

University of Leeds Promotion Criteria

Grade 7 to 8 lecturer promotions (Lecturer A to B)

If you were appointed to a Lecturer post on the grade 7 academic training grade (this used to be called Lecturer A) it is expected that you will normally progress to grade 8 (Lecturer B).

When you were appointed you will have had a personal development plan to support your development into the full grade 8 role. Once you can evidence the promotion criteria to demonstrate that you are working independently as a grade 8 lecturer you can apply for promotion. This will normally be three to four years from your appointment.

Process

This process should be used to confirm that sufficient development has taken place and you are performing at the appropriate level for the substantive grade 8 role.

Step 1

After discussion with your Head of School (or nominee) you will need to prepare a supporting statement. The statement should:

- describe how you are now undertaking the Lecturer B (grade 8) role independently and;
- include evidence to demonstrate that the criteria below have been met.

Step 2

Your Head of School (or nominee) will verify the supporting statement. This will be passed to the promotions panel to consider with the agreed Lecturer B (grade 8) job description. The members of the promotions panel will be:

- Dean (or nominee)
- 1 School representative
- 1 representative external to the Faculty
- Human Resources Manager (or nominee)

Step 3

The promotions panel will decide if the criteria have been met and if you are doing the role independently.

They may request further information from appropriate sources if they need it to make a decision.

Step 4

The decision will be communicated to you.

Step 5

If you are unsuccessful you will be offered clear feedback and you also have the right to appeal.

Criteria for progression from Lecturer A to Lecturer B

- Satisfactory teaching performance (involving a range of teaching methods) as judged by school evaluation methods, e.g. course reviews, external examiners, peer observation, student questionnaires and taking account of feedback received.
- Independent development and preparation of teaching materials to agreed quality standards.
- Use of fresh teaching or assessment approaches.
- Contribution to the review, planning and development of modules and/or programmes.
- Evidence of impact of research and scholarship on teaching.
- Develop and take forward scholarship activities, where appropriate and feasible.
- Record of regular publications of original research or other forms of externally recognised 'professional' or 'creative' output of equivalent standing (please refer to your faculty's local benchmarks document – under section F2 for further detail).
- Evidence of securing appropriate resources to underpin research activities (please refer to your faculty's local benchmarks document – under section B3, for further detail).
- Development and management of research projects (involving use of appropriate and original research methodologies and techniques).
- Effective research supervision, where available.

- Effective performance of administrative duties either within or on behalf of the School/Faculty/University (involving driving forward initiatives and establishing contacts to facilitate the exchange of ideas).
- Develop and take forward EKT activities or initiatives within the University or externally, where appropriate and feasible.

General Points

You and your manager should make sure you have regular reviews while you are on the training grade 7 (Lecturer A). You can both then make sure that any issues are addressed as they arise. This will help to make sure that you have enough time and support before you reach the maximum point on grade 7.

When you have successfully completed probation, objectives should be set to continue to progress your personal development plan (PDP). The PDP should be monitored and reviewed.

Progression to grade 8 (Lecturer B) in itself carries no implications for the successful completion of probation. However, if you progress to grade 8 (Lecturer B) before the end of your probation period your Head of School (or nominee) may consider early completion of probation.