

Promotions process

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1. Principles

The University’s strategic plan is to invest in knowledge and opportunity; attracting, retaining and developing all of its employees. The University’s approach to promotions supports this strategy by allowing us to reward and recognise our staff for the work that they do in an inclusive, transparent and timely way, which aligns to our strategic objectives and values and recognises excellence across all academic activities.

2. Criteria

All the criteria are set at 'entry level' to the grade and are designed to reflect the level of activities within the grade, rather than the volume of work. They will be equitably applied to all staff, taking account of individual circumstances such as hours of work.

Each route to promotion has a number of criteria (section A) which all staff should complete. These are criteria that are typically found in all roles at that grade. The remaining criteria can be chosen to reflect the kind of activity you undertake in your specific role.

If you and/or your line manager believe that the criteria do not reflect your role, or that you may not meet all criteria in section A but can meet additional criteria reflecting activity within your specific role, you should contact your local HR in the first instance.

Guidance is available for each route to promotion to clarify what is meant by each of the criteria and to help ensure consistent interpretation by applicants and panels.

The academic promotion criteria for grades 8, 9 and 10 refer to local benchmarks. These are faculty specific and give an indication of how the criteria will be judged in a discipline or subject specific context.

The criteria, guidance and local benchmarks are available on the HR website.

3. When should you apply?

Academic staff

You should consider the criteria, guidance and your Faculty's local benchmarks (if available) to consider whether you can demonstrate the requirements for promotion. In doing this, you can access advice from a number of sources including your Head of School (or equivalent) and/or manager, SRDS reviewer, or mentor, who can help you make a judgement on the best time for you to apply.

Support, Professional and Managerial staff

The first step is for your line manager to confirm that your role is needed at a higher grade on an ongoing basis. This may be as part of an annual planning exercise when your Executive Dean / Head of Service, alongside your HR Manager, will consider what is needed in line with the faculty / service plan. Where this suggests that there is a need for a role to grow further, work will be undertaken by your line manager to describe the key requirements within a business case for authorisation by the Executive Dean / Head of Service in the normal way. Where a need is identified outside the annual planning process, a business case can be put forward for approval in the same way.

If you think your role is needed at the higher grade on an ongoing basis, you should discuss this in the first instance with your manager. Your SRDS review may be a good time to do this.

Once it is agreed that your role is needed at a higher level, your line manager and HR team can support you in deciding when to apply. You can do this as soon as you feel you

can demonstrate that you meet the criteria. Your manager will also work with you and your HR team to agree a revised job description at the higher grade. This job description will apply once you have been promoted.

There is detailed guidance on this on the HR website.

Section 6 of this document outlines some other sources of support that you may find useful when considering promotion and making an application.

4. Application

Step 1 - Completing an application

Your application is made up of:

- a completed application form. Further guidance about completing your form can be found on the HR website;
- for academic staff applying for promotion to grades 8, 9 and 10, an academic CV. You can use the CV template or submit your own CV. If you submit your own CV, please refer to the guidance about the content required. For academic grade 10 promotions only, you will need to provide details of three referees (including at least one international) with your application. Your School will also provide three referees, which should be different to the ones that you have provided;
- for professional and managerial staff applying to grade 10, your CV.

Please date your application form and email your completed form to:

- For academic staff: send to your Head of School (or equivalent) for verification (copying in promotions@leeds.ac.uk);
- For Support, Professional and Managerial staff: send to your Head of Service / line manager for verification (copying in promotions@leeds.ac.uk).

Step 2 - Verification

Your verifier will not make any judgement of your application but will confirm a number of points which are set out within the application form. In doing so, they may consult other relevant people.

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.

The verification would normally be completed within four weeks¹. If there is an issue at this stage which cannot be resolved, an 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.

¹ Whilst every effort will be made to meet these timescales, there may be occasions when these will vary.

Once your application is verified, the verifier will forward this to promotions@leeds.ac.uk to progress.

Step 3 - Decision making

The Promotions team will arrange a panel and will send you an email to acknowledge the receipt of your application and confirm the planned date of your panel / assessment.

