leadership under APH rules?

*Yes this will be acceptable but it shouldn't be the only example of demonstrating leadership.*

Q. There is no indication of how many desirable criteria are required.

*A. Deliberately so, as an application could be a very strong under a few or with a broader contribution to more.*

Q. Do we ask for external assessor references for Chair applications in the APH?

*A. No, this requirement has been removed under the APH*

Q. Do people have to submit a teaching portfolio when applying through the APH?

*A. No, this requirement has also been removed.*

Q. Do Senior Lecturers have to apply for Associate professor, or the transfer will be automatic? Essentially do we have to "re-apply" for our jobs as happened during the integration project?

*A. There will be no 'automatic transfer' during the pilot, but neither will there be a need to 're-apply' for your job. Anyone promoted to Associate Professor through the APH will have that title. Any Senior Lecturers or Readers who wish to have the Associate Professor title can request a transfer to the new job title by contacting their HR Manager. If the APH is formally implemented after this pilot then all Senior Lecturers will move to the title of Associate Professor and Readers will be asked to confirm which title they would prefer. Further information will be provided prior to this move.*

Q. When can Senior Lecturers start using the Associate professor title? 1 August 2020 or 2021?

*A. Following formal transfer, via HR, immediately. (see above)*

Q. It was very clear in the green book that committees have to evaluate the last 5 years or since last promotion, whatever is shorter. However, we didn't find any time period in APH. Is it the same? If it is the same it should mention it somewhere. If it's not the same, people urgently need guidance because it determines what they write in their application ("how far" they go back)

*A. No, the 5 year reference period has gone. Applicants can identify the relevant information in relation to the expected criteria and judge how far they need to go back to show sufficient momentum/trajectory. (see answer to first question above)*

Q. In Academic Leadership there is a requirement for applicants to provide "evidence from others of personal impact in motivating and developing colleagues to achieve personal, School, Faculty and/or UEA goals". Does this mean that colleagues have to ask recommendation letters from other colleagues?

*A. No letters or separate reference documents are needed, it just needs to be described briefly in the narrative.*

Q. When I complete the form I can add additional text by scrolling down, but when I print this doesn't appear.

*A. The forms are not designed to be printed and should be viewed online. Each section should be limited to one page – this has not been made explicit on the form and is something that we have noted to pick up in the review.*

Q. As the CV is limited to 6 pages, is a separate file allowed for the publication list? The reason it is asked that some colleagues' can easily have 4, 5 or even 6 page just for the publication list (depending on the format, how many authors are shown, etc.)

*A. The CV should contain details of only those publications that are relevant to the application. Where necessary, colleagues in FMH and SCI may attach a separate publication list.*

Q. Who can provide me with feedback on my application?

*A. Before you submit your application you are encouraged to discuss the content of your application with your appraiser or mentor or Head of School or a member of the School Promotions Committee. These individuals will be able to provide you with guidance to aid you in completing your application. Once the School Promotions Committee has met, the Head of School or a specified nominee from the Committee will provide feedback to you either verbally and/or in writing.*

Q. The APH states that my grade and salary will be reviewed on an annual basis. How will this happen?

*A. Schools will remind individuals that they have the opportunity to submit applications for promotion in the autumn round and for review of their salary in the*

*summer round. Individuals can discuss their career progression ahead of promotion committee submission dates with their Head of School or appraiser or mentor.*

Q. My appointment was made subject to a five year probationary period. I have completed probation in another university. Can my probationary period be waived or reduced in length?

*A. The five year probationary period is applied automatically to all Lecturers joining UEA, unless the Head of School has evidence to demonstrate that they have successfully completed a probation that is comparative with UEA's probationary requirements. As with the Green Book, the probationary period may be waived or reduced in length as appropriate. If the probationary period remains, individuals can apply for early confirmation of appointment if they consider they meet the required standards for assessment.*