

## **Guidance for Applications for Promotion to Professorial Band 2 and 3**

Candidates may apply for promotion on the basis of excellence and sustained leadership at the required level in teaching and learning, research or wider contribution to the University. Whatever is selected as the *primary* basis for the application, candidates must also demonstrate their ability and effectiveness *in one or both of the other areas*.

Candidates should demonstrate contributions across the breadth of the University's strategic aims, in addition to excellence in the chosen area. Candidates should be aware that at this level applications should demonstrate not only individual excellence but also substantial, sustained and recognised leadership both in the University and externally.

For information regarding the criteria for promotion to professorial band 2 and 3 please refer to the 'Professorial Promotion Criteria (to Band 2&3)'. Applicants are not expected to meet all the indicators in all the areas.

### **Equal Opportunities**

Bangor University is committed to promoting equality of opportunity in all its activities and aims to provide a work, learning, research and teaching environment free from discrimination and unfair treatment. Procedures for promotion are intended to be fair, transparent and consistent with the University's Equal Opportunities Policies.

### **1 The Promotions Process**

Candidate's making an application for promotion to professorial band 2 and 3 should:

- Complete the 'CV Application for Promotion to Professorial Band 2 and 3' and send it to the Head of School and Dean of College. Candidates should refer to the Criteria and should not submit any other CV except the CV Application form.
- Applications should normally be made through the Head of School and Dean of College. The Head of School / Dean of College will verify the accuracy of the factual sections of the CV and provide a detailed written evaluation of the application against the Benchmarks and Indicators of Assessment.
- Applications should be submitted electronically (either with electronic signature or PDF) and can be submitted at any time to the Vice Chancellor's Office. The deadline for receipt of applications for consideration at the next meeting of the Committee may be obtained from the Vice-Chancellor's Office.
- Applications will be considered by the Professors and Readers Committee, chaired by the Vice Chancellor.

### **2 Guidelines for Head of Schools and Deans of Colleges**

An application should normally be made through the Heads of School and Deans of College. The Heads of School and Deans of College are each asked to provide a detailed written evaluation of the application against the benchmarks in the 'Professorial Promotion Criteria (to Band 2&3)' and they should each provide a letter outlining their assessment of the strengths and weaknesses of the application. They may submit a joint statement.

However, if the Head of School does not hold a Chair, the Dean of College should arrange for a suitable Professor from within the School or College to prepare an assessment of the case. If the applicant is the Head of School, a letter from the Dean of College will be required. Another senior academic from within the University may also be approached at the discretion of the Vice-Chancellor.

### **3 Feedback for Applicants**

In cases where the application has been declined formal feedback will be provided to the candidate by a member of the Professors and Readers Committee Panel identifying the shortfall. Following feedback, candidates may request that their application be reconsidered should it be evident that essential material has been omitted or there is a perceived flaw in the process.