

# **Faculty of Arts, Humanities & Social Sciences Academic Promotions Workshop**

[http://www.qub.ac.uk/directorates/HumanResources/  
PersonnelDepartment/CareerDevelopment/AcademicPromotions/](http://www.qub.ac.uk/directorates/HumanResources/PersonnelDepartment/CareerDevelopment/AcademicPromotions/)

2016/2017  
(13 January 2017)

# Purpose of the session

Provide an overview of the promotions process –

Applicants

Schools

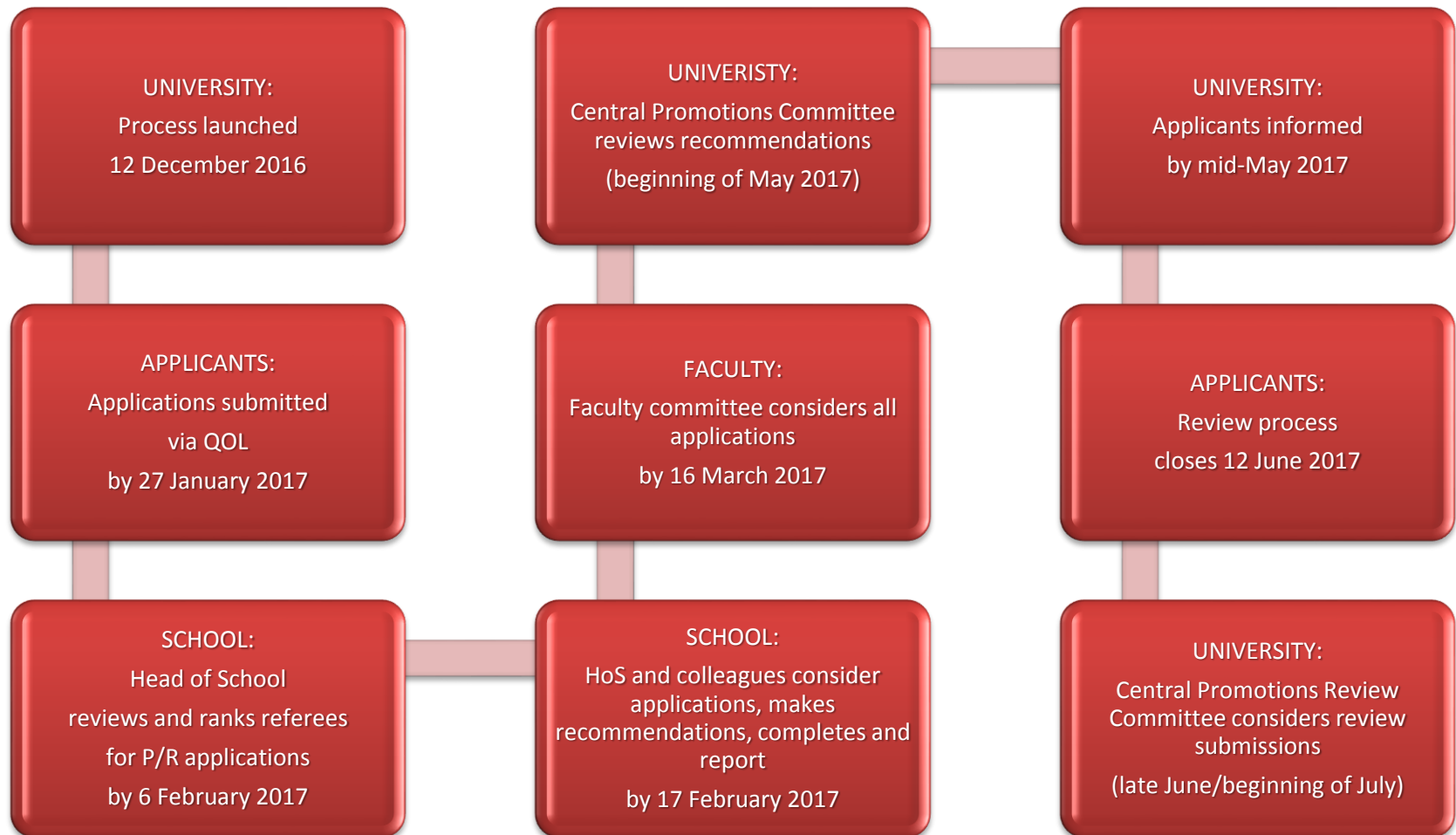
Faculty

University

Share learning experiences –  
'top tips'

