

## ACADEMIC PROMOTIONS GUIDANCE AND PROCESS

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### Responsible Officer

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# Academic Promotions Guidance and Process

## Background

Following the development of Academic Career Pathways at the University of Greenwich and its subsequent endorsement by the Vice-Chancellor's Group and the Executive Committee in June 2017; approval was given by the Vice-Chancellor's Group for the introduction of a new academic promotions process which better aligns to the University's Career Pathways and supports the Academic Framework.

In order for the procedure which underpins this guide to be effective, it is essential any employee who is involved in any aspect of the promotion of Academic staff is aware of this document and follows it. Ultimately it is the responsibility of the senior management in the University, including PVC's and Heads of Schools, in conjunction with the People Directorate to ensure this is the case.

The university, through its People Strategy, recognises and acknowledges that our staff are our most important asset, and their commitment, motivation and enthusiasm is key to achieving our strategic aims.

The aim of the Academic Promotions process is to ensure that there is:

- a consistent, equitable mechanism for assessing and rewarding an individual's contribution to academic life and university's strategic ambitions
- clarity of expectations and transparency of criteria, aligned to Career Pathways
- a holistic and sustainable approach that works for University of Greenwich

## Academic Promotions Procedure

The promotions process for academic staff will be held on an annual cycle and will commence in autumn of each academic year, with the promotion panels sitting early spring and summer of each academic year. A common implementation date of 1 September will apply for all successful promotion applicants.

Responsibility for the promotion panels of staff seeking promotion to Fellow/Lecturer and Senior Lecturer, is delegated to Faculty promotion panels, with ratification at the University panel. Promotions to Associate Professor and Professor is the responsibility of the University Panel. ***Annex 1 and 2 outline the full details of constitution of Faculty and University panels and related terms of reference.***

## **Faculty Panels**

Local Faculty promotions panels will consider applications for:

- Promotion to Teaching Fellow;
- Promotion to Senior Teaching Fellow;
- Promotion to Research Fellow;
- Promotion to Senior Research Fellow;
- Promotion to Lecturer;
- Promotion to Senior Lecturer
- Promotion to Associate Professor;
- Change of title from Principal Lecturer or Reader to Associate Professor; and
- Promotion to Professor

Local Faculty promotions panels will provide recommendations for each application. More specifically, they will:

- consider and, if appropriate, approve Teaching Fellow, Senior Teaching Fellow, Research Fellow, Senior Research Fellow, Lecturer, Senior Lecturer promotions, to be ratified by the University panel. There is an equivalence between the levels of Fellows and Lecturers, and between Senior Fellows and Senior Lecturers. Individuals applying for promotion to Associate Professor do not need to change their title from Senior Fellow to Senior Lecturer unless they wish to do so as part of a broader career plan\*.
- consider and, if appropriate, put forward Associate Professor and Professor applications to the University panel for consideration and approval
- agree and provide clear, constructive feedback to all applicants who are unsuccessful at this stage

## **University Panels**

The University promotion panel will meet once within each promotion cycle. At the end of the meeting, the panel will:

- review and ratify Faculty panel recommendations for promotions from Teaching Tutor to Teaching Fellow; Teaching Fellow to Senior Teaching Fellow; Research Assistant to Research Fellow; Research Fellow to Senior Research Fellow; to Lecturer; to Senior Lecturer (for cross-University oversight)
- consider all applications for Associate Professor and Professor and review Faculty recommendations.

At the meeting, the panel will also:

- consider the external independent expert opinion on the panel and independent reference decide which applications to approve for promotion
- decide which applications are not approved for promotion
- provide summary notes of the panel's decision on each individual application
- agree and provide clear, constructive feedback to unsuccessful applicants
- review longitudinal data from an equality and diversity perspective and propose interventions as appropriate

## Appeals

Appeals against any panel's decision will only be on grounds of process; for example, a missed step in the process. Any appeals will be sent to the People Directorate within 10 working days following receipt of outcome. The aim will be to conclude appeals by the end of the academic term in which the appeal is received.

