

Policy Name:	Promotion Policy	P No: P1718-1077
Policy Owner:	Charlie James, Transformational Lead: Performance, Human Resources	
Issue/Last Review Date: May 2018		Next Review Date: May 2019
Relevant Legislation / ACAS guidance if applicable:	N/A	
Documents being replaced:	N/A	
Policy Statement:		
<p>Purpose</p> <p>It is the University's intention to ensure that staff are rewarded appropriately and that promotion is applied consistently and fairly, in a focussed and effective way. This will ensure that the University is able to recognise and retain excellent staff and that promotion judgements are based on open, transparent and objective criteria.</p> <p>Where the University operates promotion procedures, such procedures will follow the same key stages, which are:</p> <ol style="list-style-type: none"> 1. Application 2. Decisions made by Promotion Committees 3. Outcome of decision communicated <p>Scope</p> <p>The promotion policy and procedures apply to all Academic and Research employees.</p> <p>Key Principles</p> <ul style="list-style-type: none"> • To ensure an open, fair and transparent promotion process • Equality of opportunity is reflected in all aspects of promotion. The outcome of any promotion decision will be based on merit, underpinned by objective criteria and free from bias. Monitoring will be undertaken to ensure that this is so • All decision makers in the process are trained in equality and understand the process. Involvement in the decision making process brings responsibilities to operate fairly and treat all staff consistently based on the evidence provided • The promotions process is intended to be developmental and therefore any unsuccessful applicant will be offered the opportunity to receive constructive feedback to understand what is required for a successful career development • The process will be as efficient and timely as possible ensuring that all staff are clear of the timescales • The University recognises, in exceptional circumstances, there may be a need to make executive decisions outside this framework to secure the retention of exceptional talent. Such decisions are delegated to the Vice Chancellor, and subsequently reported to the Remuneration Committee 		
Definitions of HR terms used in this policy:		
N/A		
Supporting Procedures/Guidance Documents/Codes of Practice with P Nos. and hyperlinks:		
Promotion Procedure for Research Staff Promotion Procedure for Academic Staff Performance Enabling		