

# Academic Promotions 2020



# Agenda

1. Promotions policy and procedures – how it works
2. Steps in the process for each grade
3. Athena SWAN at HWU
4. What makes a good promotion case?
5. Timeline 2020

# Academic Promotions

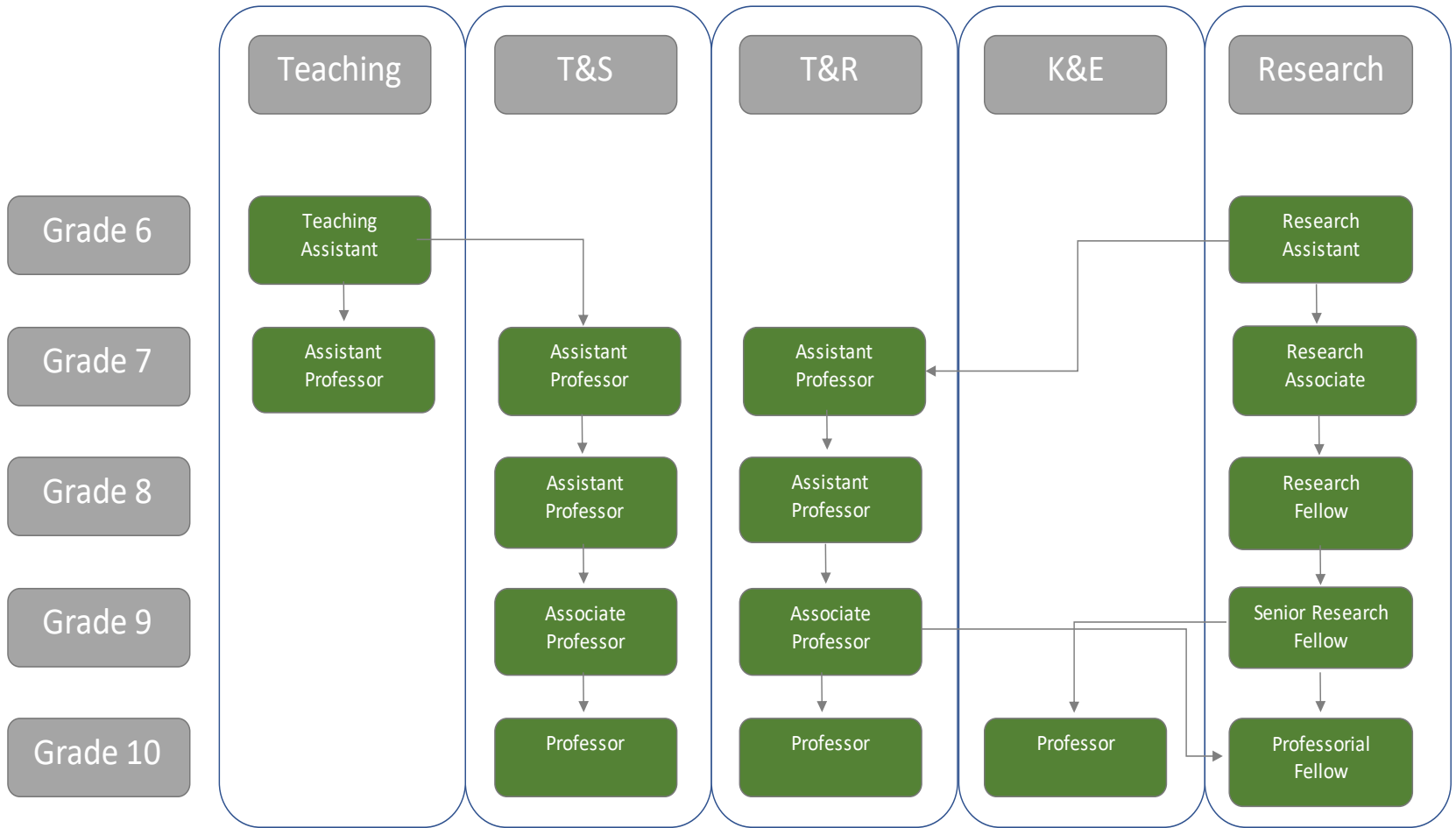
- HWU Strategy – flourishing communities inspiring learning, excelling in research and enterprise
- Aim to develop and support academics in their careers, recognise and reward achievements and retain excellent staff at HWU
- Procedures reviewed each year to ensure transparency and rigour

# HWU values

- Inspire – the curiosity to learn
- Belong – to a diverse, inclusive & international community
- Collaborate – working in partnership to shape future
- Celebrate – excellence