## Exceptional Circumstances

The promotion process for academic staff promotion will be underpinned by the University's commitment to equality, diversity, and inclusion. Any personal circumstances which may have significantly impacted an applicant's performance, and which are shared by the applicant with possible mitigating information; will be given appropriate consideration within the promotion process, if the individual can demonstrate achieving the required criteria or equivalence as a result of a reasonable adjustment.

## Training

Each member of the local Faculty panels and the University panel, as well as note-takers, will be required to undertake appropriate training prior to taking up a role on the panel, provided by the People Directorate and Talent, Development and Reward team.

## Governance

Each Faculty Promotions Panel will report to the University Promotions Panel.

## Timetable for Implementation.

Activity	Timeline
Launch the academic promotions procedure with information sessions	November/December/January
Academic promotions – call for submissions	November/December/January
Academic promotion – local Faculty panels	March/April
Academic promotion – University meeting	June/July
Common implementation date for all successful applicants for promotion	1 September

## Steps in the Process

### Step 1

Potential applicants attend information session (normally November-January)

### Step 2

Academic promotion round opens (normally November-January)

### Step 3

Potential applicants prepare their case for academic promotion (November - March)

### Step 4

Individuals submit applications (normally March)

### Step 5

Local Faculty panels meet to consider applications and make recommendations to the University panel. External references are requested as appropriate (normally March - June).

### Step 7

University panel confirms promotion decisions (normally June or July)

Candidates notified of outcome and provided with feedback

*Promotion takes effect from 1 September*

## Academic Promotion Process, Applicant Action Overview

Applicants for promotion must have passed probation/have an up-to-date appraisal and [mandatory training record](#) and must provide evidence of performance including how they meet the university's values at the level at which promotion is being sought.

Applicants must also hold the required HEA fellowship when applying for their promotion.

Role	Pathway	HEA Level Expected
Senior Lecturer/Teaching Fellow	Teaching and Learning	Fellow
Associate Professor	Teaching and Learning	Senior Fellow
Professor	Teaching and Learning	Senior Fellow or Equivalent
Associate Professor/Professor	Research or Knowledge Exchange/Enterprise and Practice	Fellow

Staff on a Skilled Worker Visa, must notify and consult the Staff Visa Compliance on the intended promotion application.

Each applicant needs to adopt an approach consistent with the requirements outlined in the [Academic Career Pathways](#) and should provide evidence that demonstrates achievements in each dimension of the expectations at the level at which promotion is being sought. The focus of the evidence should be on demonstrating outcomes and impact of relevant activities

All relevant evidence as outlined in the application will be considered by promotion panels in making their assessment.

Normally, applicants should ensure that they discuss their intention to apply for promotion at their annual appraisal with their line manager. It is recommended that professorial applicants seek, in good time, guidance from their Associate Dean, depending on the pathway, prior to seeking the endorsement of their Faculty promotions panel.

A report from the Head of School or line manager will be required as part of the application process in all cases. Applicants can apply for promotion without Head of School or line manager support, though the information provided within the application will need to be validated as part of the Head of School or line manager report.

### **Submission of Application**

Applications should address the criteria outlined in the relevant pathway for the relevant promotion level. A Head of School/line manager report section on the application form must also be completed. **Appendix 3** outlines the report requirements of the Head of School/line manager.

Both applicant and Head of School line manager should sign and date the form before its submission to the Faculty panel.

Applications must be sent to the Faculty Panel with:

- an abridged CV, no more than 2 pages
- a full list of applicant's publications/outputs

Application for promotion [forms](#) aligned to the Career Pathways and level of promotion sought can be accessed via the University portal.

## **Appendix 1**

### **Faculty Promotions Panel**

#### **Membership**

Chair: Pro Vice-Chancellor & Executive Dean

Faculty Members: Deputy/Associate Dean and relevant Heads of School. Additional members as required (no fewer than three and no more than six) to ensure expertise necessary to assess applications across disciplines and gender balance, including representation of wider protected characteristics; it is recommended that there should be one member at an early career stage on the panel.