The panel will be arranged as soon as possible (usually between two to six weeks to organise) depending on the availability of the panel members. The panel will be arranged to ensure that there is appropriate knowledge of your role and your area, and that a consistent approach is maintained across the University.

If you are applying to grade 10, as part of the assessment of your application, you will be required to attend an interview with the panel. For all other grades no interview is required.

The table below outlines who will sit on promotion panels / assessments. An outline of roles within the panel can be found on the HR website.

<p>Applications to Grade 3 to Grade 9 – Support, Professional and Managerial Desktop assessment</p> <ul style="list-style-type: none"> • Independent representative (sufficiently removed from the applicant’s area) • Human Resources Manager or Officer
<p>Applications to Grade 7, 8 and Grade 9 – Academic Promotion panel</p> <ul style="list-style-type: none"> • Executive Dean of Faculty / Head of Service or nominee (Chair) • School / Service representative • Independent representative (sufficiently removed from the applicant’s area) • Human Resources Manager or Officer
<p>Applications to Academic Grade 10 Promotion panel</p> <ul style="list-style-type: none"> • Independent Executive Dean / Deputy Dean or nominee (Chair) • Executive Dean of Faculty (or nominee) • Head of School (or nominee) • Human Resources Manager or Officer
<p>Applications to Grade 10 (Professional and Managerial) Promotion panel</p> <ul style="list-style-type: none"> • Independent UEG member (Chair) • UEG lead • Grade 10 Head of Service / Executive Dean • Human Resources Manager or Officer

Panels will be arranged ensuring an appropriate gender balance, wherever possible, and taking into account the type of role you have. Sometimes, additional members may sit on the panels, e.g. for clinical roles.

The panel will assess your application, as well as evidence gained from interview for grade 10 applications, against the criteria for the grade. The panel may refer the application back to you, your verifier or other appropriate person, for additional information or clarification.

A pro forma will be completed by the panel recording discussions and outcomes and will form the basis of feedback to unsuccessful applicants.

Step 4 - Outcome

The Chair (or nominee) of your panel will let you know whether your application was successful or not and the Promotions team will confirm the outcome in a formal letter.

Successful applications

Successful applications will take effect from the first of the month following your submission of the application. In exceptional cases, an alternative date may be agreed by Chair in consultation with Human Resources.

Your salary upon promotion will move to the first scale point of the new grade² or, if you are within the discretionary points of your current grade, to the next point up on the salary scale within the new grade. A higher salary point will only be considered in exceptional cases and the decision to award a higher salary point will be made by the panel Chair (and for grade 10 promotions, in conjunction with the Executive Dean of Faculty) and is subject to the confirmation by the Director of Reward and Employee Relations.

Your increment date will change to the anniversary of the promotion. For example, if your promotion is effective from the 1 September, you will receive your next normal increment on 1 September the following year. These arrangements will supersede the current increment dates in place.

Unsuccessful applications

You will be offered feedback on your application which will normally be given by the Chair of the panel. You can appeal against this outcome if you believe that an incorrect decision was made due to a fault in procedure or incorrect interpretation of the information you provided.

You would not normally be able to submit a further application within twelve months of the date of this unsuccessful application submission. This is to allow you time to demonstrate how you have addressed the areas that you did not meet. In exceptional cases, where there is a specific school, service or faculty need, and where it has been discussed with the HR Manager, an earlier resubmission may be allowed.

² The professorial minimum salary is point 52 on the scale

5. Promotions appeal process

If you wish to appeal, you must submit your appeal application within 21 days of the date of the letter informing you that your promotion application was unsuccessful.

Step 1 – Completing an appeal form

You will need to complete an appeal form and provide a written statement (maximum of 1500 words) outlining why you feel the outcome of the promotion is incorrect. This may be that you believe:

- the way in which your application was considered led to an incorrect decision (grounds of procedural defect) and/or;
- that the information you provided was not correctly interpreted (substantive reasons) and that this led to the wrong decision.

You may find it helpful to discuss your appeal with your HR Manager / Officer before completing the form. Once completed, you should forward it to your line manager for verification (copying in promotions@leeds.ac.uk).

Step 2 - Verification

Your statement should be verified and agreed as before by the same Head of School / Service (or nominee) who verified your initial application. This may be in consultation with other relevant people.

