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Maisha Reza 0.7 FTE ATS (AD buy outs),

Rebecca Lewis 1.0 FTE ATS (maternity cover for Kelly – will start 16<sup>th</sup> Sept),

James Gilroy 0.5 FTE ATR (50% ENV – 50% BIO)

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Opening ceremony of the New Science Building – no date, yet, but most likely during Norwich Science Festival. Maybe Jane Goodall will open the building.

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Concluded by an executive summary by the company Clever Together.

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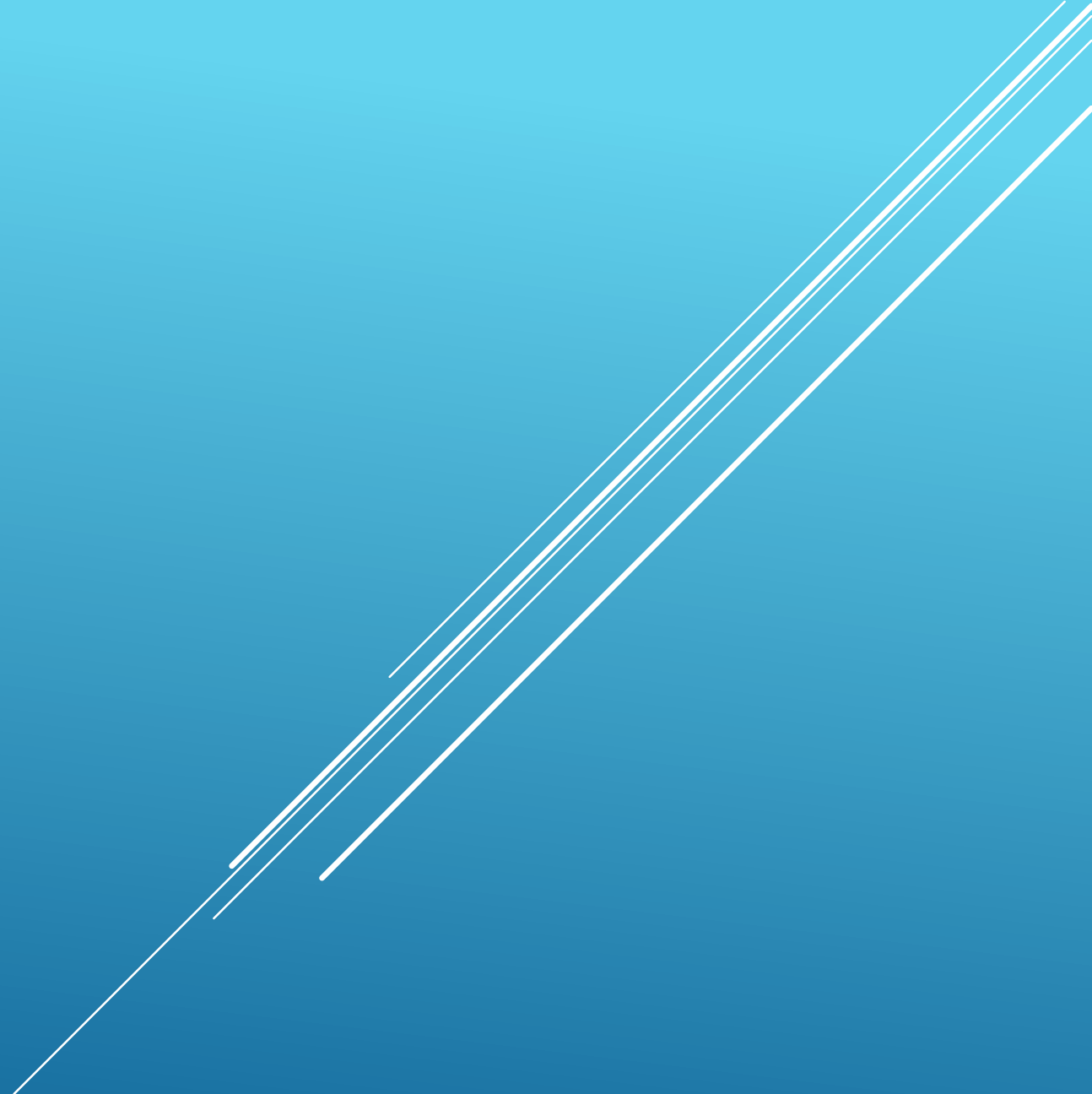
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Promotion – new Academic Progression Handbook published on 19<sup>th</sup> July

