APPLICANT PROCESS

**Key Points to note**

It is accepted that the emphasis and balance of activities may change over time. While the various Promotion Committees will consider evidence as to the quality of performance, they will also be assessing the breadth of an applicant’s record in each category and looking for evidence of strength and development in each of the areas specified for a particular level of promotion.

Applicants are asked to include a clear summary of developments and achievements since appointment/ previous promotion/ application. They should also draw attention to any personal circumstances that have impacted on their performance and complete Section 1 in the Applicant Statement. This statement should make reference to the relevant issue(s), make specific reference to the criteria for promotion that have been impacted and also provide evidence of this impact wherever possible.

Specific issues that might have an impact on the application could include:

- absences for maternity, paternity, parental or adoption leave and arrangements on return to work following these periods;

- part-time or other flexible working arrangements;

- periods of absence or flexible working arrangements or limitations arising from a disability, ill-health or injury;

- career breaks;

- personal, family, or other non-academic circumstances that have restricted or delayed the applicant’s professional career;

- secondments and previous employment.

The effective date for promotion is 1st August 2019. Promoted staff will be expected to assume leadership roles within the Institute appropriate to their new grade at the earliest opportunity following the effective date of their promotion.

It is expected that every promotion involving a substantive grade change will result in financial advancement.

**Equality and Diversity**

In accordance with the University’s Equality and Diversity Policy, the University is committed to the promotion of equality of opportunity and to creating and sustaining an environment that values and celebrates the diversity of its staff. The procedures used by the University for Promotion are intended to be open, fair, equitable and based on merit.

This Scheme applies equally to full-time and part-time staff. The University recognises that there may be individual circumstances which have impacted on an individual’s performance as judged against the promotion criteria. Each Committee will give due consideration to any of the above individual circumstances when making their evaluation of an individual promotion application. Whilst all staff are required to meet the University’s quality criteria, a reduction in the quantity will be considered in light of individual circumstances assessed on an appropriate basis having regard to the quality of outcomes and the nature and duration of the absence.

Specific issues that might have an impact on the application could include:

* absences for maternity, paternity, parental or adoption leave;
* part-time working;
* periods of absence arising from ill-health or injury;
* career breaks;
* personal, family, or other non-academic circumstances that have impacted on work for a sustained period;
* secondments and previous employment.

Applicants must outline clearly in their Applicant Statement the impact of those particular factors on their performance.

Each case will be considered on its own merit and without precedent, as any single equality issue could impact individuals in a variety of ways depending on their individual circumstances.

The process will be treated in the strictest confidence and outcomes will be provided to all applicants as soon as possible following the Central Promotions Committee.

There are no financial constraints or quotas for the numbers promoted in any given exercise.

**Review Process**

At this stage, if an unsuccessful applicant considers a procedural defect exists or can offer some other substantive reason, he/she may submit a request for a review. This request should be made, in writing, by **Monday 20 May 2019 at 4.00 pm** to the Director of Human Resources and should set out in detail the specific and substantive reasons for a review.

The Director of Human Resources will ensure the matter is brought before the Central Promotions Review Committee. Information which was not provided in the original application will not be considered and it is the responsibility, therefore, of every member of staff to ensure that the original submission is complete.