

Academic Promotions Explained

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Academic Promotion

- Process was revised in 2018/19
- Continue to use this process for 2020/21 round
- Acted on feedback to make small amendments to the process
- *Additional FAQs have also been prepared in regard to the Covid-19 pandemic*



Academic Promotion

There are three bodies that consider academic promotions:

- Academic Staff Committee (ASC)
- University Professorial Promotions Committee (UPPC)
- Probation Review Group (PRG)



Application process

- Applicant to complete application form and CV (only those submitted on the standard proformas will be considered) and send to Head of Department (HoD) for comments
- HoD to complete comments (regardless of whether support application or not) and return to applicant
- Applicant responsible for submitting application to Academic Processes team (within HR)



Career pathways

- Research focused
- Teaching focused
- Research and Teaching

Movement sideways or diagonally is possible, subject to there being a clear business case in support



Criteria

All applicants for promotion, regardless of career pathway, will be assessed against set criteria thresholds, across the following four areas of academic activity:

- Research and Scholarship
- Teaching and Learning
- Impact, Outreach, Engagement
- Collegiality, Leadership and Management



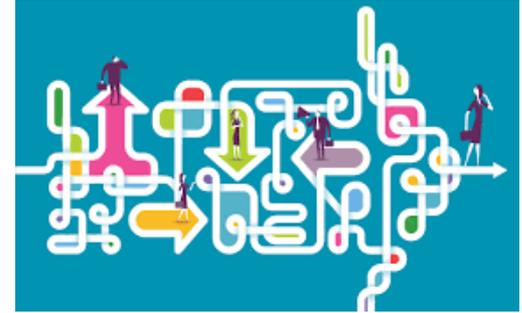
Different expectations across these areas according to pathway

Example of criteria and evidence

	Impact, Outreach & Engagement criteria	Evidence <i>(Examples only and it is not assumed that every applicant will demonstrate all)</i>
Band 1	Building a reputation for academic contributions in specialist area.	<ul style="list-style-type: none">• An openness to and a willingness to share knowledge in expertise in a specialist area• Conference attendance, event attendance, presenting work to others, network-building
Band 2	Recognised externally for work in specialist field	<ul style="list-style-type: none">• Invitations to peer review (journals, conferences, academic programmes or modules)• Participation in external engagement activity that promote the Department and University• Participation in external activities that have a positive reputational impact (for example engagement with local schools, businesses, cultural organisations, community networks etc.)

Career pathway matrix

- The requirements of each area of academic activity will vary according to the career pathway and the particular role being applied for, as set out in the career pathway matrix
- Career pathway matrix should be read in conjunction with the criteria and evidence



Career Pathway Matrix

Career pathway

Grade of post

PATHWAY	RESEARCH AND SCHOLARSHIP	TEACHING AND LEARNING	IMPACT, OUTREACH, ENGAGEMENT	COLLEGIALITY, LEADERSHIP AND MANAGEMENT
FA9 - Professor				
To be achieved through meeting minimum thresholds in each of the four key areas of activity as detailed below				
Total minimum score = 22				
Research and Teaching	7	5	4	4
Teaching Focused	3	8	4	4
Research Focused	8	3	4	4
FA8 - Reader				
To be achieved through meeting minimum thresholds in each of the four key areas of activity as detailed below				
Total minimum score = 20				
Research and Teaching	6	4	3	3
Teaching Focused	3	7	3	3
Research Focused	7	3	3	3
FA8 - Associate Professor				
To be achieved through meeting minimum thresholds in each of the four key areas of activity as detailed below				
Total minimum score = 18				
Research and Teaching	5	4	3	3
Teaching Focused	3	6	3	3
Research Focused	6	3	3	3
FA7				
To be achieved through meeting minimum thresholds in each of the four key areas of activity as detailed below				
Total minimum score = 14				
Research and Teaching	4	3	2	2
Teaching Focused	2	5	2	2
Research Focused	5	2	2	2
FA6				
To be achieved through meeting minimum thresholds in each of the four key areas of activity as detailed below				
Total minimum score = 10				
Research and Teaching	3	2	1	1
Teaching Focused	2	4	1	1
Research Focused	4	2	1	1

4 areas of academic activity

Criteria Band requirements

Total minimum score for promotion

Summary Profile

PROFESSOR—RESEARCH FOCUSED

Research and Scholarship criteria

Has achieved and sustained, outstanding and widely recognised international eminence and authority in their subject through the distinction of their research, publications and leadership.

Band 8

Learning and Teaching criteria

Able to develop and deliver teaching to a standard evidencing good practice at Foundation, UG or PG Level with evidence of enhancement and engagement with national frameworks and standards.

Band 3

Impact, Outreach, and Engagement criteria

Developing regional/national recognition for work demonstrating value of broad based academic activity.

Band 4

Collegiality, Leadership, Management criteria

Track-record of management capability within the Department. Demonstrates leadership ability within a wider group or department.

Band 4

It should be noted that the criteria listed above are the minimum requirements for promotion to Professor — Research Focussed, however, whilst the total Band score between the four thresholds equates to 19 points, the minimum score for promotion is 22.

Examples of evidence of criteria are included in: [INSERT LINK]

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Four areas of academic activity

Criteria band requirements

Total minimum score for promotion

Referees

- Nominated by Head of Department, after discussion with the applicant
- Referees should not be deemed to be too close to the applicant
- Committees reserve the right to identify their own referees/assessors



Committee process

ASC and UPPC follow a similar process for considering cases:

- An initial review of the paperwork is undertaken by members of the Committee
- References are taken up and considered by the committee
- The committee makes a decision based on all of the evidence available to them (references, application form, HoD statements, CVs, teaching profiles and citation reports)



Decisions

- During 2020-21 academic year, decisions and outcomes on all cases will be made by the end of the Summer term, with promotions usually taking effect from 1 August
- Unsuccessful applicants will be offered a feedback meeting with a member of the committee - which individuals and HoDs are strongly encouraged to attend
- No time restriction on unsuccessful applicants reapplying

Key dates

Date	Action
September 2020	Revised documents, guidelines and FAQs on Academic Processes website
15 December 2020	HoD notifies HR of anticipated applications
15 January 2021	Deadline for receipt of promotion application forms from applicants
Spring/Summer terms	Consideration of applications
End of Summer term	Notification of decisions
1 August 2021	Usual effective date of promotion



Key points to remember

- Preparation
- Presentation
- Criteria
- Evidence
- Communication



Further guidance

- Academic Processes website:

warwick.ac.uk/services/humanresources/internal/academicprocesses/academicpromotion/Communication

- Academic Promotions guidance:

warwick.ac.uk/services/humanresources/internal/academicprocesses/academicpromotion/academic_promotion_guidance.pdf

- Heads of Department guidance:

warwick.ac.uk/services/humanresources/internal/academicprocesses/academicpromotion/academic_promotion_-_hods_guidelines.pdf

- Academic Processes team:

academicprocesses@warwick.ac.uk

Q&A