



WARWICK

Academic Promotion Guidance for Heads of Departments

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1. General Information

- 1.1 These guidelines are intended to provide Heads of Department with advice and guidance when considering applications for promotion and should be read in conjunction with the Academic Promotions Guidelines.

2. Schedule

- 2.1. Heads of Department should notify the Academic Processes team in Human Resources of any promotion cases from their Department by 15 December. The [promotions submission form](#) found on page 6 of this guidance should be used to do this.
- 2.2. Promotion cases should be submitted electronically, by the applicant (copying in the Head of Department) to the Academic Processes team (academicprocesses@warwick.ac.uk) by 15 January 2021.
- 2.3. Promotion cases are considered during the Spring and Summer Terms. Decisions will be communicated directly to the applicant (copied to the Head of Department) as soon as possible thereafter, however, it is likely to be towards the end of the Summer term.
- 2.4. Promotions will take effect from 1 August.

3. Departmental Promotions process

- 3.1. Departments must communicate to their academic staff, a process which outlines the mechanism by which promotions cases are considered for HoD support. It is a requirement that Heads of Department will seek advice from other senior colleagues when considering applications for promotion. Good practice will include some or all of the following:
 - Explicitly inviting members of the department to consider putting themselves forward for promotion;
 - Forming a Promotions Committee within the Department to review cases for promotion;
 - Using senior management meetings as a mechanism to review cases for promotion.
 - Involvement of one representative from outside of the Department (this may be particularly helpful for small Departments)

4. Eligibility

- 4.1. The promotion case should focus on the applicant's achievements in relation to the evidence and criteria for promotion.

- 4.2. Where the Head of Department decides not to support a promotion case, they should complete their comments on the application form detailing the reasons why they are not supportive and return this to the individual. Individuals can then decide if they still want to apply for promotion and should submit the application form as detailed in sections 2.1 and 2.2.
- 4.3. Generally, unpublished work will not count as evidence of an applicant's research output, although it may provide information relating to a continued trajectory. Heads of Departments should clarify the position relating to unpublished work when submitting their comments. Evidence submitted by the applicant should not rely on anticipation of forthcoming work.

5. Head of Department Statement

- 5.1 The statement should clearly state whether or not the Head of Department is supportive of the application.
- 5.2 The Head of Department should indicate whether or not the scores claimed by the applicant are appropriate, and provide comprehensive but succinct commentary on each of the four areas of activity.

6. References

Full contact details of all referees should be provided where appropriate. Supporting statements are also required on the standing and relevance of each of the chosen referees. The Head of Department or the applicant may contact referees to notify them that they have been listed as a referee and that they may be contacted by the University.

- 6.1. Details of references required for each level of promotion are outlined below:

Promotion to:	Number of Referees required	Notes
Professor	8	All referees must be external (and at least 2 must be from international institutions). <u>Only 1 referee from a previous promotion can be named.</u>
Reader	6	All referees must be external.
Associate Professor	4	At least 2 referees should be external.
Senior Teaching Fellow/ Senior Research Fellow	None	
Teaching Fellow/ Research Fellow	None	

- 6.2. Heads of Departments are reminded that referees should be able to provide an independent and considered assessment of an applicant's academic standing.
- 6.3. It should also be noted for the levels of Reader and Professor, that any referees who have recently (usually within 3 years) left the University of Warwick will not normally be approached.
- 6.4. Those referees that are judged by the Committees to be too close to the applicant (e.g. former PhD supervisor or close collaborators) may be rejected and the applicant may be asked to provide alternative names.
- 6.5. The Committees reserve the right to identify their own referees or assessors in addition to those nominated by the applicant and/or Department.
- 6.6 Applicants should be aware that personal details from their application form and CV will be shared with referees.

7. Out of Cycle Cases

- 7.1. In exceptional cases, the Vice-Chancellor has discretion to consider promotion cases outside the annual promotions cycle. In such cases applicants would normally be expected to provide the same paperwork as that required for an 'in cycle' promotion, together with a rationale detailing why the case should be considered out of cycle.

8. Feedback

- 8.1. Feedback meetings are offered to unsuccessful applicants and their Head of Department by a nominated member of the Committee. It is strongly advised that these feedback meetings are taken up and that individuals are accompanied by their Head of Department.
- 8.2. Unsuccessful applicants may reapply for promotion at any time, providing that they are able to demonstrate that they have acted on the feedback and have addressed the areas of shortfall against the criteria.

9. Data Retention

- 9.1 Any personal data collected or retained in relation to the academic promotions procedure will be in accordance with the Data Protection Act 2018. Further information is detailed in the University's Privacy Notice and Record Retention Schedule.

Promotion Submission Form

This form should be completed by the Head of Department with the names of all potential promotion applicants, and submitted by email to the Academic Processes team at academicprocesses@warwick.ac.uk by **15 December 2020**.

This can be amended up until 15th January 2021 and any amendments must be notified to the Academic Processes team.

Department/School/Institute _____

Name of Candidate	Current Position	Applying for promotion to (indicate the job title which is being applied for)