External: Pro Vice-Chancellor & Executive Dean from another Faculty  
Executive Director of People's nominee (reward remit)

Note-taker: Senior member of Professional Services within the Faculty

#### **Terms of Reference**

1. Discuss applications for promotion from the Faculty, as presented by each Head of School.
2. Ensure that any conflict of interest is declared and appropriate action taken by the Chair for impartial consideration of applications against the criteria.
3. Consider and, if appropriate, agree applications for promotion or alignment to Lecturer, Senior Lecturer, Senior Teaching Fellow or Senior Research fellow.
4. Discuss and, if appropriate, put forward applications to Associate Professor and Professor to the University Panel
5. Provide clear and constructive feedback to unsuccessful applicants through an invitation to meet an appropriate member of the panel.
6. Consider and, if appropriate, agree recommendations for honorary Visiting Fellowships.
7. Record decisions and outcomes for submission to the People Directorate for monitoring purposes.
8. Review promotions equality and diversity data and recommend interventions as appropriate.

#### **Governance**

Each Faculty Promotions Panel will report to the University Promotions Panel



## **Appendix 2**

### **University Promotions Panel**

#### **Membership**

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.

Chair: The Vice-Chancellor & Chief Executive Officer

Internal: Deputy Vice-Chancellor(s)  
One member of each Faculty panel (preferably a Professor) One  
Professor from each Faculty  
Executive Director of People (or nominee)

External: External expert members with relevant expertise

Note-taker: People Directorate staff member

#### **Terms of Reference**

1. Review and ratify decisions from each Faculty panel, as presented by each Pro Vice-Chancellor & Executive Dean, for promotion to Senior Lecturer or equivalent.
2. Review and ratify decisions from each Faculty, as presented by each Pro Vice-Chancellor & Executive Dean, for honorary Visiting Fellowship appointments.
3. Ensure that any conflict of interest is declared and appropriate action taken by the Chair for impartial consideration of applications against the criteria
4. Review applications from each Faculty for Associate Professor(s) and Professor(s), as presented by each Pro Vice-Chancellor & Executive Dean together with external references and agree decisions as appropriate.
5. Provide clear and constructive feedback to unsuccessful applicants through an invitation to meet with an appropriate member of the panel.
6. Consider and, if appropriate, agree recommendations for honorary Visiting Professorships and Emeritus Professorships.
7. Record decisions and outcomes for submission to the People Directorate for monitoring purposes.
8. Review promotions equality and diversity data and recommend interventions as appropriate.
9. People Directorate - have primary management responsibility for the Academic Promotions Process and administer the University Panel. They also use Horizon information to monitor completions for mandatory learning, career pathways selection and appraisal completions. These must be up to date when seeking promotion or alignment.

#### **Governance**

The University Panel will provide annual summary reports to the Nominations, Staffing and Governance Committee.

### **Appendix 3**

## **Head of School/Line Manager Promotions Report Requirements**

The Head of School/line manager needs to provide a report for each applicant (max 600 words).

The Head of School/line manager should comment on the information provided by the applicant, with specific reference to:

