

Academic Career Pathways Promotion Process

Monday 15th January 2024– 15:00 to 16:30 on Teams

Tuesday 16th January 2024 - 14:00 to 15.30 on Teams

Friday 19th January 2024 - 15.00 to 16.30 on Teams

Professor Jenny Marie

Professors Andrew Westby and Peter Griffiths

People Directorate

Agenda

Welcome

Academic Promotions Process

Timeline

Panels

Criteria

CV and References

Questions

Demonstration of forms

Role of administrators – Faculty & People Directorate

Academic Talent Management is key to the University Strategy 2030



Our Values



Inclusive

Always Inclusive and empowering - Being fair, supportive, aware, compassionate, polite, respectful, determined and ensuring all people are supported and celebrated.

Collaborative

Embracing diverse collaboration to achieve innovation - Working together, being open-minded, listening and adapting, free-thinking, enterprising and seeking out new ideas together.

Impactful

Outcomes focused – Making a difference, demonstrating our contribution, achieving goals for ourselves, others and the university community.

Activity	Timeline
Academic promotion roadshows on Teams in January 2024	15 January 15.00 – 16.30 16 January 14.00 – 15.30 19 January 15.00 – 16.30
Academic promotions – call for submissions	22 January 2024
Application Deadline Academic promotions – application submitted to identified Faculty Administrator	8 March 2024
Academic promotion – local Faculty panel	March - April 2024
Academic promotion – Faculties submit information to the People Directorate	April 2024
Academic promotion – References sought for Associate Professor/Professor promotion submission	April – 21 June 2024
Academic promotion – University panel	w/c 22 July 2024
Academic promotion – University panel decisions on submitted applications and notification communicated to applicants	August 2024
University wide promotions communication issued	September 2024
Common implementation date for all successful applicants for promotion	1 September 2024

FACULTY AND UNIVERSITY PANEL CONSTITUTION

Faculty Promotions Panel

Pro Vice-Chancellor (Chair)

Faculty Members:

Deputy/Associate Dean/s or nominee

Heads of Schools

Pro Vice-Chancellor from another Faculty (External)

People Executive Director nominee (SPBP)

Additional members as required (no fewer than three and no more than six) to ensure subject matter expertise and gender balance including representation of wider protected characteristics; it is recommended there should be one member at an early career stage on the panel.

Administrator: Faculty nominated

University Promotions Panel

The Vice-Chancellor (Chair)

Deputy Vice-Chancellors

Pro Vice-Chancellors

One Professor from each Faculty – ensuring pathway expertise and diversity representation

External member:

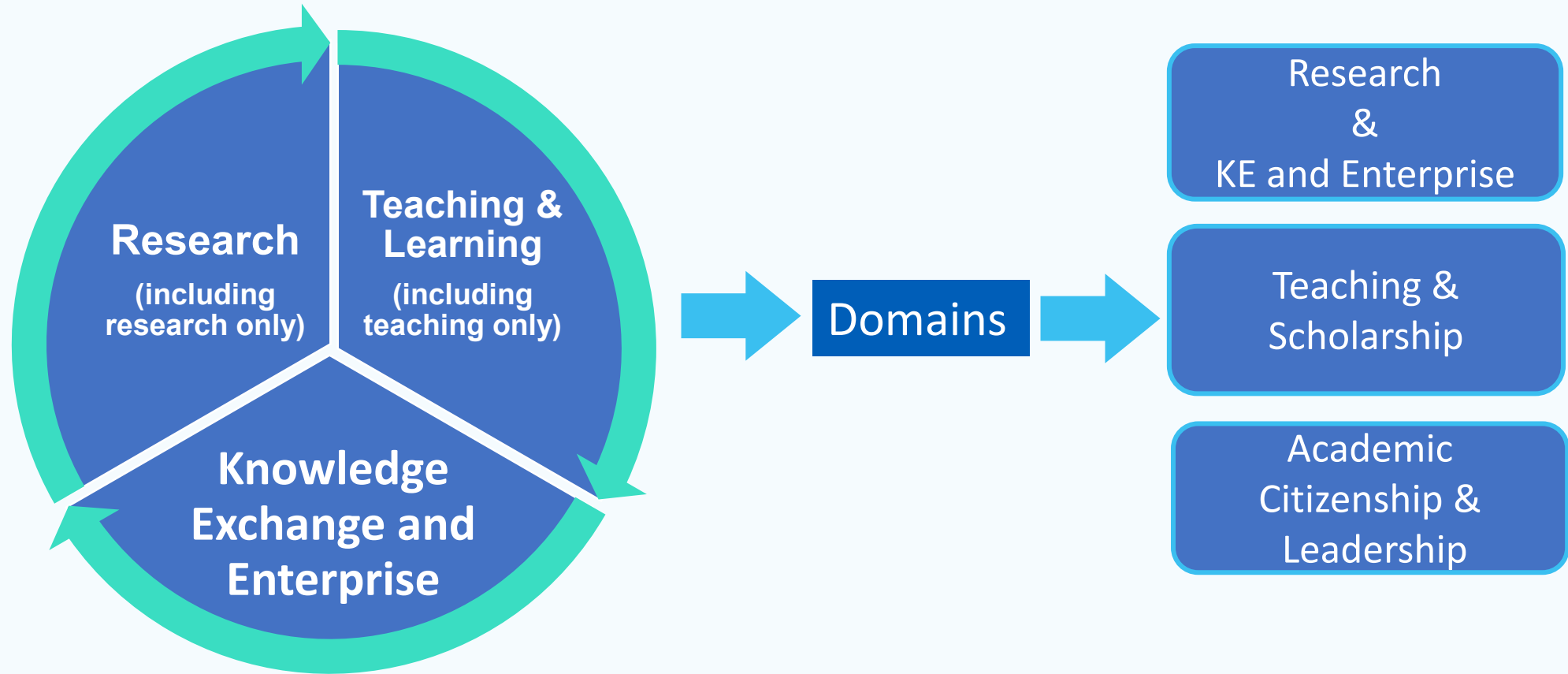
People Executive Director (or nominee) or/and other staff to be co-opted as appropriate

Panel membership will need to reflect appropriate gender balance and wider protected characteristics and internal members should be selected to ensure a broad discipline mix.

Administrator: People Directorate staff members

Career Pathways and Assessed Domains

Demonstration of excellence - applicants must demonstrate **sustained excellence** against **career** pathways



Criteria- Principles

- Identifiable achievements and evidence of sustained impact. With increasing level of accomplishment for AC3-AC4-AC5.
- No university requirement for a PhD
- Benchmarked according to subject (e.g. REF criteria)
- Parity of standards across the HE sector
- Some evidence of current trajectory & some recognition of future potential
- We will take into account personal circumstances (if this information is shared)

Application - Principles

- Are you ready? Be honest & factual, do not oversell or undersell
- Focus on outcomes and evidence, avoid unsubstantiated personal opinions
- Address the criteria directly and specifically
- If appropriate avoid lengthy narrative, if you address personal circumstances
- Ask a senior colleague to review it
- Submit application for promotion or alignment to faculty nominated administrator

Application - Central Data

Central Research & Knowledge Exchange data provided to the panel on:

- Income from: Knowledge Exchange activities and Research activities (2018/19-current)
- PGR completions (as 1st supervisor; 2018/19-current)
- No of 3*+4* outputs and the H index citations (from GREAT Cycles), as attributable author and as co-author
- GALA Outputs (2018/19-current)

Examples of Research Evidence

- Publications in peer reviewed journals or other forms of outputs
- Measures of esteem such as editorships, citations, invitations to present at conferences, keynotes, invited lectures...
- Collaborative research with leading groups
- Research income particularly from prestigious sources (UKRI, Industry, EU...)
- Doctoral completions
- Research Leadership contribution at UoG or in the discipline, e.g. conference organisation, membership of committees...