# UEA ACADEMIC PROGRESSION HANDBOOK

PILOT and REVIEW YEAR 2019/20



- ▶ A new framework for academic staff progression and promotions
- ▶ Designed as part of the University's ongoing commitment to equality and diversity
- ▶ Initial trigger came from Athena Swan surveys
- ▶ Feedback from staff via consultation (all staff and via UCU)
- ▶ Aims to serve as an enabling framework for career development
- ▶ Should be referred to in appraisal and mentor conversations
- ▶ Focus on Teaching, Research and Academic Leadership
- ▶ Up-to-date articulation of the academic role as it continues to evolve

# ACADEMIC PROGRESSIONS HANDBOOK

- ▶ Reinforce the University's commitment to building a collegiate community of scholars who are rewarded for their work towards the achievement of individual and University objectives.
- ▶ The University will continue to review the new framework and guidance during its pilot year, including at two formal points with UCU colleagues.
- ▶ For two years (2019/2020 and 2020/2021), staff may continue to submit applications under the current procedures and assessment criteria within the Green Book if they prefer.

# ACADEMIC PROGRESSIONS HANDBOOK

- ▶ Both tracks to run together for 2019/20 and 2020/2021, with the old form for the Green book and the new form for the APH.
- ▶ Individuals to decide which route they wish to take but School/Faculty committees should test any application they do not support against the criteria for the route not chosen by the individual (so as not to disadvantage)
- ▶ Where a School has not supported an application the individual should receive timely feedback and may make a personal submission (both routes).

# ACADEMIC PROGRESSIONS HANDBOOK

- ▶ During the 2 pilot years there will be 3 sets of meetings as now (Autumn, Spring, Summer).
- ▶ Aiming for greater consistency with process across Schools and Faculties, while also taking account of specific disciplinary expectations
- ▶ Aiming to enhance transparency and fairness in the process, with PVC level oversight of School promotions committee selection, training and briefings for committee and applicants.
- ▶ Equality audits to be undertaken

# ACADEMIC PROGRESSIONS HANDBOOK

## 2.0 ANNUAL TIMETABLE AND NOTIFICATION

- 2.1 The process operates within the University's promotions round which takes place twice a year and comprises three committee meetings which take place at School, Faculty and University level. The School Promotions Committee makes recommendations, the Faculty Promotions Committee considers recommendations (including any personal submissions) and makes the initial decision and the University Promotions Committee considers and ratifies those decisions.
- 2.2 The dates of each Faculty and University committee meeting are published in the University Almanac and each School shall advise its members of faculty of the deadline for submissions to the School Promotions Committee.
- 2.3 Human Resources send reminders to Heads of School and to each member of academic staff (i.e. ATR and ATS) in advance of each round to advise on the items for consideration and the deadline for submission of cases to the Faculty Promotions Committee.

### 2.4 Autumn meeting

The three promotions committees will meet sequentially between **October** and December. Items to be considered in this round will be:

- any case scheduled for consideration of confirmation of appointment of probationary lecturers;
- any case for consideration of promotion;
- any cases nominated within the school for honorary association; and
- while not covered by the procedures for Academic staff, schools are also asked to consider at the School and Faculty committee meetings any case for promotion of Research & Analogous (RA) staff.

### 2.5 Summer meeting

The three promotions committees will meet sequentially between March and May. Items to be considered in this round will be:

- any case scheduled for consideration of confirmation of appointment of probationary lecturers;
- any case for consideration of review of individual salary (special increment, discretionary award);
- while not covered by the procedures for Academic staff, schools are also asked to consider at the School and Faculty committee meetings any case for special increment or discretionary award of Research & Analogous (RA) staff.

