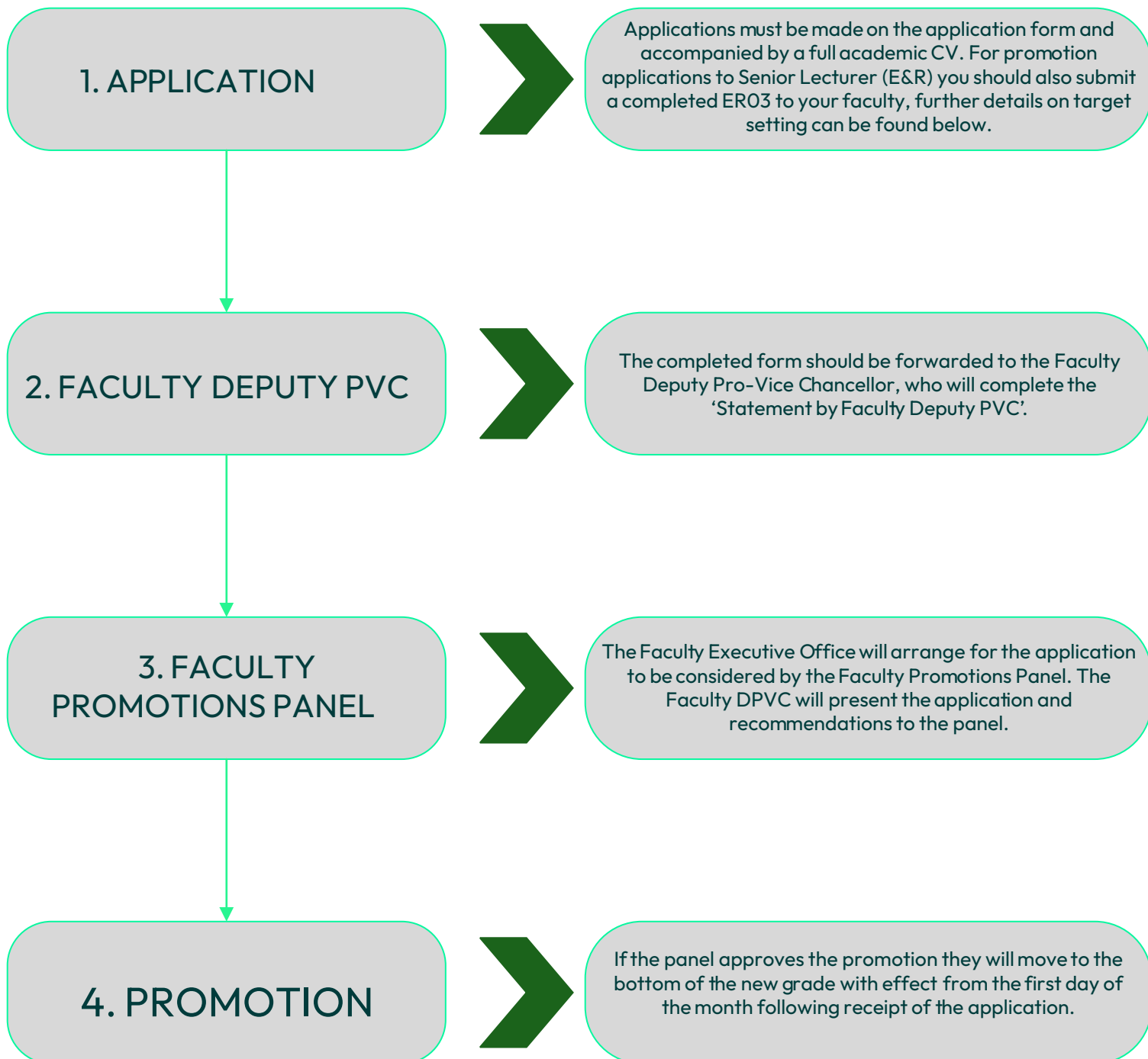




PROGRESSION PROCESS TO RESEARCH FELLOW, SENIOR RESEARCH FELLOW, LECTURER (E&S) AND SENIOR LECTURER 2023/24

Below sets out the process for progression below Associate Professor. Full guidance can be found on the following pages.





APPENDIX A: PROGRESSION PROCESS TO RESEARCH FELLOW

Faculties should be working with Postdoctoral Research Associates, through the PDR process, supported by the University's nationally recognised training programmes for researchers (which implement the University's commitments to the Concordat to Support the Career Development of Researchers) to develop the future competence and contribution of these staff. There should be a reasonable expectation that Postdoctoral Research Associates can progress to Grade F as their experience and competence develops, provided work at the higher level is required on the research project they are engaged on.

