

## **ACADEMIC PROGRESSION GLOSSARY**

### **Academic Career Pathways**

At Queen's there are two main academic career pathways, Research & Education and Education only both of equal parity.

### **Academic Curriculum Vitae (CV)**

The Academic CV is a live document, sourcing information from core University systems, updating in real-time or overnight depending on which system has been updated. The CV includes research activities, personal & job details, student supervision and grant income. The Academic CV accompanies the Cover Letter for those applying for academic progression.

### **Academic Profiles**

The Academic Profiles set out the key areas of academic scholarly activity at Queen's and reflect the three domains of Research/Scholarship, Teaching and Learning, and Citizenship.

### **Academic Progression**

Reward and advancement for academic staff is achieved via the Academic Progression process which provides a route for academics to achieve their career aspirations.

Progression starts when a new academic is confirmed in post as a Lecturer and continues through the academic career pathway. Decisions on progression are based on merit and criteria (Academic Profiles), with due regard to the University's Diversity and Inclusion policies.

Academic Progression has been simplified to reduce bureaucracy and make the process more agile. As such, Academic Promotion and Professorial Salary Review (PSR) are now joined in a single annual process.

The University recognises two main progression routes which are of equal importance:

- Research and Education
- Education only

### **Academic Progression Committee**

Academic Progression Committees has responsibility for calibrating and making assessments on all progression decisions.

### **Academic Progression Criteria**

For the purposes of progression, staff are expected to meet the Profile for their current grade and demonstrate readiness to progress to the next grade. It is not expected that staff will be performing across all areas for the higher grade, however, they should demonstrate evidence of a clear and continuing trajectory against the core criteria identified in the Academic Profile for which they are applying

## **Cover Letter**

A Cover Letter is the document an Academic Progression applicant will complete and send along with their Academic Curriculum Vitae (CV) to apply for Academic Progression. The letter will provide a summary set against the criteria of how the applicant meets the Profile for their current grade and demonstrate readiness to progress to the next grade. The letter should be a maximum of 2 A4 sides, font 11, with appendices capped at 2 (1 page for each appendix).

## **Personal Development Review (PDR)**

Personal Development Review (PDR) is the process for all permanent and fixed term staff across the University to review contribution, support career paths and develop our staff. The PDR process will inform Academic Progression through the ongoing conversations that take place during the academic year. The Reviewer will be required to submit a summary form for those applying for Academic Progression in 2019/20 and from then onwards.

## **Queen's Online (QOL)**

QOL is the portal used to upload your Cover Letter and your Academic CV to apply for Academic Progression.

## **Reviewee**

All Queen's employees should take part in PDR, therefore all staff are Reviewees. Each Reviewee is responsible for their own career and development. A Reviewee with their Reviewer agree Priorities and Development Goals, while reflecting on their career aspirations and their contribution to the success of Queen's.

## **Reviewer**

A Reviewer will be assigned to a Reviewee to agree Priorities and Development Goals. This is while reflecting on their career aspirations and their contribution to the success of Queen's.

For Professional Services staff, your Reviewer is normally your line manager (unless otherwise advised). For academic staff, a Reviewer may be a Head of School, however, in larger Schools the Head of School may delegate the Reviewer role to, for example, the Discipline Lead, or a more senior academic colleague.

If the Reviewee is unclear who their Reviewer is, they should contact their Head of School or line manager.