

# ACADEMIC PROGRESSION

January 2022



QUEEN'S  
UNIVERSITY  
BELFAST

# Purpose of this session

Provide an overview of the application process, including the key changes for 2022

Advice on completing the Cover Letter and Academic CV

Discuss the various systems and how they interact

# OVERVIEW

- PDR is fundamental to the Academic Progression process and you should continue to have on-going conversations with your PDR Reviewer.
- Discussion with PDR Reviewer and/or Head of School is encouraged before making an application.
- Staff are eligible to apply for progression when:
  - their probation/review period has been completed; and
  - PGCHET, or a recognised equivalent (for example, Fellow of the Higher Education Academy), has been obtained

# OVERVIEW

- Staff are expected to meet the Profile for their current grade and demonstrate readiness to progress to the next grade, demonstrating a clear and continuing trajectory against the core criteria in the Academic Profile for which they are applying.
- It is expected that at least a 2 year period is required to demonstrate significant contribution to merit progression to a new grade / range.

# KEY CHANGES

- Academic Profiles have been reviewed and updated by Faculties.
- External references for applications to Chair are no longer required.
- For applications to Professorial Range 1, you may wish to provide a summary of your career to date, however it will still be important to evidence your sustained and growing contribution from your last promotion/progression, or date of appointment (whichever is most recent).

# YOUR APPLICATION

## Cover Letter

- Show how you meet your current Academic Profile and demonstrate a clear and continuing trajectory against the core criteria identified in the Academic Profile for which you are applying.
- Provide evidence of sustained work only from last progression or date of appointment (whichever is most recent).
- Draw attention to the key points in your profile and refer to the detail in the Academic CV.

## Academic CV

- Populated from centrally held data.
- Ensure centrally held information is accurate and up-to-date.
- Make amendments in good time.

# COVER LETTER

Maximum 2 A4 pages (font 11) with :

- 2 pages of appendices for those on the Research & Education pathway; or
- 4 pages of appendices for those on the Education pathway

You should provide information on your:

- contribution to the School/Faculty plans and the University's 2030 Strategy;
- sustained work from last promotion/progression or date of appointment (whichever is most recent) and, if applying for Professorial Range 1, a summary of your career to date may also be included;
- achievement of the criteria in your current Academic Profile; and
- continuing trajectory against the core criteria identified in the Academic Profile for which you are applying.

# COVER LETTER - tips

- You should demonstrate your professional development in terms of academic leadership and the impact of your contribution.
- It is important to provide context in relation to TEQ scores, providing additional supporting information as necessary.
- For those on the Education pathway, it is important to demonstrate the impact on your pedagogy, rather than being research which addresses/analyses pedagogy itself.





# ACADEMIC CV

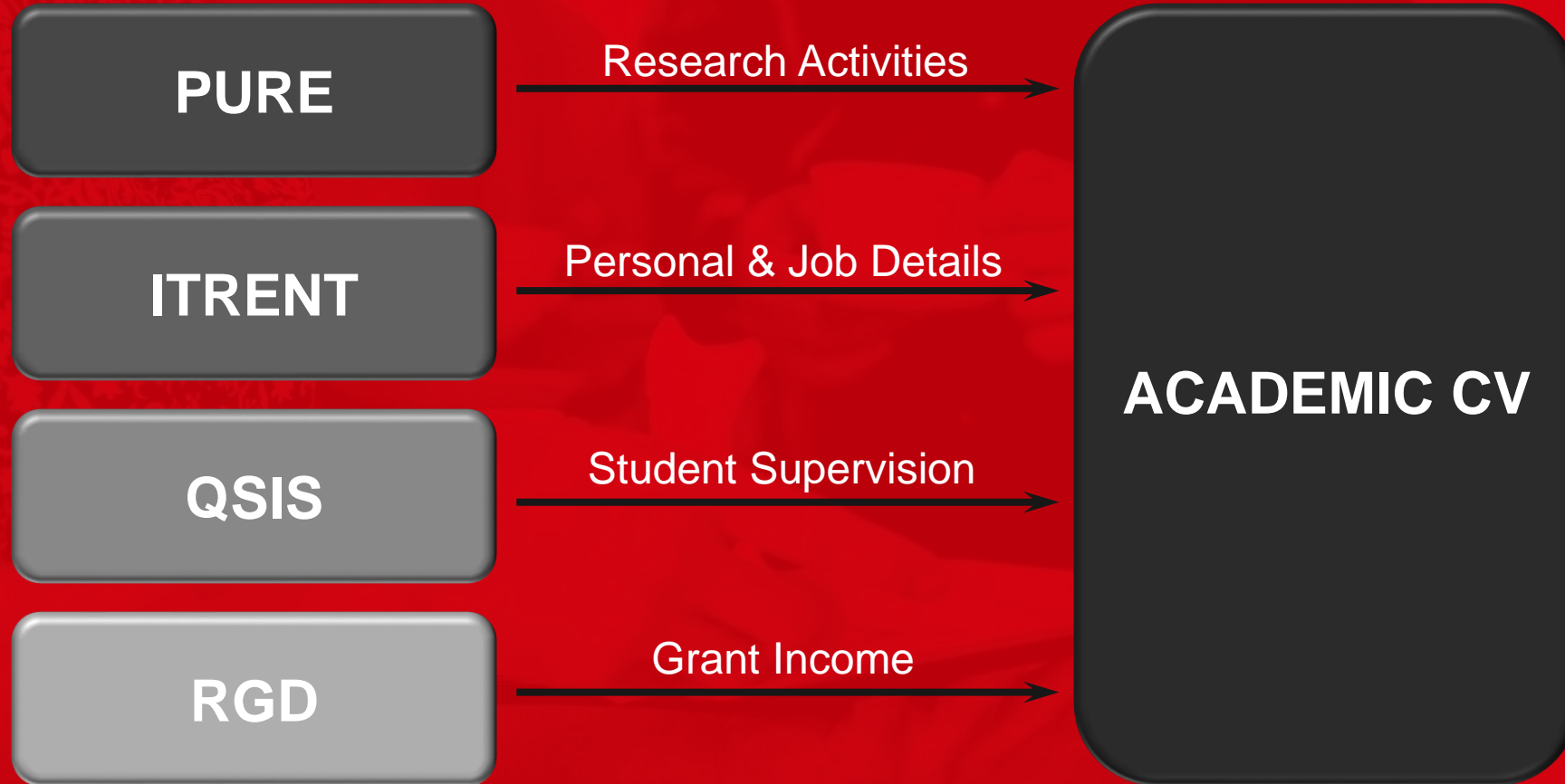
## The Academic CV:

- is a 'living report'
- sources information from various University core systems
- updates in real time or overnight depending on which data is updated in other systems
- is accessed through Queen's Online (QOL)
- will show information from date of appointment to the University

## Common misconceptions are that the Academic CV is:

- 'a system'
- the Pure Research Management System

# ACADEMIC CV



# MITIGATING CIRCUMSTANCES

The University recognises the impact that the Covid pandemic has had on the delivery of teaching and research outputs.

It is important to remember that the Committee will be reviewing contribution and trajectory since last promotion/progression or date of appointment (whichever is most recent).

Where individual circumstances have impacted contribution (not just Covid specific), staff will be given an opportunity to submit this information for consideration via QOL.



# COMMITTEE REVIEW

- Information exceeding the page limit for the Cover Letter and appendices will not be reviewed.
- Committees will only consider evidence of sustained work from last promotion or date of appointment (whichever is most recent) to merit change in grade / range. However, the full Academic CV provide further context if necessary.
- For applications to Professorial Range 1, Committees will consider your career to date, however they will focus on your contribution from last promotion/progression or date of appointment.

# COMMITTEE REVIEW

Applications will continue to be evaluated holistically, with overall contributions across the three domains of research/scholarship, teaching and learning, and citizenship being taken into account.

Compensation across and within domains will continue to be applied, e.g. **outstanding** performance in one domain can compensate for lower levels of performance in another domain.



# REMEMBER

Academic Profiles can be accessed via QOL > University Documents

For those who have passed probation, from Nov 2019, PGCHET (or equivalent) must be obtained prior to launch

Cover Letter – provide context

Cover Letter Appendix – enter full TEQ scores

# REMEMBER

Cover Letter / CV – clarify PHD supervisions if needed

CV – ensure you update centrally held data in good time

CV – check for duplication of publications

Evidence of non-core criteria will strengthen the application

# KEY POINTS

Those who were unsuccessful in the 2021 Academic Progression process are not restricted from applying for Academic Progression this year.

Colleagues are encouraged to apply for progression when they have demonstrated that they meet the Profile for their current grade & demonstrate trajectory against the core criteria for next level.

The Head of School will discuss progress with the PDR Reviewer for discussion at the Committee meeting.



# ACADEMIC PROGRESSION TIMELINE

Progression  
Application  
Stage (via QOL)

Faculty Committee meet  
and decide on:

- progression to Reader
- recommendations on  
Professorial applications

Central Appeal Panel  
meet and decide on:

- appeal  
outcomes for Senior  
Lecturer,  
Reader, Professor

31 JAN -  
11 MAR



APR –  
MAY



MAY –  
JUN



JUN –  
JUL



AUG -  
SEPT



1 AUG

School Committee meet  
and decide on:

- progression to Senior  
Lecturer
- recommendation  
to Reader

Central Committee  
meet and decide on:

- progression to  
Professor,  
Ranges 1 - 4;
- progression within  
Ranges 1 - 4

Date  
progression  
effective from

# Ask yourself

## **Are you ready to progress?**

Have you spoken with your PDR Reviewer, and/or Head of School, and sought advice before deciding to apply?

## **Are you prepared?**

Does your application include all the information the Academic Progression Committees will need?

# SUPPORT

- Guidance Booklets
  - Academic Progression
  - Cover Letter
  - Academic CV
- PDR Reviewer
- People & Culture website
- Process:  
[academic.progression@qub.ac.uk](mailto:academic.progression@qub.ac.uk)
- Academic CV:  
[puresupport@qub.ac.uk](mailto:puresupport@qub.ac.uk)



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