For most three year grants, the requirement for a Grade E Postdoctoral Research Associate will normally be unchanged for the entire duration of the project but for some projects there may be a requirement for higher level work (Grade F) as the project continues. Progression to Grade F will need to be assessed by the Faculty Deputy Pro-Vice Chancellor (DPVC).

1. APPLICATION

The evidence about the researcher's competence and potential should be referenced against the appropriate generic academic profiles for staff in the Research job family. The form should be completed by the researcher with support from their manager, and accompanied by a full academic CV.

2. FACULTY DPVC

The completed form should be sent to the Faculty's DPVC to assess whether the member of staff is ready for progression/promotion to a grade F role by reference to the role profiles for staff in the Research Job Family. Faculty DPVCs are reminded that, under the agreement with the University and College Union, there is an expectation that staff fully meeting the role profile would be demonstrating an ability to perform at a higher level and they would be seeking promotion. This means that staff should be fully meeting the requirements of the grade E profile and demonstrating a potential to undertake a grade F role. It is not necessary for a member of staff to be undertaking all of the duties in the grade F role profile before they progress to that grade. Similarly, account should only be taken of the range of activities which the member of staff is expected to undertake in their role.

If the Faculty DPVC is satisfied then they should complete their statement on the application form and arrange for this to be submitted to the Faculty Promotions Panel.

3. FACULTY PROMOTIONS PANEL

The Faculty Executive Office will arrange for the report to be considered by the Faculty Review Panel. The Faculty Deputy Pro-Vice- Chancellor will present the application to the review panel.

The Faculty Promotions panel will normally meet quarterly and constitute of:

- Provost or DVC



- Pro-Vice-Chancellor and Executive Dean
- Deputy Pro-Vice-Chancellor and Dean (Medical School and Business School)
- Deputy Pro-Vice Chancellors
- 2 x APVC representatives
- HR Representative

Note: Chair to be agreed by the panel.

4. PROMOTION

If the Faculty Review Panel confirm progression, then Human Resources will send out the progression letter. The PDRA will move to the first point of Grade F, effective from the first day of the month following sign off by the Deputy Pro Vice Chancellor for review panel decision.



APPENDIX B: PROGRESSION PROCESS TO SENIOR RESEARCH FELLOW

The Research Career Path (RCP) acts as a gateway for staff in grade F to progress to Senior Research Fellow (grade G).

The RCP criteria are discipline specific. At appointment, the University must identify (in the letter of appointment) which stream applies (Humanities, Social Sciences, Science and Drama).

The initial milestone indicates the level which a full-time Research Fellow (grade F) will normally be expected to have achieved three years following appointment to the grade. The further milestone indicates the performance levels which a Research Fellow (grade F) will be expected to have demonstrated through sustained performance over a number of years for promotion to the grade of Senior Research Fellow (grade G).

A full-time Research Fellow (grade F) will normally be expected to have achieved these targets five years following appointment to the grade. A Research Fellow (grade F) must have achieved both the initial and the final milestones for consideration for promotion. Where permanent appointments were made, the milestones form a career path for promotion to Senior Research Fellow (grade G); for fixed term appointments the milestones show the criteria for promotion in the event that the appointment is extended.

The reference in the initial and further milestones to supervision of postgraduate research students and securing external funding will be waived where the terms of the grant set by the funding body restrict the role and do not allow for such activities to be undertaken.

Staff applying for progression to Senior Research Fellow should also be fully meeting the requirements of the grade F role profile and demonstrating a potential to undertake a grade G role.

1. APPLICATION

The evidence about the researcher's competence and potential should be referenced against the appropriate generic academic profiles for staff and the appropriate milestones in the Research job family. The application form should be completed by the researcher with support from their manager, and accompanied by a full academic CV.

2. FACULTY DPVC

The completed form should be sent to the Faculty's Deputy Pro-Vice-Chancellor to assess whether the member of staff is ready for progression/promotion to a grade G role by reference to the role profiles for staff in the Research Job Family and the Research Career Pathway milestones. Deputy Pro-Vice-Chancellors (DPVCs) are reminded that, under the agreement with the University and College Union, there is an expectation that staff fully meeting the role profile would be demonstrating an ability to perform at a higher level and they would be seeking promotion. This means that staff should be fully meeting the requirements of the grade F role profile and demonstrating a potential to undertake a grade G role.



It is not necessary for a member of staff to be undertaking all of the duties in the grade G role profile before they progress to that grade. Similarly, account should only be taken of the range of activities which the member of staff is expected to undertake in their role.

If the Faculty DPVC is satisfied then they should complete their statement on the application form and arrange for this to be submitted to the Faculty Promotions Panel.