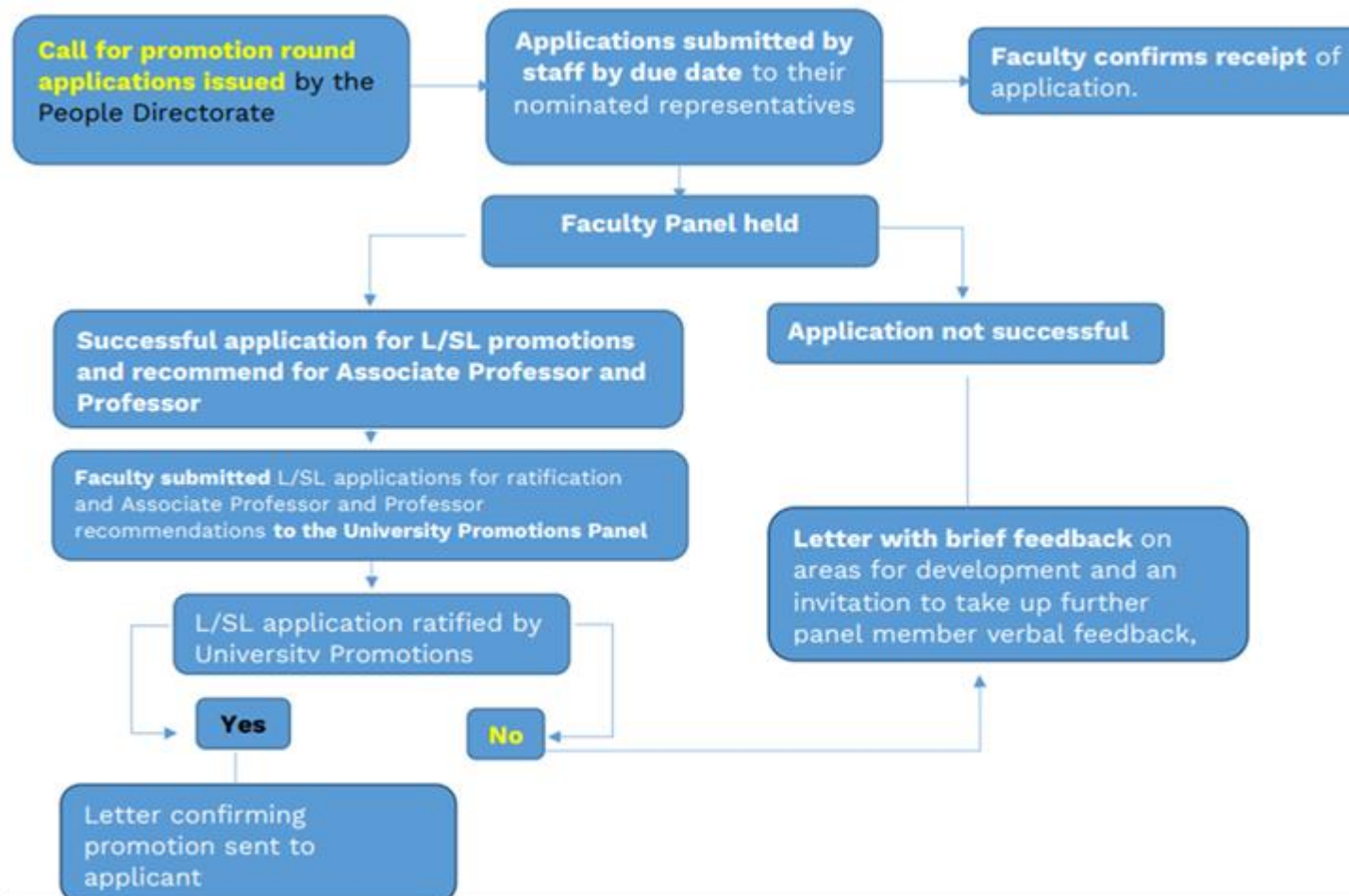
- the evidence of the applicant's performance
- the applicant's demonstrable outcomes and impact of relevant activities

The Head of School/line manager should indicate if the information provided within the entirety of the application form can be verified. Parts of the application form that are unable to be verified should be indicated.

The Head of School/line manager Promotions report forms part of the application for promotion form completed by applicants.

The Pro Vice-Chancellor will provide this report if the Head of School is not the applicant's line manager, or the applicant is not attached to a specific department

## ACADEMIC PROMOTION PANELS: FACULTY PANEL PROMOTION PROCESS FLOW CHART



**Key note:** The Faculty panel will send approved Senior Lecturer applications for ratification by the University Panel and make recommendations to the panel for applicants for Associate Professor and Professor Promotion.

## ACADEMIC PROMOTION PANELS: UNIVERSITY PANEL PROMOTIONS PROCESS: FLOW CHART

