

## Guidance for Applications for Promotion to Reader and Personal Chair

Candidates may apply for promotion on the basis of excellence in research, teaching and learning 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** – please refer the detailed benchmark criteria for the benchmarks and indicators in the three areas.

Candidates should demonstrate contributions across the breadth of the University's strategic aims, in addition to excellence in the chosen area. They should also be aware that chairs and readerships are leadership roles, so applications should show evidence of facilitating, improving and inspiring the work of colleagues as well as attaining individual excellence.

### 1 Core Criteria for Applicants for Promotion to Reader and Personal Chair

#### ***Staff Applying For Reader:***

**Research led:** Staff must demonstrate an emerging international reputation in their field of research.

**Teaching and Learning Led:** Staff must demonstrate a sustained and significant reputation and outstanding authority in their subject within the University and have an emerging presence within the HE sector.

**Wider Contribution Led:** Applications must demonstrate and an emerging reputation on a Welsh, UK level and potentially international level.

#### ***Staff Applying For Personal Chair:***

**Research Led:** Staff are expected to have achieved an international reputation in their field.

**Teaching and Learning Led:** Are expected to be widely recognised and an outstanding authority in their subject and have a sustained presence in the HE Sector in Wales, the UK and potentially internationally.

**Wider Contribution Led:** Applications in this area are expected to demonstrate sustained and significant contributions at a Welsh, UK and potentially international level.

### 2 Benchmarks and Indicators for Promotion

The 'Benchmarks and Indicators of Assessment for Promotion to Reader and Personal Chair' outline the key areas on which the Professors and Readers Committee seek evidence. The benchmarks are supported by indicators that are designed neither to be exhaustive nor prescriptive, but are examples of the expected evidence to be outlined in an application – *applicants are not expected to meet all the indicators in all areas.*

### 3 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.

#### **4 The Promotions Process**

Candidate's making an application for promotion for Reader and Personal Chair should:

- Complete the 'CV Application for Promotion to Reader and Personal Chair' and send to the Head of School and Dean of College. Candidates should refer to the CV Guidance for Promotion to Reader and Personal Chair 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. 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. If the Committee is content that a *prima facie* case has been established, independent assessments of the application shall be sought.
- Names of potential referees or external assessors are suggested by the Head of School and Dean of College.

#### **5 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 'Benchmarks and Indicators of Assessment for Promotion to Reader and Personal Chair'.

Heads of School and Deans of College each provide a letter outlining their assessment of the strengths and weaknesses of the application. They may submit a joint statement.

However, if the application is for promotion to Personal Chair, and 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.

#### **6 Nominations of external assessors / referees**

If the Committee is content that a *prima facie* case has been established, independent assessments of the application shall be sought by the Committee from at least four referees of whom three should be external persons who shall normally be Professors in the same subject/field or in a cognate subject/field.

These should be respected scholars at full professorial level (or equivalent), without a history of close collaboration or publishing with the applicant. Normally, at least one international assessor should be nominated.

The Committee shall ultimately determine the names of the external assessors whose comments will be sought.

The application will therefore include the following items:

- The completed 'CV Application for Promotion to Reader and Personal Chair'.
- The assessment(s) from the relevant Head of School and Dean of College.
- The names of at least four external assessors –provided by the Head of School and Dean of College.

These items should be sent in electronic format to Secretary to the Professors and Readers Committee. For further guidance, please contact the Vice Chancellor's Office.

## **7 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.