3. FACULTY PROMOTIONS PANEL

The Faculty Executive Office will arrange for the report to be considered by the Faculty Review Panel. The Faculty Deputy Pro-Vice-Chancellor will present the application to the review panel.

The Faculty Promotions panel will normally meet quarterly and constitute of:

- Provost or DVC
- Pro-Vice-Chancellor and Executive Dean
- Deputy Pro-Vice-Chancellor and Dean (Medical School and Business School)
- Deputy Pro-Vice Chancellors
- 2 x APVC representatives
- Senior HR Partner

Note: Chair to be agreed by the panel.

4. PROMOTION

If the Faculty Review Panel confirm progression, then Human Resources will send out the progression letter. The Research Fellow will move to the first point of Grade G, effective from the first day of the month following sign off by the Deputy Pro Vice Chancellor for review panel decision.



APPENDIX C: PROGRESSION PROCESS TO LECTURER (E&S)

There is no provision for the automatic progression of Associate Lecturers to Lecturer.

1. APPLICATION

Applications should be made by the Associate Lecturer using the application form to include evidence against the listed progression criteria. The form will then be submitted to the Faculty Deputy Pro-Vice-Chancellor (DPVC) and copied to the HR Partner.

2. FACULTY DPVC

The Deputy Pro-Vice-Chancellor should discuss the case with their HR Partner. If the Deputy Pro-Vice-Chancellor is satisfied that the application should proceed the form should be completed and signed and they should arrange for this to be submitted to the Faculty Promotions Panel.

If the Deputy Pro-Vice-Chancellor is unable to support the application, they should explain their reasons to the member of staff who has the right to make a personal submission.

3. FACULTY PROMOTIONS PANEL

The Faculty Executive Office will arrange for the report to be considered by the Faculty Review Panel. The Faculty Deputy Pro-Vice-Chancellor will present the application to the review panel.

The Faculty Promotions panel will normally meet quarterly and constitute of:

- Provost or DVC
- Pro-Vice-Chancellor and Executive Dean
- Deputy Pro-Vice-Chancellor and Dean (Medical School and Business School)
- Deputy Pro-Vice Chancellors
- 2 x APVC representatives
- Senior HR Partner

Note: Chair to be agreed by the panel.

4. PROMOTION

If the Faculty Review Panel confirm progression, then Human Resources will send out the progression letter. The Associate Lecturer will move to the first point of Grade F, effective from the first day of the month following sign off by the Deputy Pro Vice Chancellor for review panel decision.



APPENDIX D: PROGRESSION PROCESS TO SENIOR LECTURER (E&S)

There is no provision for the automatic progression of Lecturers to Senior Lecturer.

Note: while the Education and Scholarship Career Path is comparable to the Professional Development Programme (PDP) for Lecturers in the Education and Research job family, there are some significant differences. Lecturers (Education and Research) have up to 5 years to satisfy the PDP requirements leading to promotion to Senior Lecturer (Education and Research). Some Lecturers (Education and Research) achieve these targets in less than five years and it is anticipated that an ambitious, well motivated Lecturer (Education and Scholarship) could do likewise. However such promotion will not occur automatically after successful completion of probation (ie after one year) for Lecturers in the Education and Scholarship job family.

1. APPLICATION

Applications should be made by the Lecturer using the application form to include evidence against the listed progression criteria. The form will then be submitted to the Faculty Deputy Pro-Vice-Chancellor (DPVC) and copied to the HR Partner.

2. FACULTY DPVC

The Deputy Pro-Vice-Chancellor should discuss the case with their HR Partner. If the Deputy Pro-Vice-Chancellor is satisfied that the application should proceed the form should be completed and signed and they should arrange for this to be submitted to the Faculty Promotions Panel.

If the Deputy Pro-Vice-Chancellor is unable to support the application, they should state this on the form.

3. FACULTY PROMOTIONS PANEL

The Faculty Executive Office will arrange for the report to be considered by the Faculty Review Panel. The Faculty Deputy Pro-Vice-Chancellor will present the application to the review panel.

The Faculty Promotions panel will normally meet quarterly and constitute of:

- Provost or DVC
- Pro-Vice-Chancellor and Executive Dean
- Deputy Pro-Vice-Chancellor and Dean (Medical School and Business School)
- Deputy Pro-Vice Chancellors
- 2 x APVC representatives
- Senior HR Partner

Note: Chair to be agreed by the panel.

4. PROMOTION



If the Faculty Review Panel confirm progression, then Human Resources will send out the progression letter. The Lecturer will move to the first point of Grade G, effective from the first day of the month following sign off by the Deputy Pro Vice Chancellor for review panel decision.



