

Promotions

2016



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Briefing for Panel Members

New 2016 process

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Content



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These slides provide information on the new 2016 promotions process for panel members.

They cover:

- Overview of new process
- Interpreting the criteria
- Panel discussion (grades 3 - 9)
- Grade 10 panels
- Other sources of information

In addition to reading this briefing, all panel members must have undertaken Equality & Inclusion training, as a minimum the University's online session at: <http://www.equality.leeds.ac.uk/training/>

The Process



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This new approach provides:

- A shorter and clearer statement of criteria;
- Flexibility to allow a wider range of activities to be recognised;
- The same bar for entry into the grade (all criteria is underpinned by role analysis and is consistent with the old promotions criteria);
- The ability for academic staff to select a route from:
 - Excellence in Student Education or
 - Excellence in Research & Innovation
 - with a third option at grade 10 of Excellence in Academic Leadership

Criteria



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Individuals are required to:

- Provide evidence against all Section A criteria;
- Select the required number of Section B criteria and provide evidence against those.

Notes:

- Individuals can select any combination of criteria from section B
- In some instances it may have been agreed that a criterion in section A can be replaced with a criterion from section B. Where this is the case, it will be clearly indicated in your panel documentation.

Criteria continued



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- Guidance documents have been written for each grade and academic route. These guidance documents provide context and further detail on each criterion.
- There are examples provided against certain criterion in the guidance documents. These should not be regarded as an expectation but as an additional aid to help understand what is meant by that specific point.
- The academic criteria has associated Faculty Benchmarks which set out the local context for certain criterion.
- All relevant guidance documents will be circulated to you with your panel information.

Panel discussion (grades 3 – 9)



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The purpose of the panel is to assess the application paperwork to determine whether the case for promotion is made.

- The discussion will be facilitated by the Panel Chair.
- Each criterion should be taken in turn and the panel should discuss whether the evidence in the application form (and CV where required) demonstrates a match.
- The School/Service representative on the panel can provide clarification and/or context but cannot introduce new evidence.
- The panel should reach agreement on whether each point is met such that the promotion can be confirmed.
- The panel may refer the application back to the applicant, the verifier or another appropriate person for additional information if required.
- Where it is agreed that the promotion is unsuccessful, clear reasons in relation to the criteria should be recorded to explain how this decision was reached.

Grade 10 panels



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For promotions to grade 10, the applicant is interviewed by the panel

- The Chair will guide and facilitate the proceedings.
- In advance of the interview, the panel members will agree questions.
- Questions should cover any criterion which panel members agree require further clarification by the individual.
- After the interview has concluded and the individual has left, the panel should reach agreement on whether each point is met such that the promotion can be confirmed.
- Where it is agreed that the promotion is unsuccessful, clear reasons in relation to the criteria should be recorded to explain how this decision was reached. The Chair of the panel will give initial feedback to the individual. The Dean should offer a meeting to have a more detailed discussion.

Other sources of information



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- [Promotion panel role descriptions document](#): provides detail about your specific role on the panel and the roles of the other panel members;
- Your local HR team
- The Reward, Recruitment and Resourcing team

Finally, if you haven't undertaken Equality & Inclusion training at the University, please now complete the University's online session at: <http://www.equality.leeds.ac.uk/training/>