

Academic Promotion¹ Process: Documentation and Timetable 2015/16

1. Introduction

This document describes the promotion documentation and timetable for 2015/16. Under the Grading and Re-grading Processes and Principles *[and for Clinical Academics on AC & AM grades seeking promotion to Reader or Personal Chair]* any member of staff may apply to be matched to a higher academic grade profile. The case will be assessed by an appropriately constituted panel. The effective date for successful promotion cases is normally 1st August following the decision, although there is a provision to backdate the effective date for promotion up to and including grade 8.

2. Paperwork Required

A case for promotion to the grade indicated must consist of:

a. Grade 7

- Job Matching Form for Grade 7
- C.V. Summary Form

b. Grade 8

- Job Matching Form for Grade 8
- C.V. Summary Form
- Full C.V.

c. Grade 9 (with possible award of the title of Senior Lecturer or Reader)

- Job Matching Form for Grade 9 or, where the case is based predominantly on leadership and management (more than 50% of time is spent on leadership and management), a job description
- C.V. Summary Form other than where the case is based predominantly on leadership and management
- Full C.V.
- Referee Nomination Forms²

[Please note for clinical academics on Grades AC and AM seeking promotion to Reader, a Job Matching form is not required. Applicants should complete the Medical Clinical Application for Promotion form detailing how they meet the Readerships criteria.]

¹ For ease of reference the word “promotion” has been used throughout to signify this process of re-grading the role and, where appropriate, conferment of an academic title. In certain circumstances, re-grading will be possible without conferment of the academic title.

² References will normally be taken up for applications for promotion to grade 9.

d. Grade 10 (with possible award of the title of Personal Chair)

- Job Matching Form for Grade 10 or, where the case is based predominantly on leadership and management, a job description
- C.V. Summary Form other than where the case is based predominantly on leadership and management (more than 50% of time is spent on leadership and management)
- Full C.V.
- Referee Nomination Forms other than where the case is based predominantly on leadership and management

[Please note for clinical academics on Grades AC and AM seeking promotion to Personal Chair, a Job Matching form is not required. Applicants should complete the Medical Clinical application for promotion form detailing how they meet the Personal Chair criteria.]

All forms are available at: <http://www.ed.ac.uk/human-resources/forms> or at: <http://www.ed.ac.uk/schools-departments/human-resources/pay-reward/promotions-grading/documents-guidance>

In some circumstances it may be appropriate that a job description as well as a job matching form is submitted. Your local HR team can advise. In preparing an application please take account of the overarching grading paragraph as well as individual grade criteria.

Timetable

Staff should ensure that they discuss their cases and complete the relevant paperwork in sufficient time for all completed cases to be submitted to the Head of School by Friday 23rd October 2015. [**N.B.** Some minor variations on submission dates within Schools may apply and staff should check with their School office for exact dates].

Promotion and regradings to Grade 10 and the award of the title of Professor are considered by Central Academic Promotion Committee and recommendations are then made to the University Senate/Court for the award of the title of Personal Chair. Decisions will be notified after the appropriate procedures have been formally concluded. This may be in late June 2016.