



Academic Promotions Guidance

1. Applications for Academic Promotion

1.1. These guidelines are intended to provide advice and guidance for any academics considering promotion. Separate guidance is available for Heads of Department when considering applications for promotion.

1.2. All applicants should read the criteria and evidence document alongside the career pathway matrix, to identify the relevant thresholds that they will need to evidence in order to be eligible for promotion¹.

1.3. Applicants wishing to apply for promotion should complete the application form for academic promotion and submit that along with a current CV in the standard format to their Head of Department. Note that there is a separate form for applicants applying for promotion to the level of Professor.

1.4. For teaching focused applications, applicants should ensure that they have a teaching profile of evidence available, should the relevant Committee request to see it. The teaching profile should be made available to the Head of Department should the Head require it.

1.5. Applicants should ensure that they clearly demonstrate how they meet the criteria for the four areas of activity making careful use of the evidence that is contained in their CV.

1.6. In the interests of fairness, if an applicant exceeds the word limits assigned to sections on the application form (beyond what is reasonable to complete a sentence), they may be asked to resubmit. Please do not submit any additional documents over and above what has been requested, as these will not be forwarded or considered by the Committee.

1.7. The Head of Department should complete their comments on the application form, making clear whether they support the case or not. This section should be completed for all cases, irrespective of whether or not the Head of Department supports the application, before being returned to the applicant who is responsible for submitting their application to the Academic Progression Team by 25 January 2027 (academicprogression@warwick.ac.uk). The applicant should copy their Head of Department when submitting their application.

1.8. It should be noted that during the promotions process, if there is a significant change to an applicant's role, it is the applicant's responsibility to notify the Academic Progression Team. For example:

- If an applicant applies for and is appointed to a new role in a different Department, it is the responsibility of the applicant to notify both the Academic Progression Team and the receiving Head of Department (HoD) that they have applied for promotion. In this circumstance, it would be assumed that the original application for promotion would be withdrawn unless the new Head of Department (HoD) is aware in advance and is clearly supportive.

1.9. Individuals on fixed term contracts may apply for promotion, however promotion is subject to their fixed term contract being extended or made indefinite. Academic promotion does not rescind the original fixed term end date.

¹ Staff who are sponsored under a Skilled Worker/Tier 2 (General) visa will be able to apply for promotion provided that the conditions of their visa, as set out by the Home Office, continue to be met.

2. Making an Application

2.1. The promotion case should focus on the applicant's achievements in relation to the evidence and criteria for promotion. Candidates can make use of outputs and achievements prior to their last appointment/promotion and their case should be evaluated based on their overall profile of activity and achievement.

2.2. Where a candidate is being considered for promotion in a relatively short time since their previous appointment, the Academic Staff Committee (ASC) and University Professorial Promotions Committee (UPPC) are asked to assure themselves that the individual has been able to sustain the required level of performance since their previous promotion/appointment. The meaning of 'sustained' in this context will vary across disciplines and cases and it is difficult to offer detailed guidance. However, candidates should be providing evidence of continued delivery at the band level that they are claiming but perhaps with greater evidence on the level than the quantum.

2.3. For Teaching Focused applications, ASC and UPPC may request to see an applicant's teaching profile of evidence if considered necessary.

2.4. If your Head of Department decides not to support your 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 noted in paragraph 1.7 above, applicants should copy their HoD into their promotion submission.

2.5. Generally, unpublished work will not count as evidence of an applicant's research output, although it may provide information relating to a continued trajectory. Work that has been clearly accepted for publication may be counted provided that UPPC or ASC can be assured of its standing. Heads of Department should clarify the position relating to unpublished work when submitting their comments, including an explanation of whether work that is not yet published has been definitively accepted for publication. Evidence submitted by the applicant should not rely on anticipation of forthcoming work.

3. Equality of Opportunity

3.1. The promotions process considers equality of opportunity for all staff in accordance with the University's [Diversity and Inclusion Policy](#).

