



Guidance notes for verifiers reviewing a promotion application

Contents

1. Overview.....	1
2. The role of the verifier.....	1
3. Providing context for the role.....	2
4. Gathering information.....	2
5. Making comments.....	2
6. Timescale.....	2
7. Next steps.....	3
8. Further information.....	3

This document is to provide a clear understanding of how to verify a promotion application. General information on the promotions process can be found on the HR website and may be useful in providing context.

1. Overview

Once an applicant has completed their promotion application, it will be sent to your Faculty/Service HR Manager and he/she will arrange for this to be verified. Verifiers are usually the usually be the Head of School/Service. In some cases, they may authorise a nominee, such as a Head of Section within a Service or a Head of Academic Unit within a School.

The verification stage will not involve any judgement of the promotion case. Instead, it will provide factual information, add any necessary context to the application and, where necessary, highlight areas for consideration by the promotion panel.

The decision on a promotion application rests entirely with the panel. The application and information provided at the verification stage will form a basis for this and the panel may also choose to seek further information. This will allow them to make a judgement on whether the evidence provided meets the criteria.

2. The role of the verifier

Your role is to formally confirm:

- that the criteria addressed by the applicant fit with the Faculty/School/Service strategy and are appropriate to the agreed role;
- that you have considered the evidence provided about the activities currently being undertaken by the applicant and that, to your knowledge, they provide an accurate representation of those activities;
- that you have ensured that the responsibility, autonomy and complexity of the role are reflected accurately throughout the application;
- that any comments you have made on the application are clearly marked as your own and have been fed back to the applicant;

- that the applicant operates in line with the University values and standards. If concerns have been raised, please speak to your Faculty/Service HR Manager.

You do not need to explicitly confirm all statements in the promotions application. The panel will assume that all statements are factually correct and no additional context is required unless further information is provided.

By signing the promotion application, you are confirming that the information within the application and CV (if appropriate) provide a full and accurate picture of the activities that the applicant is undertaking and will continue to undertake. This will allow the panel to make an informed judgement about whether the application for promotion is justified.

3. Providing context for the role

It is important that the application accurately conveys the level of responsibility and autonomy required of the role. The complexity of the issues encountered within the role, as well as the complexity of the environment within which it operates, can also help to ensure a clear 'picture' can be built up.

For some roles, additional information to give the panel further context to make a decision. As a verifier you should ensure that the responsibility, autonomy and complexity of the role are reflected accurately throughout the application. You are not required to make any judgements about the outcome of activities but, where appropriate, should highlight any areas for consideration by the panel. For academic staff, this may involve confirming any workload model information or any other workload agreements that may be relevant, such as in relation to part-time staff or staff returning from career breaks and for whom it may have been agreed to prioritise specific areas of activity.

4. Gathering information

You may want to consult with relevant key people and who these people are will vary with each role. They should know the applicant's role well and be able to comment constructively on the content of the role, and the activities outlined in the application. Please contact your HR Manager if you wish to consult with other key people.

Comments based upon subjective sources such as hearsay; anecdotal evidence; 'one off'/infrequent contact or an individual's personality should not be included.

5. Making comments

It is essential you only include relevant, evidence based information. Any comments that you wish to make should be set out in the verification section on the application form.

You may also wish to make any specific comments or amendments to the body of the text. Additions/amendments should be clearly marked as yours as this will help the applicant to identify any changes and the panel to identify the comments.

In all cases, any comments, additions and/or amendments must be fed back to the applicant. Your HR Manager will be able to provide advice on how to do this, if required.

6. Timescale

The verification will normally be agreed with the applicant within 4 weeks of receipt. If there is an issue at this stage which cannot be resolved, a Faculty/Service HR Manager or trade

union representative may be asked to facilitate an agreement. If it still cannot be resolved, it would be referred to the next appropriate management level.

7. Next steps

Once the application has been verified, please return it to your local HR team who will liaise with the Central HR Service to arrange the promotions panel.

8. Further information

If you have any questions or queries about the verifier role or the promotion process, please contact your HR Manager.