Guidelines for Application for Promotion to Senior Lecturer

1 Introduction

This document contains specific information regarding applications for promotion to Senior Lecturer and should be read in conjunction with the University's Promotion and Re-grading Policy.

Promotion to the grade of senior lecturer is available for those who have demonstrated the required level of contribution and success outlined in the benchmarks for promotion.

2 Criteria for Promotion to Senior Lecturer

The University recognises the grade of Lecturer as the normal career grade and has taken the view that the case for promotion / regarding can only be based on achievements or quality beyond those required for the satisfactory performance of a lecturer's duties.

Candidates may apply for promotion on the basis of excellence in research, learning and teaching or impact and 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 in their application demonstrate contributions across the breadth of the University's strategic aims and provide evidence of contributions in all three areas.

3 Benchmarks and Indicators for Promotion

The benchmarks and indicators are found in the 'Benchmarks and Indicators of Assessment for Promotion to Senior Lecturer' document outlines the key areas on which the Verification Panel seek evidence. The benchmarks are supported by the indicators that are designed neither to be exhaustive nor prescriptive, but are examples of the expected evidence to be outlined in an application - a*pplicants are not expected to meet all the indicators in all areas*.

It is acknowledged that some areas will be more appropriate to some disciplines than others, and it is expected that those applying for promotion will adapt their evidence to suit their particular discipline. Similarly, the Verification Panel will base their judgements accordingly.

4 The Promotions Process

A member of staff making an application for promotion has to:

- Complete the 'Academic Curriculum Vitae – Senior Lecturer'. Please refer to the 'Academic CV for Senior Lecturer – Guidance Notes' for detailed information on how to complete the CV.

- The Head of School / Dean of College will verify the accuracy of the factual sections of the CV Application.

- Provide the names of three referees (two of whom will be external – one referee should be a senior member of staff in the School) in support of the application. It is expected that the external referees will have sufficient seniority (normally professorial level) and expertise to provide an authoritative reference. **Applicants should ensure they have provided their named referees with a copy of their application form to assist them in preparing the reference.** All references will be confidential. The application will then be forwarded to the Head of School / Dean of College.