# HERA Evaluation

- HERA is the University's chosen role evaluation system
  - the generic roles have been evaluated
  - the role profiles have been agreed with UCU
  - we know what a promoted post looks like and also the size of the role
  - HERA matching



# Personal circumstances and part time working

- Section on form to indicate if any aspect of the case could be impacted by personal circumstances
- Part time working
- Career breaks, maternity, paternity or other extended leave
  - *Information treated as confidential*

# School Promotions Panels

- Each School holds a Promotions Panel to consider all cases within the School for Academic Promotion
- Panel consists of senior managers in School (HoS, DoR, DLT etc) and includes information from PDR Reviewers
- SPP makes written recommendations to Advancement Panel (Grades 6,7,8) or Senior Academic Promotions Panel (Grades 9&10).
- Any case not supported can still be submitted as personal case



# Promotion/Advancement

## Grades 6-7, 7-8

- Advancement Board chaired by DP Staff Development and Engagement
- Representatives of all SPPs
- CV and written case on Academic Advancement form
- Head of School commentary from SPP
- No interview (except in exceptional circumstances)
- No external references

# Senior academic promotion

## Grades 9 & 10

Chaired by Principal Professor Richard Williams

- All Heads of School
- Vice Principal
- Provosts
- Deputy Principals
- Deans

# Senior Academic Promotion

## Grades 8 to 9

- CV and case from Applicant on SPB individual form
- Head of School commentary on case based on discussion at SPP
- References taken up prior to the meeting of the SAPB in order for decisions to be taken

# SAPB Grade 9

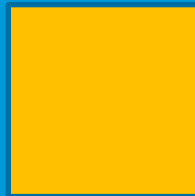
Considers CV, case, HoS recommendation, referee and external assessor reports

3 options:

Promote



Interview



Decline



# Use of External Assessors – Grade 9

- 2 referees supplied by applicant
  - Experts who know you and/or your work
  - Academics of personal/international standing who can comment on your contribution
- 2 independent assessors supplied by HoS
  - May not know you personally, but can comment on your application based on their knowledge of the discipline and your contribution
  - Asked if the case would merit promotion at their institution and why/why not
- Positive recommendation from *at least* one of each for case to proceed

# Senior academic promotion Grade 10

- CV and case from Applicant
- Planning Office provides Professorial 'scorecard' benchmarking against discipline externally
- Head of School commentary
- Establish if there is a case for interview
- All Grade 10 promotions are interviewed if a case is established
- References/external assessors only if a case established

# Use of External Assessors – Grade 10

- 4 referees supplied by applicant
  - External experts who know you and/or your work
  - Academics of international standing who can comment on your contribution
  - Should NOT be co-authors
- 3 independent assessors supplied by HoS
  - May not know you personally, but can comment on your application based on their knowledge of the discipline and your contribution
  - Asked if the case would merit promotion at their institution and why/why not
- HR will take up 6 for the interview panel

# Use of Metrics

- UCRI have developed indicative metrics for each UoA.
- The data are intended to reflect acceptable average performance for staff with T&R contracts,
- These data are indicative only, they do ***not*** describe the criteria for promotion but can inform discussions during PDR regarding promotion and quantify the appropriate level of ***average*** performance at each grade.



# Professorial metrics

- Planning Office provides Professorial 'scorecard' benchmarking research income, output, doctoral completions etc against discipline externally
- These data should be discussed with your HoS. Any special circumstances that would impact metrics should be noted, eg periods maternity leave, part time working.
- They are ***not*** the only criteria for promotion, they are ***one*** piece of evidence

# Career Planning and Mentoring

- PDR discussion opportunity to discuss career planning
- Ensure individuals have access to career enhancing opportunities
- Mentoring and support
- Support for research and teaching careers
  - Research Futures, L&T Academy, Organisational and Professional Development

# Athena SWAN

- Charter for Gender Equality in Higher Education
- HWU Bronze Award renewal 2020

*Principles apply for all – good practice*

# Making a promotion case...

- The Board looks for evidence of performance across the main responsibilities of teaching, scholarship, research, citizenship, academic management
- Emphasise achievements not activities
- Provide evidence/data (see guidance notes on CV preparation)
  - Publications, Research grants and income, impact of research, numbers of doctoral students (graduated and supervising)
  - H index of citations, awards and prizes, invited speaker, visiting scholar invitations, knowledge exchange and public engagement activities, commercialisation