3.2. Any member of staff that considers that they have special circumstances which may impact on their promotion submission should declare these on their application form. Such information will be kept confidential and will only be seen by members of staff involved in the promotion process and if appropriate, may be seen by referees.

3.3 Where an individual applying for promotion is currently undertaking a fixed-term research-focused fellowship (typically up to five years), flexibility in the standard promotion thresholds may be applied. Applications submitted during the fellowship will normally be assessed against the research-focused banding and criteria.

In such cases, flexibility may be applied by the Committee to agree adjusted thresholds between the Research & Scholarship and Teaching & Learning categories. Recognising the research-focused nature of the role, this may be considered sufficient, provided that the application is supported by the department and requested by the applicant, and is accompanied by appropriate evidence.

All such cases must be clearly identified and justified within the 'adjusted thresholds' section of the application form.

4. Criteria

4.1. All applications for promotion will be assessed against set criteria thresholds across the following four areas of academic activity as defined below:

4.2. Research and Scholarship

4.2.1. This activity includes discipline-based and interdisciplinary research, whether theoretical or empirical that makes an original contribution to knowledge, it can also encompass the academic impacts of the research for developments, across and within disciplines. Within this category you may also wish to provide evidence of research work undertaken with business that may lead to other forms of research output including patents, reports, presentations and guidance to non-academic organisations. Research and Scholarship also encompasses pedagogical and teaching related research, practice focused research and broader scholarship within and across disciplines, as well as, if not claimed elsewhere, the public impact of research and scholarship. Grant capture, PhD supervision and external presentations will also be considered as part of this activity, where relevant. In making any evaluations of individual research and scholarship, ASC and UPPC will abide by the ['Leiden Principles'](#) for the evaluation of research.

4.3. Teaching and Learning

4.3.1. This activity includes the development and delivery of teaching and learning at all levels (and can include teaching and learning in informal settings and research supervision such as might be undertaken by Research focused staff in a research setting). PhD support and supervision may also be included, provided it has not been used as evidence in other areas of activity. It also includes activity that develops and enhances the practice of teaching and learning within and beyond the curriculum as well as encompassing activity which enhances the broader student experience. Also relevant to this activity are engagements externally with teaching and learning related events, organisations and policy.

4.4 Impact, Outreach, Engagement

4.4.1. This activity encompasses a broad range of activities that are focused on taking academic activity and academic knowledge out into the world and translating it into meaningful practice. This is a broad category and it is recognised that impact may be both academic (the contribution that research and teaching makes

within and across disciplines, including significant advances in understanding, methods, theory, application and academic practice) as well as the broader impact that academic activity has on the economy, society, culture, public policy or services, health, the environment, or quality of life, beyond academia. This category also incorporates the related processes of engaging with stakeholders and building meaningful partnerships whether regionally, nationally or internationally. Warwick Institute of Engagement has identified the following activities as examples of the types of evidence that you **may wish** to draw on for this activity:

- Knowledge Exchange.
 - Licensing and spinout.
 - New commercial products, processes or services, or contributions thereto.
 - Assisting business through specialist facilities, consultancy and services
 - Connecting employers with Warwick talent
 - Research presentations to non-academic organisations.
 - Provision of CPD for external organisations.
 - Involving business with curriculum development and delivery – degree, degree apprenticeships, research degrees
 - Creation of Impact Case Studies
 - Outreach/Inclusion.
 - Contributions to professional/scholarly bodies/government/third sector.
 - Community Engagement.
 - Public Engagement with Research (including Research Impact).
 - Engagement-related Awards and Recognition.

4.5 Collegiality, Leadership and Management

4.5.1. This activity encompasses both working style – being willing to share responsibility within a broader community - and working activity which supports the operational and strategic needs of the institution. These are activities that provide the infrastructure to allow academic activity to prosper within the institution. The most obvious examples are the various administrative and support activities that are required within a Department and within the broader university, or where colleagues assist in the development of scholarly activities of members of the wider community, including the building of interdisciplinary networks or multi-participant partnerships with business. Activity external to the University within a discipline or another form of academic activity may also be relevant to performance in this category.

