

3 December 2018
Our ref: BP/RMcC/WM

Dear Colleague

Academic Promotions Scheme - 2019

Further to the Vice Chancellor's email dated 30 November 2018, I am pleased to let you know that the Academic Promotions exercise for 2019 is now launched. Full details of the Scheme are available from the Human Resources website: <http://go.qub.ac.uk/AcademicPromotions>. I would encourage you to read this documentation carefully as there have been a number of changes to the Scheme. I would draw your attention particularly to the removal of the eligibility criterion regarding an unsuccessful application precluding a further application the following year and also changes to the process regarding references.

Colleagues who wish to be considered for promotion need to complete and submit their Academic Curriculum Vitae **and** Applicant Statement through Queen's Online **by 4.00 pm on Friday 25 January 2019**. Please note that **both** documents must be submitted in order to be considered for promotion. Unfortunately, any amendments made to the documents after 4.00 pm on the closing date cannot be considered.

Applicants should clearly demonstrate:

- i. How they meet the essential criteria (in bold) in the academic profile for the grade for which they are applying. Evidence of meeting non-essential criteria will strengthen the case; **and**
- ii. Exceed the School's academic standards for their current grade, or where lower levels of performance in one area of the academic standards can be compensated for through exceptionalism in another*.

I would advise you to seek appropriate support and feedback from your Head of School about the requirements of this Scheme and the timing of an application before deciding whether to apply. Understanding this feedback is really important, as it will help you better understand what you can do to maximise your chances of being promoted.

As you will be aware, the Academic CV uses a number of University core systems to automatically populate information and it is the responsibility of applicants to provide accurate and up-to-date information. Should you require any advice in relation to PURE, please email the Pure Help Desk at Puresupport@qub.ac.uk. I would also encourage you to carefully read the PURE User Guide, which provides helpful information in relation to many frequently asked questions. It should also be noted that failure to provide full TEQ scores will unfortunately result in your application not being considered.

Please read the Academic CV User Guide which is attached for your convenience. You are also invited to attend one of the Academic Promotions Clinics held in December and January, details of which were emailed to you on 26 November 2018.

If you require any further information in relation to the 2019 exercise, please email academic.promotions@qub.ac.uk.

Finally, good luck in your application.

Yours sincerely



Brian Parkes
HR Director

*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. Any judgement in relation to compensation will be made on a case-by-case basis, and remains at the discretion of the relevant Promotions Committee.