

# Swansea University – Procedure for Promotion Senior Lecturer to Associate Professor (Grade 10)

## Introduction

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The University needs a workforce with the differentiated skills necessary to ensure that it can deliver excellence in research, teaching, learning, and the wider student experience. The criteria for promotion to Associate Professor reflect the Academic Career Pathways (ACP) criteria and indicative performance levels.

## Stages

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There are 3 key stages to the academic promotion procedure to Associate Professor:

1. Application
2. Decisions made by Promotion Committees
3. Outcome of decision communicated

### 1. Application – 1<sup>st</sup> September to 30<sup>th</sup> November

Individuals wishing to apply for promotion to Associate Professor should submit their application as part of the PDR process. The PDR is an opportunity for the employee and their reviewer to have a meaningful discussion regarding their application, explore and reflect on any helpful feedback to enable as strong an application as possible. Applicants will need to upload their application form via the online PDR during this timeframe.

Supporting documentation will not be considered by the committee. All information should be included with the promotion application form.

A report of relevant Research, Teaching and Innovation KPIs will be attached to the application by HR prior to its submission to the committee.

The Academic Promotion Committee take into consideration all activity and outputs up to 30<sup>th</sup> November.

Applicants should indicate the strand upon which the application is based and complete only those sections of the form that are relevant to their application.

The Academic Career Pathway (ACP) criteria may be found on the Academic Promotions webpage.

Applications for promotion should include examples demonstrating how the relevant criteria (as set out in the applicable strands of the Associate Professor criteria) have been met. Indicative examples of how criteria could be demonstrated are given in the ACP profiles, however, it is important that applicants should provide their own examples to evidence the criteria.

Examples given must be relevant and concise, providing sufficient information to show how they are relevant to the criteria. A few good concise examples are better than long explanatory statements. The same example under different criteria, may be cross referenced, however, applicants should show how the example is relevant to each of the criteria.

Employees who are on a fixed-term contract are welcome to apply even if their contract is due to expire during the academic promotion period (1<sup>st</sup> September – 31<sup>st</sup> March). In such instances, where the contract is extended, the application will be considered by the Committee in line with the procedure. If the contract is not extended, the application will not be considered by the Committee.

The deadline for applications is **30<sup>th</sup> November** each year. Applications received after this date will not be considered.

### 2. Decisions made by Promotion Committees – 1<sup>st</sup> December to 31<sup>st</sup> March

#### i. Cross-College Academic Promotion Committees

From the 1<sup>st</sup> December, Human Resources will provide Committee Members with all application forms. Research, Teaching and Innovation KPI information will be provided to assist in the

decision making process. This information will be provided in advance of the Committee to enable members to thoroughly prepare and review application information to enable them to reach a fair and objective decision on whether applicants have evidenced the promotion criteria.

Cross-College Committees will examine the cases submitted and will assess them according to the ACP criteria for Associate Professor. Deliberations will be impartial and based on the documented evidence. The Cross-College Committees will review all applications and make recommendations to the University Academic Promotion Committee on which individuals they believe should be promoted to Associate Professor.

A summary of the reasons for recommendation will be agreed by the Chair of the Cross-College Committee. Where the Cross-College Committee concludes that a case shall not be recommended to the University Committee, a summary of reasons for the decision will be agreed by the Chair of the Cross-College Committee. This information will also be provided to the University Academic Promotion Committee.

## ii. University Academic Promotion Committee

The application form, Research, Teaching and Innovation KPI information and a summary from the Cross-College Committees will be considered by members of the University Committee. This information is provided to all members of the University Committee in advance of the Committee to enable members to thoroughly prepare and review all of the information to enable them to reach a fair and objective decision on whether applicants have evidenced the promotion criteria.

The University Committee will examine the cases submitted and will assess them according to the ACP criteria for Associate Professor.

## 3. Outcome of decision communicated

If the University Committee concludes that a case shall not be recommended for promotion, feedback will be agreed by the Chair of the Committee. With the support of Human Resources, the Head of College, or nominated representative, will provide the outcome to all applicants and provide the unsuccessful applicant(s) with the information confirmed by the Chair of the Committee. It will be the responsibility of the relevant Head of College to offer qualitative advice, feedback and support to the member of staff concerned.

Successful applicants will be informed in writing. New terms & conditions and pay will be effective for all successful applicants from 1<sup>st</sup> March. Successful applicants will be promoted to the starting point of the Associate Professor salary scale, unless there are any exceptional circumstances to consider. For probationary members of staff who are promoted, their probationary period will cease with effect from the 1<sup>st</sup> March.

### University Promotion Recognition Event – May/June

All promoted members of staff will be invited to attend a promotion recognition event, hosted by the Vice Chancellor. This event will recognise the successful applicant's promotion and the contribution that their achievements have made to the upward trajectory of Swansea University. The individual will be given advanced notice of the date, time, location and nature of the event.

## Individual Circumstances

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The University is committed to a policy of equality of opportunity and to maintaining its promotions procedures in accordance with that policy. All applicants are expected to meet the required standard for the grade; however, the University recognises that individual circumstance may have impacted on the quantity of activity undertaken.

Applicants are required to indicate individual circumstances, such as career breaks or any periods of leave or secondment, or any other absences, for example, maternity leave or breaks for caring responsibilities, within the "**Individual Circumstances**" section of the application form. Promotion Committees will take account the "**Individual Circumstances**" section of the application form and consider the impact this will have had on the application.

Job Share – Staff who are employed on a job share arrangement will be considered on an individual basis for promotion. In the event of only one member of the job share partnership being successful for promotion, the impact of this will be dealt with on a case by case basis.

Joint Contracts – if an applicant is employed by more than one employer, the evidence submitted in the application for promotion must specifically relate to work carried out for Swansea University.

## **Committee Membership**

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In constituting the Committees, consideration is given to the requisite balance of expertise for assessing various aspects of the ACP as well as diversity. In particular, it is expected that there will be diversity of membership. Committee members must have undertaken training in equal opportunities (e.g. the Marshall online equality training package).

In instances where a Committee member has applied for promotion, a suitable representative will be sought to attend the Committee and provide the relevant expertise.

### **Declaration of Interest**

Members of Committees are required to declare an interest if they have any close personal association with an applicant which may affect the impartiality of their judgement. It will be for the Chair to decide whether to disbar the member from consideration of the case. If it becomes evident subsequently that a member has failed to declare an interest, the matter may be considered under the University's Conduct and other Substantial Reasons for Dismissal Ordinance.

### **Confidentiality**

All documentation relating to the promotions process will be treated in the strictest confidence by all parties involved. Members of Committees will not discuss applications or committee deliberations to any persons outside of the committee unless prior consent is given by Human Resources.

## **Appeal**

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The decision of the Committee is final; there is no right of appeal.