# External recognition

- Look outside HWU to your discipline – where do you fit? Who knows you/your work?
- Who do you collaborate with nationally and internationally?
- How do you benchmark yourself against the rest of your discipline?
- Active membership of Professional bodies, Learned Societies, Royal Colleges, Research Councils etc
- Scholarship and contribution to the discipline eg
- Public Engagement, promoting the work of HWU.
- QA/accreditation panels, external examinerships, visiting/honorary positions at other universities

# Types of Evidence

- Good citizenship – **active** membership of committees and groups eg Senate, Studies committees etc
- Innovation in learning and teaching
- Impact narrative – how do you know you make a difference?
- Scholarship – how do you engage with latest research in your discipline?
- Student mentoring, career guidance, supporting student activities – what do you do to enhance the student experience?
- Student feedback
- Oscars and teaching awards
- Fellow/Senior/Principal Fellow HEA

# Scholarship examples

## Grade 10 Professor

*Principal Fellow HEA*

Participation/ Leading in government consultation committees; Leadership external QA/accreditation; Invited speaker at prestigious national/international L&T events; national/international prizes and awards; press coverage/publication in practitioner journals. Lead collaborative partnerships with other educational institutions or other bodies. L&T awards/recognition beyond University.  
Sphere of Impact: across the higher education sector at a national and/or international level. Key leader of professional practice / network nationally or internationally.

## Grade 9 Associate Professor

*Fellow/ Senior Fellow HEA*

Leadership in institutional curriculum/policy design and delivery; impactful T innovation at programme level; participation in national L&T events and QA/accreditation; external examiner; visiting/honorary positions at other universities; active member of university L&T committees/working groups; contribution to pedagogy. Awards/ Recognition in L&T at University Level.  
Sphere of Impact: across and beyond the institution; emerging leaders of professional practice/ networks at national or international level

## Grade 8 Assistant Professor

*Eligible  
Fellowship HEA; PGCILT*

Leadership/participation discipline curriculum/policy design and delivery; T innovation at course level; mentoring/peer support of colleagues; external examiner; active member of discipline L&T committees/working groups; leadership in discipline curriculum development; attained PGCILT.  
Sphere of impact peers and within institution, active member of professional practice/ network at national level

## Grade 7 Assistant Professor incl Probationer

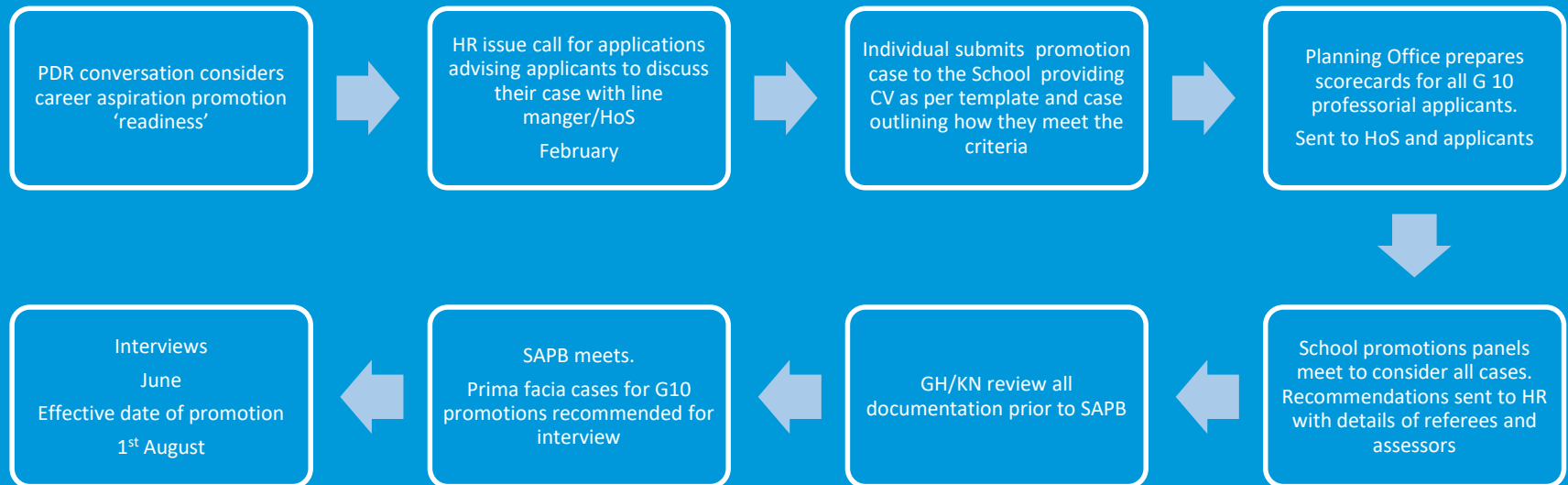
Participation in discipline curriculum development and delivery; undertaking or completed PGCILT or LEADS; member of examination boards and Boards of Studies.  
Sphere of impact: students taught and peers, local engagement of professional practice/ network