Peer support and networking

# The process: December to July



# Promotion Criteria

Must exceed  
School's Academic  
Standards for  
current grade



Must meet  
Academic Profile  
for the grade  
applied for



Promoted

# Profiles and Standards

## Profiles

- Profiles are available from HR website - <http://www.qub.ac.uk/directorates/HumanResources/PersonnelDepartment/CareerDevelopment/AcademicPromotions/AcademicProfilesforAcademicPromotionsandRecruitmentPurposes/>
- **Essential criteria:** you must meet essential criteria (in bold) of the profile for the grade for which you are applying
- **Non-essential criteria:** your excellence here will strengthen your application
- Note that the examples of evidence listed in the profiles are exemplars of activities - you may choose to present other types of evidence relevant to your profile/discipline

## Schools' Academic Standards

- Standards are available from Head of School – likely to be on School SharePoint or intranet
- You must exceed your School's academic standards relevant to your current grade

# Applicants

To apply you must:

- have been in post more than 12 months
- have completed the formal appraisal process in previous year
- be confirmed in post (i.e., out of probation)

Your application should consist of:

- an applicant statement
- an up to date academic CV

# Normally...

It would not normally be expected that colleagues who are confirmed in post (pass probation) will apply for promotion within three years of the date they are confirmed in post

It would not normally be expected that colleagues who are successful in being promoted will apply for a further promotion (grade change) within three years, unless recommended to do so by the Central Promotions Committee

# Note this point

It would not normally be expected that colleagues who were unsuccessful in an application for promotion would reapply in the next Academic Promotions exercise, unless explicitly recommended to do so by the Central Promotions Committee



# Your application

## Academic CV

- ... is populated from centrally held data (mainly PURE)
- ... but also requires that you add some important extra information
- **Top tip:**
  - ensure that all centrally-held information relevant to your academic profile is accurate and up-to-date
  - make/request amendments in good time

## Applicant statement

- demonstrates – ‘evidences’ – clearly and unambiguously:
  - how you meet the academic profile for the grade for which you are applying; *and*,
  - how you exceed your School’s academic standards relevant to your current grade.

# Head of School

## Head of School

- will provide advice to you as an applicant prior to application, perhaps as part of appraisal process
- will convene and chair the School's Promotions Committee –
  - School Directors of Education and of Research
  - one other HoS and one other Professor for other cognate School
  - where appropriate, other senior colleagues from own School selected on account of their subject expertise
- will provide a report on each application for next stages of the process
- for P/R applications HoS will rank potential referees
- will attend the Faculty Promotions Committee to comment on School applications – maybe a member or may attend for specific School
- along with Faculty PVC provides feedback to applicants

# Head of School report

- Assesses and makes recommendation on whether your application exceeds School's academic standards for current grade
- Assess and makes recommendation on whether your application meets the academic profile for the grade for which you are applying
- Specifies special circumstances that has been and should be taken into account – this might include periods of parental/adoption leave
- Confirms the accuracy of the information contained in your application
- Will recommend disqualification from the process if your application does not provide teaching scores
- Considers performance up to the closing date of the scheme – which in 2016-17 is 27 January 2017

# Faculty Committee

## Composition

- Faculty Pro-Vice-Chancellor (chair of committee)
- Faculty Deans of Education and of Research
- one Dean of Education or Dean of Research from outside the Faculty of AHSS
- Heads of School from AHSS (normally to include a minimum 50% of the Heads of School – i.e. 3 out of 5 – managed on a rotating basis)
- seven in total – with HR input