This will normally be within two weeks of receipt. Once your appeal application is verified, the verifier will forward this to promotions@leeds.ac.uk to progress.

An appeal panel will be arranged by the Promotions team, constituted as below:

Applications to Grade 3 to Grade 7
<ul style="list-style-type: none">• Independent Chair (external to Faculty / Service)• Human Resources Manager or Officer (external to the Faculty / Service)• Trade union officer (external to the Faculty / Service)
Applications to Grade 8 to Grade 9
<ul style="list-style-type: none">• Executive Dean / Head of Service (external to Faculty / Service)• Two independent representatives (at least one must be external to the Faculty / Service)• Human Resources Manager or Officer (external to the Faculty / Service)• Trade union officer (external to the Faculty / Service)
Applications to Grade 10
<ul style="list-style-type: none">• DVC, Executive Dean / Head of Service (external to Faculty / Service)• Two independent representatives (external to the Faculty / Service)• Human Resources Manager or Officer (external to the Faculty / Service)• Trade union officer (external to the Faculty / Service)

Normally, no member of the appeal panel will have had any previous involvement in the application.

The appeal panel will assess the information provided in your application and will decide whether there are grounds for an appeal. A pro forma will be completed by the panel recording key points of the discussion and this will form the basis of feedback if your appeal is unsuccessful.

Step 3 - Appeal panel decision

If the appeal panel decide that there are no grounds for appeal, the Promotions team will confirm the outcome in a formal letter. This decision is final and there is no further right of appeal.

If the appeal panel agree that there are grounds for appeal, they will refer the case back to a further promotion panel which will include a member of the appeal panel and at least two members of the original promotion panel.

The new promotion panel will consider your case, taking account of the original evidence provided, your appeal documentation and the key points of the appeal panel discussion.

The Chair of the promotion panel (or nominee) will let you know the panel's decision and the Promotion team will confirm the decision in a formal letter.

Step 4 - Outcome of the Final Panel

Successful appeal

An agreed promotion following this final panel stage will take effect from the first of the month following submission of the original application. In exceptional cases an alternative date may be agreed in consultation with the Executive Dean / Head of Service and Human Resources. Increment dates will be the anniversary of the promotion. These arrangements will supersede the current increment dates in place.

Unsuccessful appeal

You will be offered feedback on your appeal. The decision of the panel will be final and there will be no further right of appeal.

You would not normally be able to submit a further application within twelve months of the date of this unsuccessful application submission. This is to allow you time to demonstrate how you have addressed the areas that you did not meet. In exceptional cases, where there is a specific school, service or faculty need, and where it has been discussed with the HR Manager, an earlier resubmission may be allowed.

6. Sources of support

There are several sources of support to help you with your application:

- Line manager / SRDS reviewer – who can discuss how your role may meet the promotion criteria and help you to complete your application.
- HR Manager / Officer – can give advice on how to interpret the criteria and all aspects of the promotions process, as well as directing you to individuals within your faculty, school or service who sit on promotion panels or have recently been through the process themselves; they can also provide guidance on the drafting of your application.
- Mentor – Organisational Development and Professional Learning (OD&PL) run a mentoring scheme where you are matched to a mentor – <https://peopledevelopment.leeds.ac.uk/news/apply-to-the-university-mentoring-scheme/>
- Trade union representative – members of a campus trade union may wish to seek advice from a TU representative.
- HR website – the website has a lot of information that will help you with your application: <http://hr.leeds.ac.uk/>.

7. Other key points

Promotions to grade 7

If your application is successful, you will move to a no fixed hours³ role and you will be expected to work the hours required to undertake your duties.

If you are currently in the PAS pension scheme, please contact [Pensions](#) for information about your options.

Staff on probation

Normally you would complete your probation before you apply for promotion. Your probation advisor can recommend to your Executive Dean / Head of Service that you complete your probation early. The probation policy can be found at on the HR website.

However, in exceptional cases, it may be appropriate to apply for promotion before the end of your probationary period. If your application is successful, you will be deemed to have completed your probation in your previous grade.

³ For calculation purposes, the full-time notional hours are 37.5 per week.