4.6. The four areas of academic activity will apply across all three career pathways, i.e. the Research and Teaching, Teaching focused and Research focused pathways. However, the expectations of each area of academic activity will vary according to the career pathway and the particular role.

5. Career Pathway Matrix

5.1. The career pathway matrix, available on the [Academic Progression Promotions webpage](#), details what criteria band threshold is required under the four areas of academic activity for each promotion. Individuals will be able to progress within their appointed career pathway subject to meeting the specific criteria for promotion (where relevant with external validation from referees).

5.2. The scores given in the matrix represent the minimum criteria thresholds for each area of academic activity, noting that the total minimum score required to achieve promotion may exceed the cumulative total threshold scores.

5.3. The matrix has been structured in such a way as to allow individuals a degree of flexibility to structure their case for promotion. Minimum thresholds have been set for each area of academic activity to identify a

base level that everyone would be expected to achieve. Beyond this base threshold, individuals can accumulate the additional points they need in areas where they have particular strengths in order to achieve the overall minimum score for promotion. This approach allows the promotion's process to recognise diversity of activity and achievement both within and across career pathways.

6. Movement Between Pathways

6.1. Movement between career pathways is permitted either sideways or diagonally but is subject first to there being a clear management case for such a move and to the individual meeting the specified thresholds, as detailed in the career pathway matrix. These applications should be made on a separate form which can be found [here](#).

7. References

7.1. Referees should be nominated by the Head of School/Department in consultation with the candidate.

7.2. Referees should be able to provide an independent and considered assessment of an applicant's academic standing. Referees should not be deemed to be too close to the applicant (e.g. former PhD supervisor, Line Manager or close collaborators) and any referees that have recently left the University (within the past 3 years) will not normally be approached.

7.3. Applicants or their Head of School/Department may contact referees to notify them that they have been listed as a referee and that they may be contacted by the University.

7.4. Applicants should be aware that personal details from their application form and CV will be shared with referees.

7.5. Referees for any Professorial level applications must be leaders in their field. At least two references should be from esteemed international institutions and referees should be subject specialists in the applicant's field of study. Please do not use multiple referees from the same institution.

7.6. We would normally require responses from a majority of the referees contacted and the Committee will make its decision based on the strength and valence of the analysis provided by the referees.

7.7. The number of referees required for each level of promotion is detailed in the table below:

Promotion to:	Number of Referees required	Notes
Professor	8 names to be submitted	All referees must be external (and at least 2 must be from international institutions). Only 3 referees from a previous promotion/appointment can be named.
Reader	6 names to be submitted	All referees must be external (and at least 2 must be from international institutions).

		Only 2 referees from a previous promotion/appointment can be named.
Associate Professor	4 names to be submitted	At least 2 referees should be external.
Assistant Professor (Teaching, Research focused) (formerly Senior Teaching Fellow/ Senior Research Fellow)	None	
Teaching Fellow/ Research Fellow	None	

8. Procedure for Considering Recommendations

8.1. Professorial applications

8.1.1. The [University Professorial Promotions Committee \(UPPC\)](#) chaired by the Provost, considers all Professorial promotion applications. Members of the Committee are nominated by the Provost (formerly the Vice-Chancellor) with each Faculty represented.

8.1.2. The procedure for considering recommendations is as follows:

- Prior to the first meeting of the Committee, two Close Readers will be allocated to each case. At the first meeting of the Committee, an initial review of all cases is made and if at this stage it is determined that the case does not meet the relevant criteria, it will be turned down. For those cases that proceed, 8 or more referees will be contacted to comment on the case.
- The referees will be sent the full case including the selected publications (if requested) but will not be sent the Head of Department's comments.
- At the second meeting of the Committee, the promotion case, along with the Close Readers' evaluation, referees' statements, and citation analysis (if relevant), will be further considered and the Committee will resolve to either approve the promotion, invite the applicant to interview or confirm that promotion has not been agreed. In unsuccessful cases, applicants are offered feedback.
- Citation metrics may be used as one form of evidence and their use will be consistent with the '[Leiden Principles](#)'. UPPC will have access to citation information which may be used in evaluating promotion applications but only as part of a broader package of evidence. The University does not set citation thresholds and recognises that the utility of citation metrics is highly discipline dependent.

