



PRIFYSGOL
BANGOR
UNIVERSITY

LECTURER 2 & SENIOR LECTURER PROMOTION POLICY

Rev	Date	Purpose of Issue/Description of Change		Review Date
1.	2022	Interim promotion round for 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 Lecturer 2 & Senior Lecturer Promotion 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 and decisions on promotion and career management will be based solely 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 early promotion to Lecturer 2 (Grade 8) (they do not replace the contractual procedures for progression) and Senior Lectureship (Grade 9). Benchmark criteria for promotion are detailed in a supplementary document. 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.

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

- Staff who can demonstrate, through a promotion application, that they meet the Lecturer 2 or Senior Lecturer benchmark criteria, will have their post re-graded to that higher grade. Applications will be non-competitive and will be considered on merit.
- 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 the standards necessary to achieve promotion, the extent to which progress towards those standards has been achieved, and the help which will be provided.

PROCEDURE FOR PROMOTION TO LECTURER 2 & SENIOR LECTURER

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 the opportunity for promotion. 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 must have been in post for a minimum of 12 months before they apply.

Applicants will not be expected to indicate their pathway for promotion but will be expected to have evidence of a sustained contribution in all areas of activity which will be determined by their contract of employment pathway and in accordance with the relevant benchmark criteria. Evidence of excellence, against benchmark criteria, will therefore need to be demonstrated as follows:

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

1. TIMESCALE

The promotion procedure is normally an annual event with successful promotion applications taking effect from the 1 January 2023.

Applications will be via the University's Academic Promotions Verification Panel. Applications for promotion to Lecturer 2 will be a 1 stage process. Applications for promotion to Senior Lecturer will be a 2-stage process as detailed below.

Applications must normally reach the Head of School for consideration at least 2 weeks before the University's published closing date for applications. The Head of School/Dean of College will verify the accuracy of the factual sections of the CV. 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)

The Head of School and Dean of College will provide their detailed written evaluation of the application, against the benchmark criteria, to Human Resources by the published closing date.

2. APPLICATION PROCEDURE AND QUALIFYING CRITERIA

Application will be via completion of the relevant Promotion CV Application form (Lecturer 2 or Senior Lecturer). 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 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 and areas lacking evidence in the application, by completion of the template feedback form. A joint statement may be submitted.

Stage 1

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.

For Senior Lecturer applications, if the Panel is content that a *prima facie* case for promotion has been established, independent assessments of the application will be sought. Names of 4 potential referees (of whom three should be external persons who shall normally be in the same subject/field or in a cognate subject/field) are suggested by the Head of School and Dean of College. The Panel shall ultimately determine the names of 3 referees whose comments will be sought.

Where the Panel consider the application falls short of the expected benchmark criteria, and thus no *prima facie* case has been established, consideration of the application will conclude at Stage 1.

Stage 2 (applicable to Senior Lecturer applications only)

Upon receipt of references taken up as a result of Stage 1, the panel will reconvene to further consider the application.

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 PROMOTION – LECTURER 2 & SENIOR LECTURER PROCESS FLOWCHART

