

PROMOTION & RE-GRADING APPEALS POLICY

1. Introduction

- 1.1 Individuals who are unsuccessful in their application for promotion/re-grading may appeal against the outcome and request a review.

2. Purpose and Scope

- 2.1 These procedures apply to all staff groups covered by the University Framework Agreement and aims to ensure that all members of staff are appropriately and fairly rewarded for the responsibilities and duties they carry out.

3. Principles

- 3.1 The University will operate a fair decision-making process to resolve the appeals of staff.
- 3.2 The pay and grading structure is underpinned by the HERA job evaluation system, including reference to the agreed Role Profiles. The appeals process will take account of this.

PROCEDURE FOR PROMOTION & RE-GRADING APPEALS

1. Timetable for applications of appeal for promotion/re-grading

1.1 Individuals requesting an appeal must submit their case to Human Resources by the date indicated in the initial notification of outcome letter (normally not more than 20 working days from notice)

2. Grounds for Appeal

2.1 Individuals will only be able to appeal if they believe that any of the following grounds exist:

- The agreed procedure for the consideration of Promotions & Re-Grading applications has not been applied correctly.
- That relevant information has either not been taken into account or not interpreted correctly.
- That information, relevant to the date of application, has not been presented by the appellant for the Verification Panel's consideration.

3. Application procedure

3.1 In requesting a review the appellant, who will have been provided with their HERA score, should provide a statement highlighting the grounds of appeal and providing clarification / additional evidence if appropriate. The additional evidence/clarification should be set out to clearly identify which HERA areas are being challenged (e.g. Teamwork & Motivation etc).

3.2 The statement/additional evidence must be verified by the Head of School / Dean of College / Head of Department or the Head of School / Dean of College / Head of Department's chosen representative prior to submitting to Human Resources. 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.

- 3.3 The statement, together with all documentation provided to the Verification Panel, will be presented to the Appeals Panel for review and a copy provided to the appellant.

4. Appeals Panel

- 4.1 The Appeals Panel will be assisted by a trained role analyst and will normally consist of the following, appropriate, members:

An independent Chair (lay member of Council, or an alternative agreed Chair)

1 appropriate Management representative

1 Trades Union representative

Secretarial support from a HR Officer

Note: Panel members will not consist of any individuals who formed the Verification Panel.

- 4.2 The Appeals Panel will not attempt to appraise the professional judgement of the Verification Panel but will consider whether the Promotion & Re-Grading Policy procedures have been applied properly and that full consideration has been given to the information presented to them. In doing so the Appeals Panel will also take into consideration any new, verified, evidence presented to them in the statement of appeal.
- 4.3. The Appeals Panel will decide on whether to uphold the Verification Panel's decision or whether to recommend that the case be referred back to the Verification Panel for further and final consideration. Should the Appeals Panel reject the application, the Appeal Panel will provide a clear statement as to the reasons.

5. Notification of outcome

- 5.1 Where the Appeals Panel have concluded that the decision of the Verification Panel be upheld the appellant will be notified in writing of the outcome and rational with a copy to the relevant Head/Dean or line manager.
- 5.2 Where the Appeals Panel have decided to recommend that the case be referred back to the Verification Panel the appellant will be notified in writing, with a copy to the relevant Head/Dean or line manager, of the decision and invited to appear before the Verification Panel to present their case.
- 5.3 Where the appellant has appeared before the Verification Panel to present their case they will be notified in writing of the final

decision with a copy to the relevant Head/Dean 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 the initial applications were required to be submitted (1 February or 1 August).

6. Data Protection

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

7. Monitoring and Review

The implementation of this Policy will be reviewed jointly on an annual basis or sooner should genuine concerns be raised.