# Case Studies

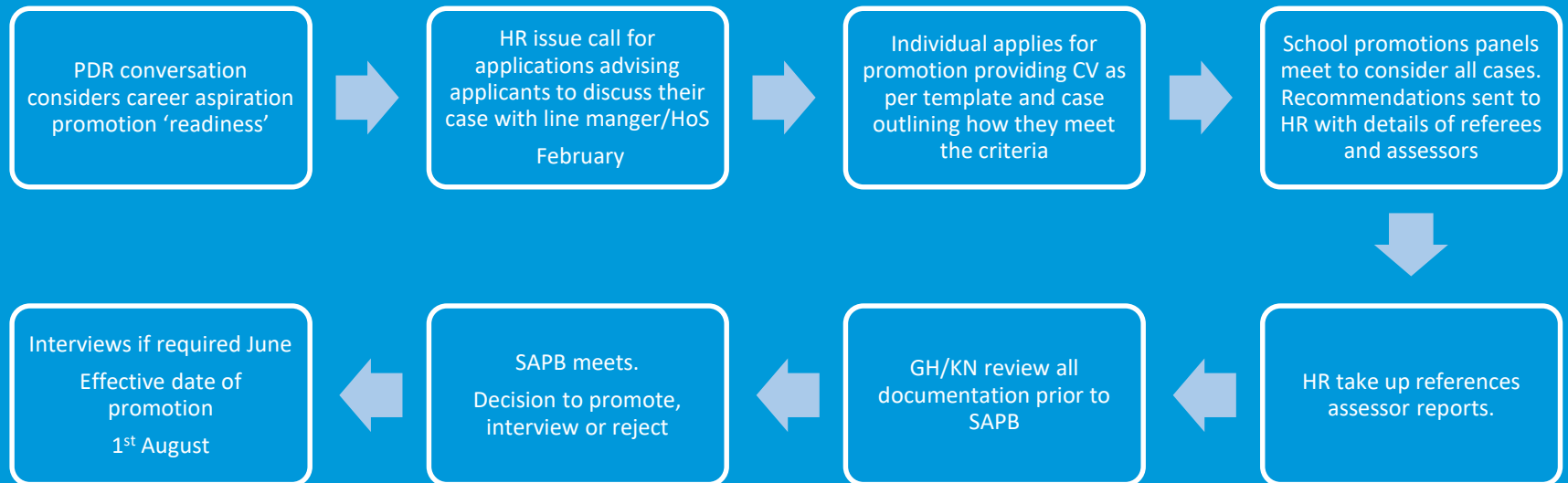
- Evidence that case studies of successful promotion cases are useful
- Celebrate success
- Role models
- Encouragement
- @HWUAthenaSWAN