## **Additional notes of clarification - not for onward circulation:**

**(a) Both routes will run concurrently for at least next year, probably two, with the old form for the Green book and the new form for the APH.**

**(b) PVCs and HRMs to meet again Sept to discuss any further process queries**

**(c) PVCs to hold briefing/s for staff and for Heads in Sept/Oct**

<b><u>Autumn 2019</u></b>	<b>Green Book</b>	<b>APH</b>
<b>Cases considered at this meeting?</b>	<ul style="list-style-type: none"> <li>• Confirmation of appointment</li> <li>• Promotion to Lecturer A</li> <li>• Promotion to Lecturer B</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of appointment</li> <li>• Promotion to Lecturer A</li> <li>• Promotion to Lecturer B</li> <li>• Promotion to Associate Professor</li> <li>• Promotion to Chair</li> </ul>
<b>Deadline for Schools to notify individuals whose cases are not supported</b>	Wednesday 16 October 2019	Wednesday 16 October 2019
<b>Deadline for submission of School and Personal Cases</b>	Wednesday 23 October 2019	Wednesday 23 October 2019
<b>Date of Faculty Promotions Committee</b>	2pm Wednesday 27 November 2019	2pm Wednesday 27 November 2019
<b>Date of University Promotions Committee</b>	2pm Wednesday 4 December 2019	2pm Wednesday 4 December 2019



<u>Spring 2020</u>	Green Book	APH
<b>Cases considered at this meeting?</b>	<ul style="list-style-type: none"> <li>• Confirmation of appointment</li> <li>• Promotion to Senior Lecturer</li> <li>• Promotion to Reader</li> <li>• Promotion to Chair (prima facie case only)</li> </ul>	N/A
<b>Deadline for Schools to notify individuals whose cases are not supported</b>	Wednesday 8 January 2020	N/A
<b>Deadline for submission of School and Personal Cases</b>	Wednesday 15 January 2020	N/A
<b>Date of Faculty Promotions Committee</b>	2pm Wednesday 12 February 2020	N/A
<b>Date of University Promotions Committee</b>	2pm Thursday 27 February 2020	N/A

<b><u>Summer 2020</u></b>	<b>Green Book</b>	<b>APH</b>
<b>Cases considered at this meeting?</b>	<ul style="list-style-type: none"> <li>• Confirmation of appointment</li> <li>• Promotion to Chair (external assessors reports)</li> <li>• Special Increment</li> <li>• Discretionary Awards</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of appointment</li> <li>• Special Increment</li> <li>• Discretionary Awards</li> </ul>
<b>Deadline for Schools to notify individuals whose cases are not supported</b>	Wednesday 25 March 2020	Wednesday 25 March 2020
<b>Deadline for submission of School and Personal Cases</b>	Wednesday 1 April 2020	Wednesday 1 April 2020
<b>Date of Faculty Promotions Committee</b>	2pm Wednesday 6 May 2020	2pm Wednesday 6 May 2020
<b>Date of University Promotions Committee</b>	2pm Wednesday 13 May 2020	2pm Wednesday 13 May 2020

ATR applications are assessed against all three criteria, ATs are assessed against two (no research)

**Research** (including innovation/enterprise)

**Teaching**

(described as Education, scholarship and innovation)

“It is also expected that all academic colleagues hold a formal HE teaching qualification and/or Higher Education Academy accreditation (Fellowship level or higher).”

BUT: “It would be possible to submit an application without having the HEA Fellowship (etc) but the application would need to show that they had submitted/making sufficient progress and expect to have it in place by 1<sup>st</sup> August – the Promotions Committee can then make promotion conditional upon this happening.”

**Academic leadership**

## **ACADEMIC LEADERSHIP, ADMINISTRATION AND COLLEGIALITY**

Evidence of achievement in Academic Leadership, Administration and Collegiality may include: a focus on building productive and respectful relationships across and beyond the University; creating partnerships internally and/or with other organisations; involvement in societal engagement; and general positive contributions to the School, Faculty and UEA. It is linked to our commitment to be respectful of other colleagues' abilities and being willing to take on a share of the general duties, within workload parameters.

We aim to recognise proactive engagement with initiatives that are at the heart of developing a strong community of people (staff, students and partners of all kinds, including our alumni).

The University is committed to Equality and Diversity, as evidenced in its position as bronze award-holder for Athena SWAN, annual submissions to Stonewall Index, as signatory to the Race Equality Charter and as member of the University of Sanctuary scheme, as well as support for a number of staff networks. Colleagues are expected to demonstrate support for one or more of these, or similar, initiatives/commitments in their personal submissions.

In the guidance (you received on the 19<sup>th</sup> July) there a description what kind of achievements are “Expected” and what are “Desirable”. Please read the document carefully when you prepare your application.

The good news is, the application form is very simple. There are three boxes: Research, Teaching and Academic Leadership.