8.1.3. The Committee reserves the right to invite applicants who have applied at Professor level, to interview as part of the promotions process.

8.1.4. Associate Professors may apply directly for promotion to either Reader or Professor. However, for those who apply for a Professorial promotion and are unsuccessful, the UPPC may determine to remit their case to the ASC for consideration at Reader level, subject to the individual's consent. This is not an automatic right and the UPPC will make the decision whether to remit to Reader or not. Applicant's will be notified if they have been remitted to Reader and will be required to complete the application form for FA 6- 8 roles. The Committee will select 6 referees from the previous 8 supplied to be contacted.

8.1.5. All outcomes are reported to the Academic Staff Committee which in turn reports the decisions to Senate and Council.

8.2. FA6 – FA8 applications

8.2.1. The [Academic Staff Committee \(ASC\)](#), chaired by the Provost considers all other academic promotion applications. Members of the Committee are drawn from each of the University's Faculties.

8.2.2. The procedure for considering applications for promotion is as follows:

- Each case is assigned two Close Readers, one of whom is from the same Faculty but a different Department to the applicant, and one from a different Faculty. They are responsible for reviewing the list of referees put forward and for presenting the case to the Committee, although all Committee members are required to consider and comment on each case in relation to how it meets the criteria.
- Referees will be contacted by the Academic Progression Team to comment on the case. Referees will be sent the full case but will not be sent the Head of Department's comments. The referees' statements will be considered by the Committee.
- The Committee will resolve to promote the applicant or confirm that promotion has not been agreed. In unsuccessful cases applicants are offered feedback.
- All successful outcomes are reported to Senate.

8.2.3. The Committees reserve the right to identify their own referees or assessors in addition to those nominated by the Department.

9. Paperwork

9.1. All applicants should submit their completed application form and up to date [CV](#) to the Academic Progression Team academicprogression@warwick.ac.uk by 25 January 2027. The applicant must copy their Head of School/Department when submitting their application.

10. Outcomes and Feedback

10.1. Decisions on promotions will normally be communicated during the Summer Term and by no later than 31 July 2026. However, applicants should be aware that some cases may require longer, for example if referee comments are delayed.

10.2. Feedback meetings are offered to unsuccessful applicants 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 or a Department representative. There may also be a HR representative at the meeting.

10.3. Unsuccessful applicants are not prohibited from reapplying for promotion in the next promotions cycle but should be able to demonstrate that they have acted on the feedback and have addressed the areas of shortfall against the criteria.

10.4. Promotions will normally take effect from 1 August.

10.5. Individuals can usually expect to see some salary progression as the result of a successful promotion application. Successful applicants would normally move to the first point on the relevant salary scale. Given the overlap between the salary scales for Associate Professor and Reader, individuals appointed to Reader can reasonably expect an additional increment as a result of a successful promotion application. Any applicants that are currently in the extended area will be reviewed on a case by case basis. For Professorial promotions, salaries will be reviewed on a case by case basis with the aim of ensuring some salary progression; in most cases this means that the salary will be set at the entry level of the professorial salary scale.

10.6. There is no right of appeal against a decision made by the UPPC or ASC not to support a case for promotion.

11. Restrictions on Applying

11.1. Where an employee is subject to a disciplinary sanction they may be restricted from being promoted. Specifically:

- If a member of staff is the subject of an investigation, then the promotion is suspended until the investigation or any subsequent disciplinary process is completed.
- Anyone with a final written warning cannot be considered for promotion that year.
- If a member of staff has received a first written warning, then the nature of the warning is considered by the Provost, taking advice from HR.

12. Data Retention

12.1. Any personal data collected or retained in relation to the academic promotion's 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](#).