

PROMOTION & RE-GRADING APPEALS POLICY (Senior Lecturer route)

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 individuals applying under the Senior Lecturer route 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.

PROCEDURE FOR PROMOTION & RE-GRADING APPEALS (Senior Lecturer route)

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 should provide a statement highlighting the grounds of appeal (against the benchmark and indicators of assessment promotion criteria) providing clarification / additional evidence if appropriate.
- 3.2 The statement/additional evidence must be verified by the Head of School / College / Department or the Head of School / College / Department's chosen representative prior to submitting to Human Resources.
- 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 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

The panel will be serviced by a member of HR staff.

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 rationale with a copy to the relevant Head 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 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 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.