**Principles and Practice of Assessment Process for Promotion to a Higher Grade (Progression between Grades) Academic Grades 6 – 9**

**Grades 6 - 9**

Bournemouth University is committed to developing staff so that they are able to realise their aspirations through progression within the Academic Career Framework. The arrangements for promotion are designed to be consistent, fair and equitable to all staff. The following principles will be common to all progression processes between Grades 6 to 11+ inclusive (although it should be noted that grade 10 and above do not fall within the local framework agreement). Promotion to a higher grade will be subject to assessment by an independent panel.

**General Guidance**

In accordance with the principles of the Framework Agreement, Academic staff at Grades 6 to 9 are eligible to apply for promotion to the next appropriate grade. This also applies to those Grades that sit outside the Framework Agreement (Grades 10+).

Promotion will be based on the principles of merit in accordance with the prescribed criteria for each role outlined within the Academic Career Framework. As determined by the promotion process, applicants must demonstrate capability to deliver high quality outputs at the appropriate level as set out in the Academic Career Framework. If candidates believe that they are delivering some of the typical requirements of the higher grade and can demonstrate the potential to deliver others as set out in the Academic Career Framework, then a case for promotion can be made as appropriate. If an applicant meets the criteria as determined via the promotion process, they will *normally* be promoted and the change in grade incorporated into the establishment. This means that promotion is not normally subject to budget restrictions but in the unlikely event that restrictions needed to be applied, this would be a matter that would be raised with the JCNC. The process applies to Grades 6 to 9 including the exceptional circumstances whereby a Grade 6 appointment has been made.

Promotion opportunities at BU will be annual events normally running post-appraisal typically between July and December of each year, with promotions effective or back-dated from the 1 September in all cases. Transitional arrangements may be required for promotion between Grades 7 to 8 for one or more years following adoption of the new process, given arrangements currently in place. These arrangements may include two windows of opportunities for lecturers to apply for promotion (i.e. twice a year).

**Process**

All progression between grades will follow a single and consistent process which is fair and equitable and will require an application and interview/presentation of the individual’s academic profile in accordance with the requirements of the Academic Career Framework. At this time the applicant will have an opportunity to clarify aspects of their profile and submission, to enable the panel to reach a fair decision in accordance with the principles outlined below.

Applications will take the form of a Standard Academic Profile or academic C.V. together with a brief cover sheet, designed to help assessors understand clearly the nature of the case being made demonstrating the capability to meeting the outputs at the appropriate level as outlined in the Academic Career Framework.

For promotion an applicant must be able to demonstrate via the Academic Career Framework that they are able to deliver / or are delivering fusion. Specifically, by demonstrating and evidencing that they are delivering some of the typical requirements of the higher grade and can demonstrate the potential to deliver others as set out in the Academic Career Framework.

Applicants will be counselled, advised and supported in making a promotion application via a series of BU-wide workshops and support seminars in conjunction with the provision of online resources. They may also draw upon the advice and support of their line-managers and appraisers should they chose.

An applicant does not need the consent of their line-manager to apply for promotion, but a reference from their line-manager and Executive Dean would normally be sought unless there were clear reasons why this might not be appropriate, for example in cases of a conflict of interest.

A case for promotion will be made via a Standard Academic Profile or academic C.V. designed to mirror the structure and the types of evidence listed in the Academic Career Framework.

At any stage of the selection process, if an application is not deemed suitable it will not proceed and the applicant will notified to this effect by the Executive Dean and offered feedback.

**References**

For promotions to Grade 7 through to 9 references will normally be sought from the line-manager and Executive Dean. For promotions to Grades 10 and above, a maximum of three references, one internally (normally the Executive Dean) and two external from individuals who are qualified to advise the panel on the quality of an individual’s output from the perspective of their specialist field. These will normally be drawn from a pool suggested by the applicant and independently sourced by HR. The selection of the referees will be at the discretion of the chair of the selection panel.

**Panel Members**

A cohort of trained Independent Pay/Promotion Panel Members (IPPPMs) drawn from different academic Faculties and grades will sit on all promotion panels and ensure that the principles of the Academic Career Framework are applied in a transparent, fair, equitable and consistent manner across BU. The promotion panels will be chaired by a Senior Independent Academic appointed by the Vice Chancellor as advised by the Associate Director of HR.

The term of appointment for this chair will normally be for 3 years. An IPPPM will chair all promotion panels, including shortlisting meetings, up to and including Grade 9. All promotion panels above Grade 9 will be chaired by a member of the UET and in the case of Professorial appointments (Grade 11) the conferment of Professorship will be sanctioned by the Vice-Chancellor although chairing of the panel may be delegated as appropriate.

Shortlisting and interview panels for promotion to Grades 7 to 9 will normally consist of an IPPPM as Chair, the Executive Dean of Faculty, an appropriate member of academic staff and a representative of HR. For promotion to Grade 10 the panel will normally consist of a member of UET as Chair, an IPPPM of appropriate grade from a different Faculty, the Executive Dean of Faculty, an appropriate member academic staff and a representative of HR.

For promotion to Grade 11+ the panel will normally consist of the Vice-Chancellor (or their nominated representative) as Chair, an IPPPM of appropriate grade from a different Faculty, the Executive Dean of Faculty, an appropriate member academic staff and a representative of HR. All cases of promotion to professorial level will need approval by the Vice-Chancellor.

**Appeals**

Appeals against non-promotion should be directed to HR in the first instance to collate the necessary paperwork, but will be heard and adjudicated if appropriate by the Chair of the IPPPM group, (unless they have been involved previously), or their nominated representative. Candidates must lodge their appeal with HR within fifteen working days of receiving notification of the result of their application

In cases of appeals against promotion to Professorial positions the Vice-Chancellor would review and decide as appropriate in conjunction with the chair of the IPPPM group.

In all cases the promotion processes will be administered by HR who will ensure that the principles of equity and consistency are applied. BU will ensure duties in accordance with equality legislation are fundamental to these processes, in addition to ensuring that individual circumstances are considered carefully. This will be overseen by UET with a report compiled annually upon completion of the process and submitted annually by BU to the BU-UCU JCNC.

This will be reviewed in accordance with the review date in the Framework Agreement.