APPENDIX E: PROGRESSION PROCESS TO SENIOR LECTURER (E&R)

TARGET SETTING

Within four weeks following confirmation of appointment, the nominated Academic Manager will meet with the Lecturer to:

- explain the University's requirements for progression to Senior Lecturer;
- confirm the specific objectives relating to Education, Research (including research awards/income) and Impact and Academic Citizenship to be achieved for progression to Senior Lecturer and the timescales;
- confirm any agreements regarding accreditation of prior achievements;
- confirm any further development activities which the Lecturer will undertake during this period;
- agree dates for review.

RECORD KEEPING

The Academic Manager will record the targets (form ER03). This will be:

- approved by the Head of Department or Deputy Head of Department (in consultation with APVC Research / APVC Education as appropriate);
- sent to the Lecturer and their Academic Manager.

REGULAR MEETINGS

Regular meetings will take place between the Lecturer and the Academic Manager to review performance and progress. The Academic Manager will make a record of these meetings on form ER03.

The review will assess whether performance and progress is satisfactory or performance and progress is unsatisfactory in Education, Research and Impact and Academic Citizenship - in which case the report must give details of the areas giving concern and the remedial action proposed (see What If Things Go Wrong?). A copy will be retained on the Lecturer's HR file.

ANNUAL REVIEW – FIRST YEAR

At the first annual review (which will take place within the academic PDR), the Lecturer should submit a summary of their progress against the objectives for progression to Senior Lecturer to the Academic Manager on their PDR form. Progress against these objectives will be discussed in the PDR meetings.

If at any time there are concerns about the Lecturer's performance or concerns that he/she will not achieve the requirements for progression to Senior Lecturer in a reasonable timescale see What if things go wrong?.

ANNUAL REVIEW – SECOND YEAR



If targets for progression to Senior Lecturer have been met and an application for progression is supported by the Academic Manager then follow the process from point 1.

If the targets have not yet been met then at the second annual review (which will take place within the academic PDR), the Lecturer should submit a summary of their progress against the objectives for progression to Senior Lecturer to the Academic Manager.

If at any time there are concerns about the Lecturer's performance or concerns that he/she will not achieve the requirements for progression to Senior Lecturer in a reasonable timescale see What if things go wrong?.

1. APPLICATION

No later than three years following confirmation of appointment - or earlier if recommended by the Academic Manager and supported by the Faculty Deputy Pro-Vice-Chancellor - there will be a final review of the Lecturer's progress and achievements against the objectives for progression to Senior Lecturer. The Lecturer, Academic Manager and Deputy PVC will prepare a "final progression report" (application form). The Lecturer will complete a statement regarding their achievements.

2. FACULTY DPVC

Once this has been reviewed by the Faculty Deputy Pro-Vice-Chancellor, the final progression report will be sent to the Lecturer to sign and state that they have seen the form.

If there is no statement submitted by the Lecturer within two weeks of being requested to do so (or within an agreed extension) then a report will be submitted to the Faculty Review Panel without a statement by the Lecturer.

3. FACULTY PROMOTIONS PANEL

The Faculty Executive Office will arrange for the report to be considered by the Faculty Promotions Panel. The Faculty Deputy Pro-Vice-Chancellor will present the application to the panel.

The Faculty Promotions panel will normally meet quarterly and constitute of:

- Provost or DVC
- Pro-Vice-Chancellor and Executive Dean
- Deputy Pro-Vice-Chancellor and Dean (Medical School and Business School)
- Deputy Pro-Vice Chancellors
- 2 x APVC representatives
- Senior HR Partner

Note: Chair to be agreed by the panel.

The review panel may:



- agree progression to Senior Lecturer;
- defer the case for a specified period;
- refer the case for consideration under the Performance Management/Capability Procedure.

4. PROMOTION

If the Faculty Review Panel confirm progression, then Human Resources will send out the progression letter. The Lecturer will move to the first point of Grade G (point 40) (or to point 41 if they are being paid at the top of Grade F), effective from the first day of the month following sign off by the Deputy Pro Vice Chancellor for review panel decision.

WHAT IF THINGS GO WRONG?

If at any time there are concerns about the Lecturer's performance or concerns that he/she will not achieve the requirements for progression to Senior Lecturer in a reasonable timescale, these will be drawn to the Lecturer's attention and remedial action proposed (e.g. training or other appropriate support) to assist the Lecturer in meeting the objectives.

This will be discussed with the Lecturer in a meeting with the Academic Manager and Head of Department (and, if appropriate the Senior HR Partner). The outcome of this meeting will be recorded and sent to the Lecturer and Academic Manager.

If the performance of a Lecturer does not improve after these interventions or it becomes clear that the Lecturer will not meet the requirements for progression to Senior Lecturer within a reasonable timescale, the Faculty Pro-Vice Chancellor, in consultation with the Senior HR Partner, may initiate the Performance Management/Capability Procedure.