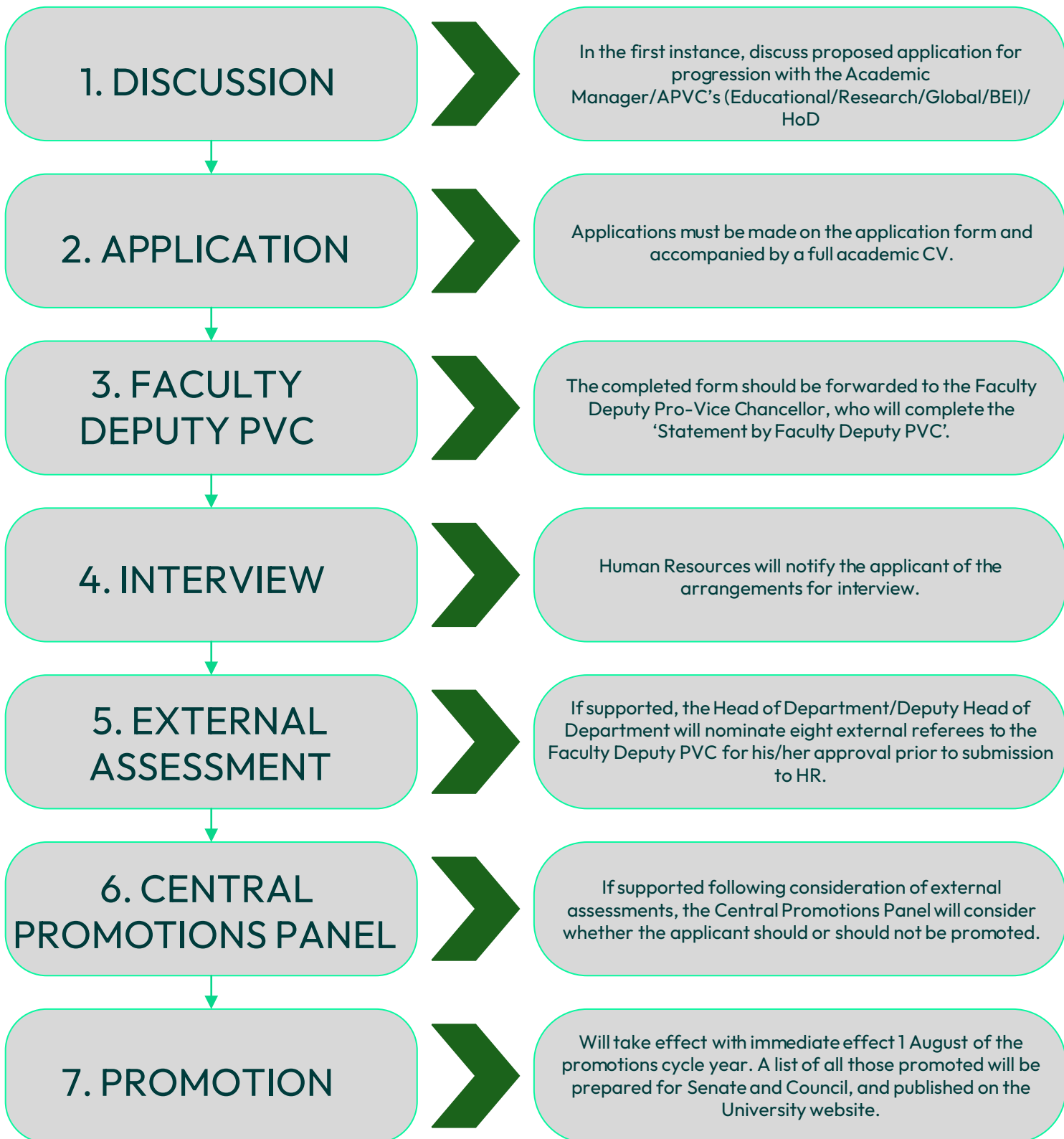




PROGRESSION PROCESS TO ASSOCIATE PROFESSOR & PROFESSOR 2023/24

Below sets out the process for progression to Associate Professor and Professor. Full guidance can be found on pages 2 to 3.





1. DISCUSSION

If a Senior Lecturer or Associate Professor wishes to be considered for promotion they should, in the first instance, discuss their proposed application with their Academic Manager and APVC's (Research/Education/Global/BEI) to determine whether their application has Faculty support. (Personal submissions may be made where the Faculty does not support the application.)

2. APPLICATION

Applications must be made on the application form accompanied by a full academic CV which is set out in accordance with the guidelines for format of CV's for promotion to Associate Professor/Professor. The academic promotion schedule is published on the Exeter Academic website. This includes deadlines for submitting applications.

3. FACULTY DEPUTY PVC

The completed form should be forwarded to the Faculty Deputy Pro-Vice-Chancellor, who will complete the 'Statement by Faculty Deputy Pro-Vice-Chancellor' section. The Faculty Executive Office will forward the form to Human Resources.

4. INTERVIEW

Human Resources will notify the applicant of the arrangements for interview. The purpose of the interview is to establish whether there is a prima facie assessment of the applicant's suitability for promotion. If the interview panel agrees that there is prima facie case, then arrangements will be made for external assessment which will be used by the Deputy Pro-Vice Chancellor to consider whether to recommend that the application be supported for further consideration by the Central Promotions Panel.

Panel membership from within the Faculty is as follows:

- The Pro-Vice-Chancellor or Deputy Pro-Vice-Chancellor (Chair)
- 1 x Associate Pro-Vice-Chancellor or Deputy Pro-Vice Chancellor
- 1 x Head of Department
- 1 x HR Representative

In addition, for Professor (Personal Chair):

- 1 x Deputy Vice-Chancellor (Chair)

A subject matter expert at Professorial level may also form part of the panel.

5. EXTERNAL ASSESSMENT



Before the interview, the Head of Department (not the applicant) should nominate to the Faculty Deputy Pro-Vice-Chancellor, for his/her approval, eight external references, of which:

- a minimum of two should be national
- a minimum of two should be international

The approved list should be sent to the Faculty Executive Office before the interview so they can be ratified by the Faculty Deputy Pro-Vice Chancellor to enable them to be sent out immediately if the interview panel agrees that there is prima facie case. The Faculty Deputy Pro-Vice Chancellor will review the external assessments to determine whether they provide evidence supporting or not supporting promotion.

6. CENTRAL PROMOTIONS PANEL

Where supported by the Faculty Deputy Pro-Vice Chancellor following consideration of external assessments, the Central Promotions Panel will consider whether the applicant should or should not be promoted based on the evidence available.

7. PROMOTION

Promotions will be announced as soon as the recommendation has been confirmed by the Central Promotions Panel, with promotion taking place with effect from 1 August of the promotions cycle year, starting at the first point of Grade H for Associate Professor and the first point of Professor Band 1 for Professors. A list of all those promoted will be prepared for Senate and Council and published on the University website.