HEAD OF SCHOOL/ECIT DIRECTOR PROCESS

**Key points to note**

The School Promotion Committee will include Director(s) of Research and Director(s) of Education, senior colleagues in the relevant School and one Head and one Professor from other cognate School(s) as nominated by the relevant Faculty PVC and where appropriate, other senior colleagues from their own School selected on account of their subject expertise. In exceptional cases the Head of School may also need to include persons from other schools to ensure that the composition of the group complies with the requirements of the University’s Equality and Diversity Policy.

Take minutes of the meeting and ensure they are signed by those consulted. Any lack of consensus at the meeting must be explicitly stated in the minutes of the meeting.

The ECIT Director’s report should provide an evaluative overview of the candidate’s case for promotion referring to the Institute’s standards and profiles. The report should also include a critical analysis of the application’s strengths and weaknesses, including evidence of where the applicant has successfully responded to the development areas the ECIT Director has provided for them to be considered seriously for promotion. . Any relevant subject-specific knowledge and context should also be included here.

The ECIT Director’s report should comment on the range of work undertaken relative to the Institute’s mission and average workloads, the length of time over which any activity has been undertaken, and the success with which it has been undertaken. Examples must be provided of competency levels, for example research, evidence may be based on achievements, outputs and funding. Collaboration can be internal to ECIT/the University with other clusters and/ or external with industrial partnerships. Contribution should be based on what level of input the applicant provides to the Institute.

 The report must confirm the factual accuracy of the application and that there has been consistent treatment. The report must indicate clearly in each specific area(s) in which the applicant meets or does not meet the required level.

The report must also detail the impact on the applicant’s profile which may be considered to have been due to personal circumstances (see Section 3 of the ECIT Director’s Report). Whilst all staff are expected to meet the University’s quality criteria, a reduction in the quantity will be considered in light of individual circumstances assessed 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 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.