

Academic Promotions Flowchart – Good Practice



Please note some larger schools and departments may have different processes but the steps and feedback opportunities should remain the same. For the academic year 2020-21 a different cycle is being used. Departments need to notify academic processes of promotion applications by 15 December

How can Departments/Schools support the Promotions Process for Teaching Focused (TF) Staff?

1. Hold workshops explaining the promotions process and typical profiles for each of the four criteria at different levels (STF, Associate Professor, Reader, Professor). It is not always clear how TF staff are able to meet criteria on impact and outreach for example.

2. Provide opportunities for teaching focused staff to gain experience and have opportunities which will enable them to meet the criteria for promotion.
3. Ensure all reviewers in the Departmental PDR process are fully aware of the promotions criteria and are able to provide support and feedback to TF staff.
4. Have a clear and transparent Departmental promotions process with deadlines that give both applicants and the HoD (or their representative) sufficient time to complete the application.
5. Have regular evaluations of the promotions process and seek feedback from both successful and unsuccessful applicants on the support received from the Department.
6. Have post-decision meetings with both successful and unsuccessful applicants on next steps.