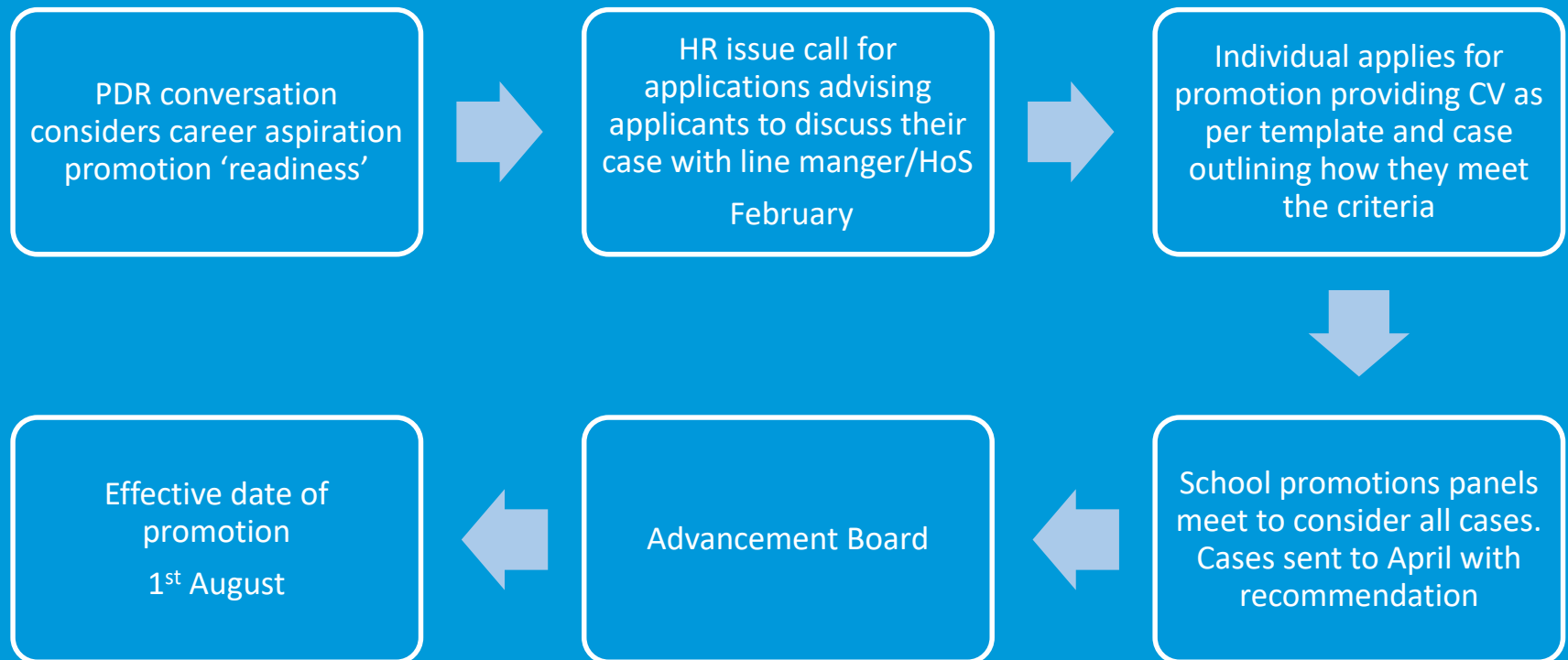
# The Grade 10 Promotions Process



# The Grade 9 Promotions Process



# The Grade 7/8 Promotions Process



# Reward Timetable

Academic Advancement Board (6-7 & 7-8)		Senior Academic Promotion Board (8-9 & 9-10)	
3 <sup>rd</sup> February 2020	Communication to HOS announcing start of process	3 <sup>rd</sup> February 2020	Communication to HOS announcing start of process
3 <sup>rd</sup> February 2020	Communication to Individuals via weekly E-newsletters	3 <sup>rd</sup> February 2020	Communication to Individuals via weekly E-newsletters
March 2020	School Promotion Panel – couple of weeks before closing date	March 2020	School Promotion Panel – couple of weeks before closing date
23 <sup>rd</sup> March 2020	Closing date for applications	23 <sup>rd</sup> March 2020	Closing date for applications
22 <sup>nd</sup> April 2020	Papers to Board Members	23 <sup>rd</sup> April 2020	Papers to Board Members
6 <sup>th</sup> May 2020	Academic Advancement Board meeting to consider applications	30 <sup>th</sup> April 2020	Senior Academic Promotion Board meeting to consider applications
Up to 7 days from above date	Issue Outcome Letters	14 <sup>th</sup> May 2020	Confirm Interview dates/times
1 <sup>st</sup> August 2020	Advancement effective	8 – 16 June 2020	Interviews Held
		Up to 7 days from above date	Issue Outcome Letters
		1 <sup>st</sup> August 2020	Promotion effective

# Reward Timetable

Remuneration Committee All Grade 10's	
12 <sup>th</sup> May 2020	Advanced notification to HOS/G10 Professors that review process will start on 3 <sup>rd</sup> June 2020
18 <sup>th</sup> May 2020	Initial Meeting of Remuneration Committee
3 <sup>rd</sup> July 2020	Communication to Principal/HOS/HOPs announcing start of process
3 <sup>rd</sup> July 2020	Communication to Professors and other Grade 10's announcing start of process
3 <sup>rd</sup> August 2020	Closing Date for Submissions
July 2020	Principal considers direct reports
July 2020	Secretary Considers Direct reports
September 2020	Summary Papers issued to Principal/Secretary & HOS in advance Meetings
September 2020	Principal Initial calibration meeting with Heads of School
Early Oct 2020	Papers issued to Senior Remuneration Committee
Mid Oct 2020	Senior Remuneration Committee meeting to consider recommendations from Principal/Secretary
Oct/Nov 2020	Senior Remuneration Committee reports to Court Meeting
Oct/Nov 2020	Issue Outcome Letters (to each Head of School)