The above are just possible examples

Examples of Teaching and Learning Evidence

- Impact on T, L and assessment outcomes: recruitment or, student outcomes data, NSS, PTES improvement, TEF outcomes
- Pedagogic outputs, research, published teaching resources, text books, grant income, invited keynote presentations
- Pedagogic impact- e.g. text book sales worldwide, invited to review national curriculum with professional body, prizes and awards
- University and sector roles in L&T- ensure that you provide evidence of outputs or esteem
- External roles e.g. with PSRB's, editorial work, roles or projects with professional or sector bodies, collaboration (home, EU and international)
- Esteem indicators - HEA (Fellow of the HEA for Lecturer and Teaching Fellow; Senior Fellow of the HEA for up to Ass Prof. T&L professor should also have evidence of impact on other teachers). National Teaching Fellowship, roles with QAA, HEA or equivalent (must be achieved or substantive evidence towards completion at the time of promotion. Pay increment is dependent upon certificate evidence) OFS and relevant professional bodies

The above are just possible examples

Examples of Knowledge Exchange and Enterprise Evidence

- Impact on society as a consequence of knowledge exchange, enterprise or practice
- Outputs in Professional Journals, Policy reviews, Parliament/Government Reports, Patents...
- Measures of esteem such as commissioned reports, government advice, Parliamentary evidence, strategy documents, expert panel membership, media activity, expert witness...
- New products or services, new companies, spin outs, impact case studies...
- Enterprise or Knowledge transfer income such as KTP, Innovate UK, industry, consultancy, government or EU, charities, social enterprise, investment funding...
- External training activities such as CPD, professional training, apprenticeships or other employer led training ...
- Internal or external leadership roles in enterprise or knowledge exchange or practice

The above are just possible examples

Application Guidance – General Requirements

- Start with the general information about you
- Complete general expectations aligned to our values and behaviours. If applicable describe your contribution to university following your last promotion, and future developments.
- If necessary, add a section on personal circumstances which may have impeded your career evidence.
- Ensure Head of School or equivalent's report and recommendation section is completed and signed
- Ensure application is accompanied by an abridged CV (2 pages) and a full list of publications

*Applications submitted after the deadline **will not** be considered*

Application Guidance – Assessment Criteria

Panels are looking to assess:

- Prioritisation of your best evidence which specifically addresses the criteria with proof of the most relevant elements.
- How your evidence demonstrates impact or sustained impact with demonstrable outcomes for the university.

You should stay within the 500-word limit for each element.

Application – Supporting Documentation

- Include your career progression with dates
- **Separate** publications/outputs into: (make sure they are in GALA!)
 - Books/Monographs
 - Book chapters
 - Journal articles
 - Conference papers
 - Other media
 - Reports
- Make sure your name is **boldface** in the list of authors

Summary

- Focus on outcomes, impact & evidence
- Be concise and clear
- Address the specific criteria directly

Good luck!

Demonstration of Portal

- Forms –slight differences between them to support each [Career Pathway](#)
Important check your personal information matches the information on Horizon
- At the University panel, People Directorate will check you have an up to date appraisal and completed all [mandatory training](#) (Information Security Awareness, Data Protection, DSE Online Training and Annual Workstation Assessment). Pay increments are dependent on these being up to date.
- The University will seek independent reviews/references for benchmarking Associate Professor and Professor applications
- Administrator contact details are listed
- HoS/HoD report and recommendation (600 words)
- 2 page CV and full list of publications

Faculty Administrators

- Set up Faculty Panels within agreed deadlines
- In liaison with the PVC, ensure the composition of panel meets required expectations
- Receive and acknowledge receipt of individual applications for promotions
- Prepare all paperwork for Faculty panels
- Submit applications for ratification and recommendations to University panel (with data cover sheet) to People Operations
- In liaison with PVC, inform applicants of progress to the University panel and write to unsuccessful applicants with the result of the Faculty decision
- Arrange feedback sessions for unsuccessful candidates

People Directorate

Primarily to support the administration of the University Panel (not Faculty Panels)

Internal communications (with Communications and Recruitment Directorate):
Up-to-date info on webpages

Supporting the University Panel Chair:

Note taking during panel meetings

Obtaining independent references

Data collection/analysis – including checking mandatory training and appraisal objectives/goals have been completed. Note if these are not you will be asked to updated all outstanding training prior to your promotion being approved.

You must have passed your probation before the University panel.

Working with Finance to facilitate promotion

Sources of Support

Faculty senior leadership

Senior People Partners (HR)

Ike Adebawale – FES

Janet Akinkuolie - FLAS

Michael Imomoh- GBS

Leiha Smith (interim) – FEHHS

Reward and Benefits Team – People Directorate

Thank you