## Role

- considers all applications from Faculty of AHSS
- makes recommendations on all applications from Faculty of AHSS to Central Promotions Committee

# University Committee

## Composition

- Vice-Chancellor (chair of committee)
- Registrar
- three Faculty Pro Vice Chancellors
- Pro Vice Chancellor Education and Pro Vice Chancellor Research
- two lay members of Senate
- nine in total – with HR input

## Role

- considers all applications from all three Faculties
- makes decisions on all applications from all three Faculties

# Role of Faculty PVC



# AHSS promotion statistics for 2015-16

	Applications	Applications by gender		Promotions	Promotions by gender		% success rate	
	Total	Female	Male	Total	Female	Male		
<b>Professor</b>	3	1	2	3	1	2	100%	
<b>Reader</b>	0	0	0		0	0		
<b>Senior Lecturer</b>	4	3	1	3	3	0	75%	
<b>Senior Lecturer (Education)</b>	0	0	0	0	0	0	-	
<b>Total</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>86%</b>	

## AHSS PROMOTIONS TO SENIOR LECTURER

*Congratulations!*





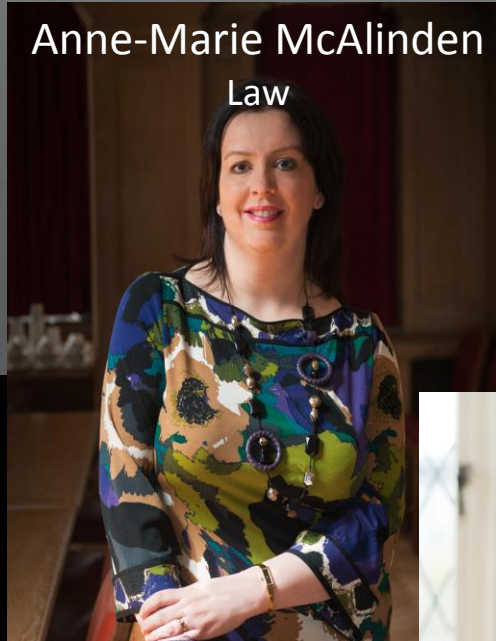


## AHSS PROMOTIONS TO PROFESSOR

*Congratulations!*

Anne-Marie McAlinden

Law



Ferghal McGarry

History, Anthropology,  
Politics and Philosophy



Cathal McCall

History, Anthropology,  
Politics and Philosophy

# Applicant tip sheet

- Consult/get advice: Head of School, senior colleagues.
- Don't apply too early. Ask: *will it be a decisively better case next year?*
- But don't apply too late. Ask: *is the 'peak' of a cycle of work?*
- Beware competitiveness and comparison (and recrimination).
- Read the criteria – be clear how your profile meets the criteria and be honest where it exceeds or does not meet specific elements. Don't make claims you can't substantiate.
- Promotion rewards what you are already doing. It does not anticipate what you will do.

# Application tip sheet

- In writing the application remember who is reading it – School, Faculty committee including academic colleague from another Faculty, University committee including colleagues from other Faculties and members of Senate.
- Highlight real distinction.
- Don't get bogged down in lists and routine tasks.
- Write it against the criteria - but it's not just a check-list. Remember that it is assumed that a profile at Level x has many of the attributes of Level x – 1 and that there is incremental progression. So look at other criteria as some may not be stated explicitly at higher levels.
- Needs a bit of restrained rhetoric (but with evidence to support it).
- Pay particular attention to evidence of quality in teaching.
- Check presentation - including cv.
- Show it to someone.

# Referees

- Be smart.
- Big names do not always write big references (and some forget to write references at all ...).
- Best references are those which show a real engagement with your work and achievements rather than bland or over-the-top approval. (Note national characteristics of reference-writing.)
- Critical distance can be better than close association.

# Contact Details

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