

**Role & Grading Framework**

**Academic Promotion Policy**

**1 Introduction**

This Policy is part of the Role & Grading Framework, which is made up of a number of elements which together encompass all formal policy, procedure and statement documents, including associated forms, relating to reward, roles and grading in Abertay University (the “University”).

If you would like this document in a different format (e.g. large print, braille) or need any assistance to access or understand the policy/procedure please contact your School/Service designated HR Partner.

2 Purpose and Scope

The University recognises broadly two types of role in respect of the way roles are constructed and the nature of career progression.  One type - which is slightly more common - is where the role exists to carry out a particular job for the University, which determines both the job description and the grade for the job.  These roles can and do change, as the nature of the business needs change - and where that happens, the job description and, in some cases, the grade will change. However, career progression is most commonly through individuals moving to different jobs.   Most support service roles fall into this category, along with roles such as Teaching Fellows, Research Fellows and academic leadership and management roles, such as Heads of Division and Heads of School.

The other type of role is where the broad job to be done is defined by the University, but the way and level at which it is done can be significantly affected by the individual employee's performance, based on the application of their developed knowledge, skills and experience.  For these roles, career progression may be by moving jobs. However, it may also be achieved through promotion, i.e. review of the grade at which the role is being carried out. Lecturer, senior lecturer and professor roles fall into this category, as do apprenticeships.

The purpose of this policy is to ensure a fair, equitable, transparent and consistent process for reviewing the grade of Lecturers, Senior Lecturers, Readers and Professors (referred to as ‘academic staff’ for the purpose of this policy). That process is integrated with the University’s grading structure, which is based on the HERA (Higher Education Role Analysis) system and underpinned by the principle of ‘equal pay for work of equal value’.

The process for grading other roles, including Teaching and Research Fellows, is set out in the Grading Procedure.

This policy does not form part of any employee's contract of employment and it may be amended at any time. The University may also vary any parts of this policy as appropriate to the circumstances.

3 Grading Criteria

The responsibilities of academic roles at grades 8, 9 and 10 along with the required, knowledge, skills and experience and competencies are set out in the role profiles for grade 8, 9 and 10 academic roles in Appendix 1. The grade of academic roles will be determined by reference to these role profiles.

There will no longer be separate promotion to the role of Reader. Academic staff promoted to grade 9 will have the title of Senior Lecturer.

4 Academic Grading Process

Each year, in the Spring, the University will invite applications for promotion from academic staff (Lecturers, Senior Lecturers and current Readers) who believe they meet the requirements of the relevant role profile.

Cases should be made using the Academic Grading form. The case should describe the role being carried out on an ongoing basis, providing examples/evidence to demonstrate how this meets the relevant role profile.  Cases should be accompanied by a full academic CV incorporating all the information in the Academic CV Checklist.

For cases for promotion to Professor, the names and contact details of three academic referees should be provided, and the Head of School will be asked to identify two further independent academic referees.  Referees and assessors should normally be external to the University.

Academic staff should discuss their application with their Head of Division Leader (HoD), as their line manager, for guidance and their information before applying. Applications should be submitted to HR by the specified deadline.

Academic references will be taken up where appropriate, for cases for promotion to Professor.

Cases will be considered by a panel including the Principal and/or Vice-Principal Academic, the Head or a senior academic representative of each School and the Director of HR & OD or his/her nominee. Each case will be considered against the academic role profiles to determine the appropriate grade.

Grading Outcome and Review

Applicants will be notified of the outcome and any change of grade will take effect from the 1st August following the call for applications.

There is no right of appeal in relation to the outcome of the decision made for promotion. Feedback in all cases will be provided to staff members who are unsuccessful to assist with future staff development.

The grade of an academic member of staff is subject to their continuing to carry out their role at the level indicated by the relevant role profile.

|  |  |
| --- | --- |
| Document Information |  |
|  |  |
| Author  | Human Resources |
| Equality Impact Assessment | Human Resources  |
| Approved by | Eilidh Fraser |
| Approval date(s) | 01/06/14 |
| Review by | 01/06/18 |
| Version | 1.1  |
| Document Type | Policy and procedure |
| Activity/Task | Policies & Procedures: Academic Promotion |
| Keywords | Promotion, regrading, role, competencies |
| Document Location | This document is available via the HR Web/Intranet pages. It should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy. |
| Confidentiality | Available via the HR Web/Intranet |
| Source | V:\HR\H2-Policy-Procedures\2-2-Approved\2-2-6-Role-&-Grading-Framework\A-E3-Promotion-Policy |

|  |
| --- |
| Version Control Table |
|  |
| Version No. | Purpose / Changes | Author | Date |
| 1.0 | New Policy | Human Resources | 1 June 2014 |
| 1.1 | Revision | Human Resources | 22 April 2015 |
| 1.2 | Revision | Human Resources  | 24 March 2016 |