

Procedures To Change Academic Career Pathway Global

February 2020

Procedures relating to:	(Academic Careers Pathways in grade)
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Responsible Executive	Staff Development and Engagement
Responsible Office:	Human Resource Development

PROCEDURES

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PROCEDURES

1.	INTRODUCTION
	During the course of an individual academic's career they may wish to move between different career pathways. This procedure lays out a transparent process for movement between academic career paths for all grades of academic staff at different stages in their career. This procedure is intended to recognise and appropriately designate the roles of staff - open ended or fixed-term, full or part time, who wish to change career pathway between Teaching and Research focused or Teaching and Scholarship focused. This procedure is separate from promotion/advancement and assumes no change of grade. Any application for promotion/advancement should follow the established processes Academic Promotion and Reward Guidance This procedure ensures that that transition between pathways takes place through a formal process of verifying the academic potential, achievement and experience of the staff member whilst considering the needs of the University. This procedure is applicable to all academic staff who have been appointed under Ordinance F2. A change of career path from Research only at grade 6/7/8 to either T&R or T&S is a new appointment and is not covered by this procedure.
2.	STAGES
	When consideration is being given to an academic voluntarily changing career pathway three stages should be followed. • Stage 1. Requests for change between career pathways may be discussed between line managers and individuals throughout the year, including as part of the PDR conversation. • Stage 2. If an individual academic wishes to request a change of career path the individual should discuss the potential change with their HoS. To assist with this conversation the individual should prepare an updated CV and if appropriate a publications list. The HoS should consult the School DLT and DoR and the individual's line manager or PDR reviewer before making any recommendation. If the HoS is supportive a case should be made based on the criteria below. A case may be submitted to HR at any time of year. The Head of School and individual should complete a Academic Career Pathway Change Form https://CACP form and submit this to HRD with a current CV and where appropriate publication list to reward.wellbeing@hw.ac.uk The templates for CV and Publications lists publications are at academic templates • Stage 3. For pathway changes at Grades 6/7/8/9 the case will be reviewed by the DP (Staff Development and Engagement), a Dean and the DP L&T or DP R&I depending on pathway and a decision, with reasons, conveyed to the individual and HoS. For pathway changes at Grade 10 an interview panel will be convened comprising DP (Staff Development and Engagement), a Dean and both DP L&T and DP R&I. This panel will decide whether external referees or input from external specialists would be required. • All approved changes to career pathway require a revision of contract which will be issued by HR on the recommendation of the review panel.
3.	Role of the Head of School
	The HoS should consider how the proposed change of career path fits and benefits the academic objectives of both the individual and the school to include: • the qualifications and experience of the individual to fulfil the proposed role

	- the strategic/operational need for this role at School and University level - impact on students and/or research - any budget and/or funding implications
4.	REVIEW AND MONITORING Changes to career pathway will be included in the annual report to UE on promotions/staff changes.
5.	FURTHER HELP AND ADVICE
	Human Resources – Your Career and Development

6. POLICY VERSION AND HISTORY

Version No			
V. 1.0	Date of Approval 14 February 2020	Approving Authority or responsible officer, as appropriate	Brief Description of Amendment