

## **PROMOTION & RE-GRADING POLICY**

### **1. Introduction**

The Promotion and Re-grading policy aims to:

- (i) reflect the University's commitment to maintain and improve motivation, morale and job satisfaction, and to operate within a framework that is consistent, transparent and fair;
- (ii) reflect equality of opportunity with respect to pay, development and career progression for all staff;
- (iii) ensure that progression of staff to a higher grade will be an equitable and transparent process.<sup>1</sup>

Please note that the Pay Progression and Contribution Policy makes provision for rewarding outstanding performance. The Policy will be reviewed 12 months from implementation.

### **2. 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 and re-grading are intended to be fair, transparent and consistent with the University's Equal Opportunities Policies.

Against this background, all members of staff will be treated fairly and provided with equality of opportunity and decisions on advancement, promotion and career management will be based solely on individual ability, effective performance and the needs of the University, irrespective of employment or contractual status and personal circumstances i.e. part time, fixed term, career breaks, etc. Criteria for advancement, promotion and career management will be reasonably adjusted in the case of staff having a disability. The University commits to monitoring ethnic origin, disability and age as well as gender in relation to the numbers and outcome of applications for promotion and re-grading. In addition the University will review promotion, re-grading and career development trends and statistics to ensure the

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<sup>1</sup> *The Memorandum of Understanding between the AUT and UCEA in connection with the Framework Agreement on pay and grading was designed with the intention to, as far as practicable and foreseeable, avoid detriment to the present pay progression expectations of academic and related staff.*

criteria against which decisions are taken remain objectively justifiable and lawful in accordance with equal opportunities and discrimination legislation<sup>2</sup>.

### **3. Purpose and Scope**

- 3.1 This document sets out the procedures to be followed to reach decisions relating to the grading of staff, and reflects the University's commitment to reward members of staff fairly in relation to the roles to which they are appointed. This commitment is reflected in the University's recognition that roles do not always remain static and may change in relation to the range, complexity, level of duties, accountabilities and responsibilities. Such changes may require a review of the grade of the post.
- 3.2 These procedures apply to staff groups covered by the University Framework Agreement (with the exception of Senior Lecturer promotions) and aims to ensure that all members of staff are appropriately and fairly rewarded for the responsibilities and duties they carry out. Supplementary information is attached to give guidance on the application process and evidence required.

### **4. Principles**

- 4.1 The University will operate a fair decision-making process to determine the appropriate grades of staff; there will be a right of appeal against any decisions taken.
- 4.2 The pay and grading structure is underpinned by the HERA job evaluation system, including reference to the agreed Role Profiles. Staff who can demonstrate, through a promotion/re-grading application, that they currently undertake duties and responsibilities equivalent to those of the higher graded post, will have their post re-graded to that higher grade. Applications will be non competitive and will be considered on merit.
- 4.3 Any promotion/re-grading request must be based on significant and permanent qualitative change(s) to the level of duties and responsibilities of an individual post or group of posts. It should be noted that an increase in the volume of work (i.e. a quantitative change) undertaken by the post holder would not necessarily result in an increase in the job size sufficient to warrant re-grading.

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<sup>2</sup> *This re-grading and promotion procedure will be subject to a full equality impact assessment. Such an assessment should include an analysis of recent re-grading and promotions statistics (numbers of successful and unsuccessful applications at each grade). The operation of the institution's promotions/re-grading procedure will also form a central part of any equal pay review.*

- 4.4 Focus will be on the duties and responsibilities and the requirements of the role, e.g. qualifications, skills, experience, etc.
- 4.5 An assumption will always be made that the full remit of the job is being carried out at a fully acceptable level of performance.
- 4.6 Through the Performance Development Review Scheme all staff including part-time and fixed term staff, shall have the opportunity to initiate a discussion on career development and seek information on the standards necessary to achieve promotion/re-grading, the extent to which progress towards those standards has been achieved, and the positive help which will be provided.<sup>3</sup> To assist in this process, standard role descriptors will be developed and made available to all staff.

