

Promotion panel role descriptions

Each promotion panel is made up of different roles and each role has specific responsibilities to ensure that the promotion process is fair and transparent. The roles are:

- Chair
- School/Service representative
- Independent representative
- HR Manager (or nominee).

All panel members are involved in assessing the application and giving their opinion on whether the applicant meets the criteria. The panel constitution will vary depending on the grade and whether the job is academic or support/professional & managerial.

Responsibilities of all panel members

Please ensure:

- that you assess the application against each of the relevant criteria (including local benchmarks for academic applications);
- your assessment is carried out in a fair and transparent manner and that the promotion process is followed correctly to avoid any claims of unfair treatment or discrimination;
- discussions (or questions at Grade 10) are not related to any of the protected characteristics (age, gender, nationality or ethnicity, sexual orientation, gender reassignment, religion or belief, disability, pregnancy or maternity status and marriage or civil partnership status);
- that there is a fairness and equity of treatment of applications from part time staff and/or staff who have been absent from the University for significant periods (e.g. due to illness, maternity) and assess these applications against the relevant criteria whilst taking account of the part time situation and/or periods of absence;
- that there is no reference to the time since the applicant's last promotion application. The University has no policy on the time between promotions and the only relevant question is whether the criteria are met, not how long or how quickly these have been met;
- that the procedures are followed correctly to avoid any appeals against unsuccessful promotions based on a defect in procedure. Some examples of defects in procedures put forward are:
 - use of local criteria where it is not permitted
 - employees not being made aware of legitimate local criteria, i.e. local benchmarks for academic promotions
 - use of anecdotal evidence provided by a member of the promotions panel.

The proceedings and decisions of the promotions panel should be treated in the strictest confidence and should on no account be divulged to applicants or to colleagues who are not members of the promotions panel.

Panel member	Before the panel	During the panel	After the panel
<p>Chair</p> <p>The role of the Chair is to guide and facilitate the promotions panel as well as assessing the promotion application.</p>	<p>Review the application, assessing the evidence to see if it meets the criteria.</p> <p>Decide in which order the panel members will discuss their thoughts on the applicant's application. It may be helpful to ask the independent representative to give their opinion first as a way of initiating discussions.</p> <p>For grade 10 interviews, agree the questions with the panel.</p>	<p>Ask panel members to disclose any declarations of interest.</p> <p>Ask the panel members for their opinion of the applicant's evidence, ensuring that your own opinion is considered as well.</p> <p>Ensure that the promotions process has been followed correctly to avoid any claims of unfair treatment or discrimination and to avoid any appeals against unsuccessful promotions.</p> <p>Request further information and defer the panel if required. This can include referring the application back to the verifier or other appropriate person for additional information or clarification if necessary. This course of action should also be considered if significant new information is presented by any member of the panel that was not in the application.</p>	<p>Ensure that a decision has been agreed by the panel and agree the salary. Usually, this is to the first spine point of the new grade or one spine point above any discretionary points.</p> <p>Complete the panel pro-forma with the HR Manager, or nominee.</p> <p>Communicate the outcome to the applicant. For unsuccessful applications, you and the HR Manager, or nominee, should contact the applicant to let them know the outcome and feedback the panel's comments.</p>
<p>HR representative</p> <p>The role of the HR representative is to advise and guide the panel providing expert role analysis input to ensure a fair and transparent decision is reached.</p>	<p>Review the application considering the evidence and whether it meets the criteria.</p>	<p>Keep brief notes of the meeting including recording any declarations of interest.</p> <p>Advise and guide the rest of the panel on the assessment of the application against each of the relevant criteria – including local benchmarks for academic applications, where appropriate.</p> <p>Provide your opinion on the application.</p> <p>Ensure that the promotions process has been followed correctly to avoid any claims of unfair treatment or discrimination and to avoid any appeals against unsuccessful promotions.</p>	<p>Summarise the comments and feedback from panel members. Confirm with the panel that your notes are representative of the whole panel, especially for unsuccessful applications.</p> <p>Complete and sign the pro-forma, and ask the Chair to sign it to confirm the panel decision.</p> <p>Return the pro-forma and your notes for unsuccessful applications to the Promotions team.</p>

		Support the panel to reach a consensus about the applicant.	
<p>School/Service representative</p> <p>As well as assessing the application, the School/Service representative acts as the 'role' expert and provide any necessary clarification on the application.</p>	<p>Review the application considering the evidence and whether it meets the criteria.</p> <p>Be prepared to disclose any declarations of interest.</p>	<p>Discuss the information in the application and providing any necessary clarification and/or context.</p> <p>Ensure no new evidence is submitted at the panel.</p> <p>Support the panel to reach a consensus about the applicant.</p>	
<p>Independent representative</p> <p>Independent panel members represent the broader University interest and have a particular responsibility to ensure consistency of standards across the University.</p>	<p>Review the application considering the evidence and whether it meets the criteria.</p> <p>Be prepared to disclose any declarations of interest.</p>	<p>Provide an impartial and independent view on the application.</p> <p>Support the panel to reach a consensus about the applicant.</p>	