



PRIFYSGOL
BANGOR
UNIVERSITY

**ACADEMIC STATUS & CHANGE OF CONTRACT PATHWAY
POLICY**

Rev	Date	Purpose of Issue/Description of Change		Review Date
1.	2022			N/A
2.				
3.				
Policy officer		Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Louise Shipton		Tracy Hibbert		

Purpose of the Policy

The Academic Status and Change of Contract Pathway Policy aims to 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.

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.

Against this background, all members of staff will be treated fairly and provided with equality of opportunity. Decisions on career management and contract change will be based on the strategic requirements of the School as well as on individual ability and effective performance. An applicant's employment or contractual status (e.g. part-time, job sharing etc.) and personal circumstances (e.g. maternity, paternity, adoption, parental leave etc.) that may have impacted an applicant's career will be taken into account in assessing the volume of activity but not the quality.

The University commits to monitoring applications, promotion trends and statistics to ensure the criteria against which decisions are taken remain objectively justifiable and lawful in accordance with equal opportunities and discrimination legislation.

Scope

These procedures apply to staff applying for academic status at Grade 7 or above or those who wish to be considered for a change in their contract pathway (e.g. Teaching & Scholarship to Teaching & Research and vice versa). Benchmark criteria for consideration of applications are detailed in supplementary documents (as used for promotion applications). Individuals wishing to be considered for academic status or change in contract pathway must meet the relevant benchmark criteria for the relevant grade and pathway. The benchmark criteria are neither exhaustive nor prescriptive but provide examples of the nature of expected activities which will be used for assessing applications. Some indicators will be more relevant to some disciplines and this will be considered when assessing the applications. Applicants are not expected to meet all indicators in all areas. Prior discussion should be had with the Head of School before proceeding as applications should be in line with the requirements of the School

Responsibility

It is the responsibility of the Director of Human Resources, reporting to the Human Resources Task Group and the Executive to implement, monitor and review this Policy across the University.

Deans of College, Heads of School, and Heads of Department are responsible for the implementation of the Policy within Colleges and Professional Services.

Core Principles

- Applications for academic status or change of contract pathway will only be considered if supported by the Head of School and thus deemed to be in the interest of the school.
- Applications must demonstrate that they meet the benchmark criteria for the relevant grade and pathway.
- Through the Performance Development Review (PDR) process meaningful discussions should be held with all staff (full-time, part-time, permanent and fixed-term) on career development and options.

PROCEDURE FOR APPLYING FOR ACADEMIC STATUS OR CHANGE OF CONTRACT PATHWAY

It is important that career progression is discussed on an annual basis as part of the PDR process. The PDR provides an opportunity for an individual and their reviewer to have a meaningful discussion about their performance and to explore opportunities. Through this process it should be possible to obtain helpful feedback (against the promotion benchmark criteria) which should enable as strong an application as possible. It is therefore normally expected that individuals will have had a PDR prior to applying.

Individuals should only apply if supported by the Head of School and thus deemed to be in the interest of the school.

Applications must clearly indicate the pathway which their application is being considered under and if successful a revised contract of employment will be issued to reflect the changes in terms and conditions of employment.

Evidence of excellence, against benchmark criteria, will therefore need to be demonstrated as follows, dependant on pathway:

Contract Pathway	
Teaching & Scholarship	Teaching & Research
Teaching & Learning	Research
Research (relevant aspects only)	Teaching & Learning (relevant aspects only)
Wider contribution	Wider contribution

1. TIMESCALE

Applications will normally be considered in line with the annual promotion timetable with successful applications normally taking effect from 1 January 2023.

Applications will be via the University's Academic Promotions Verification Panel.

Applications must normally reach the Head of School for consideration at least 2 weeks before the University's published closing date for applications. With the published closing date being 13 January 2023 in the current round, **applicants MUST ensure their applications are submitted to their Head of School by no later than 22 December 2022** (prior to Christmas closure period)

2. APPLICATION PROCEDURE AND QUALIFYING CRITERIA

Application will be via completion of the Academic Status & Change of Pathway CV Application form. Material from your PDR may be included in your application.

The University understands that individual circumstances may have an impact on an applicant's career profile. It is therefore important that such issues are taken into account by making appropriate equality-related and other necessary adjustments when considering an application. Individual circumstances may include, but are not limited to:

- Part-time working (including semester working or job sharing)
- Pregnancy and Maternity leave
- Paternity leave
- Shared parental leave
- Adoption leave
- Disability
- Caring responsibilities
- Ill health or long-term injury
- University/College/School level administrative activities of high demand.

Applicants are encouraged to disclose such circumstances in their application. The quality and impact of an applicant's performance will be assessed against the benchmark criteria. Individual circumstances will be taken into consideration to ensure a balanced view is taken of the applicant's overall contribution to their role. Individual issues should not be seen as a way to lower the bar when assessing excellence but to consider differing expectations on quantity of output/frequency of activities.

The Head of School and Dean of College will provide a detailed written evaluation of the application, against the benchmark criteria, outlining the strengths of the application, by completion of the template feedback form. A joint statement may be submitted which should confirm the application is in line with the requirements of the School

University's Academic Promotions Verification Panel.

Applications will be forwarded by Human Resources to the University's Academic Promotions Verification Panel for consideration.

The Dean of College will present the applications under consideration from their area to the Panel.

3. PANEL

The gender balance on Panels should be as close to 50% male and 50% female as reasonably possible.

- Vice-Chancellor (or their nominated representative) – Chair
- Deputy Vice-Chancellor
- Pro Vice-Chancellors
- College Deans
- Director of Human Resources
- Panel serviced by Human Resources

4. NOTIFICATION OF OUTCOME/FEEDBACK

Human Resources will write to inform applicants of the outcome of their case, noting that the Dean of College, together with the Head of School for the relevant area, will meet with the applicant (both successful and unsuccessful) to provide full feedback.

5. DATA PROTECTION

All background papers and reports on promotion applications will be kept centrally within Human Resources, following General Data Protection Regulations.

APPLICATION FOR ACADEMIC STATUS & CHANGE OF CONTRACT PATHWAY PROCESS FLOWCHART