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<sup>3</sup> *In collaboration with the Campus Unions, the University commits to reviewing the training and development policy with a view to considering appropriate support to assist with career development.*

## **PROCEDURE FOR PROMOTION & REGRADING**

### **1. Timetable for applications for promotion/re-grading**

- 1.1 After twelve months in post, an application for promotion/re-grading can be submitted to the Human Resources Department, at 2 specified times during the year (31 January and 31 July), if significant and permanent qualitative changes have taken place, sufficient to justify consideration for promotion/re-grading. Staff will not have to wait until they reach the maximum salary point of that grade before being able to request such a review.
- 1.2 Prior to an individual applying for promotion/re-grading there is an informal process for the employee and their line manager to agree any changes to the role, in accordance with diagram one. This will be incorporated into the existing Overall Job Evaluation Procedure.
- 1.3 In the event that a member of staff is unsuccessful in his/her promotion/re-grading application and any subsequent appeal, a further application for promotion/re-grading will not be accepted until a twelve month period has elapsed from date of original application.

### **2. Application procedure**

- 2.1 An application for promotion/re-grading may be made by "self-application". Members of staff should discuss their intention to apply for promotion/re-grading with their Head of College/School/Central Service (or line manager), prior to submitting an application.
- 2.2 An application for promotion/re-grading may be submitted whenever a significant and permanent change to the level of duties and responsibilities of an individual post has taken place and are being successfully carried out.
- 2.3 A proposal for promotion/re-grading may also be put forward on behalf of a member of staff by a Head of College/School/Central Service.
- 2.4 An application by a member of staff for the promotion/re-grading of his/her post must:
  - (i) be submitted to the Human Resources Department, and will normally provide confirmation by the Head of College/School/Central Service that the resultant changes will be of a permanent nature and are a management requirement of the role,

- (ii) be accompanied by a statement detailing the elements of the job description and/or role requirements which have changed since the job was last graded, e.g. dimensions, planning and organising, working relationships, skills, experience, qualifications, etc. and supported by examples.
- 2.5 Further evidence in support of the application may be required as detailed in the attached appendices. Applicants may provide any additional material they wish to include in support of their application e.g. any agreed statement arising from the Performance Development Review Scheme which has a bearing on the promotion/re-grading application.
- 2.6 The Human Resources Department will arrange for the post to be analysed under the HERA process, with reference to Role Profiles where appropriate, and will then schedule a meeting of a Verification Panel to verify from an institutional standpoint the accuracy and resilience of the process.

Members of staff may wish to seek clarification from their designated HR Officer on any aspect of the application process.

### **3. Verification Panels**

Verification Panels will normally consist of a combination of at least four of the following members, who will include, or be assisted by, a trained role analyst:-

Members of the Executive Team  
1 Head of College  
1 Senior Academic  
1 Head of Central Service  
Director of HR (or nominee)  
Secretarial support by HR

Note: A member of the Panel shall withdraw if a member of staff under his/her direct management or supervision is being considered.

### **4 Moderation Panels**

Moderation Panels will be established to monitor the operation of the promotion and re-grading process and specifically the Equal Opportunities statement under Section 2 of the Policy.

Moderation Panels will consist of an equal number of University Management and Trades Union representatives.

## **5. Notification of outcome**

The post holder will be notified in writing of the outcome of the promotion/re-grading application with a copy to the relevant Head or line manager. Where there is a change to the grade level of the post, any change of salary will normally be effective from the first day following the date on which applications were required to be submitted (1 February or 1 August).

## **6. Data Protection**

All background papers and reports on promotion/re-grading applications will be kept centrally within Human Resources, following Data Protection guidelines.

## **7. Appeals**

Individuals who are unsuccessful in their application for promotion/re-grading may appeal against the outcome and request a review. Details can be found in the Promotion & Re-grading Appeals Policy & Procedures.