

A scenic view of a pebble beach with a clear blue sky and ocean in the background. The foreground is filled with smooth, rounded pebbles in shades of brown, orange, and grey. The ocean is a deep blue, and the sky is a lighter blue. A small white bird is visible on the beach near the water's edge.

Aiming for Promotion at Sussex Workshop 2021

US
UNIVERSITY
OF SUSSEX

Housekeeping

- Please keep your microphone switched off and ask questions via the chat
- The presentation will be in sections with a break for questions after each section - there will be a longer period of time for general questions at the end
- The session will be recorded and made available to those who cannot attend

Purpose of this workshop

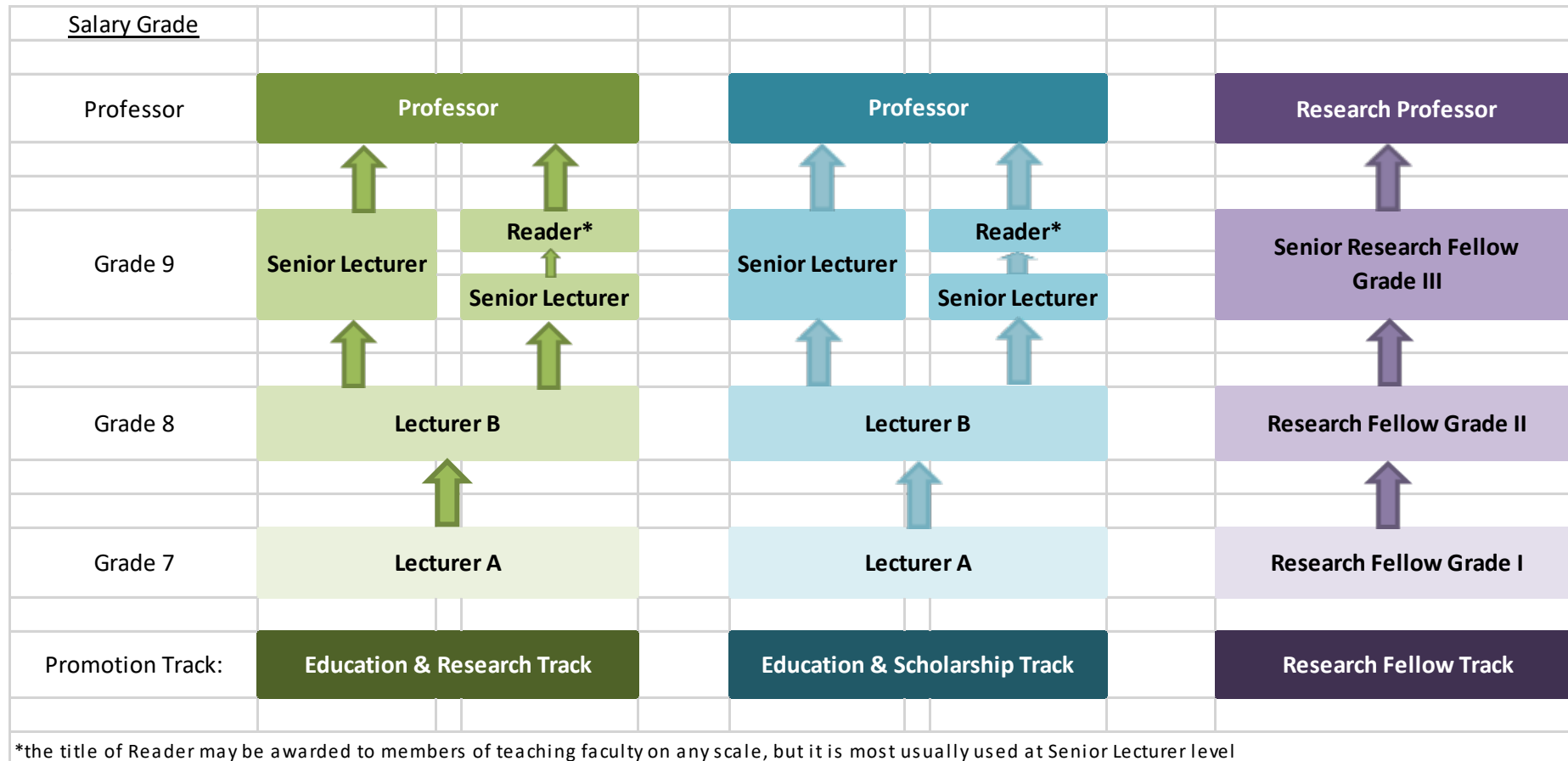
- Help you think about career trajectories and career planning.
- Ensure that the rules and procedures of promotion at Sussex are known and understood to all faculty; that the promotions process is transparent.
- Ensure that our promotions procedures are fair and equitable – in line with our commitment to become a more Inclusive Sussex.
- Encourage underrepresented groups to put themselves forward for promotion.
- Advise on how to get help and support.

NB please refer to the full guidance on the Academic Promotions webpage when making your application. These slides are a summary rather than the full promotions criteria and guidance.

Academic Promotion Tracks

- There are three possible tracks for promotion at the University of Sussex. These are for staff on:
 - **Lecturer - Education and Research Pathway** (i.e. teaching and research)
 - **Lecturer - Education and Scholarship Pathway** (i.e. teaching only)
 - **Research Fellow Career Pathway** (i.e. research only)
- Promotions under all three tracks are considered in the same Academic Promotions process – submission deadline for this year is 9am on Monday 15 March 2021.

Three promotion tracks



Lecturer B – Education & Research

For Lecturers who reach the top point for Lecturer A, progression to Lecturer B will be the normal expectation – but an application must be submitted.

If not at top of scale they can apply to progress to Lecturer B if they have demonstrated the following criteria:

- A PhD, or equivalent scholarly or relevant professional activity;
- Active engagement in education and learning: submission of a teaching portfolio;
- Demonstrated progress in research: publications;
- Demonstrated progress in making applications for funding; in initiating or developing contacts with partners outside of the university; and in wider involvement in the subject area
- Contribution to duties in the department or unit.

Senior Lecturer – Education & Research

In considering promotion to this grade, each candidate's performance will be considered in relation **to all of the criteria below**, but the Committees may, **at their discretion, recommend promotion for exceptional achievement in in some but not all of the criteria (case to be made for the latter).**

- *Significant* contribution to education and learning
- Evidence of successful curriculum design or re-design
- A national and/or international reputation in the field of study
- Successful application for research funding; and by the supervision of research students
- Pro-active contribution to the unit, Department or School
- Raising University's profile.

Reader – Education & Research

The title of Reader may be awarded to members of teaching faculty on any scale, but it is most usually used at Senior Lecturer level. **The title is awarded as a mark of personal distinction** for an important contribution to the advancement of the subject.

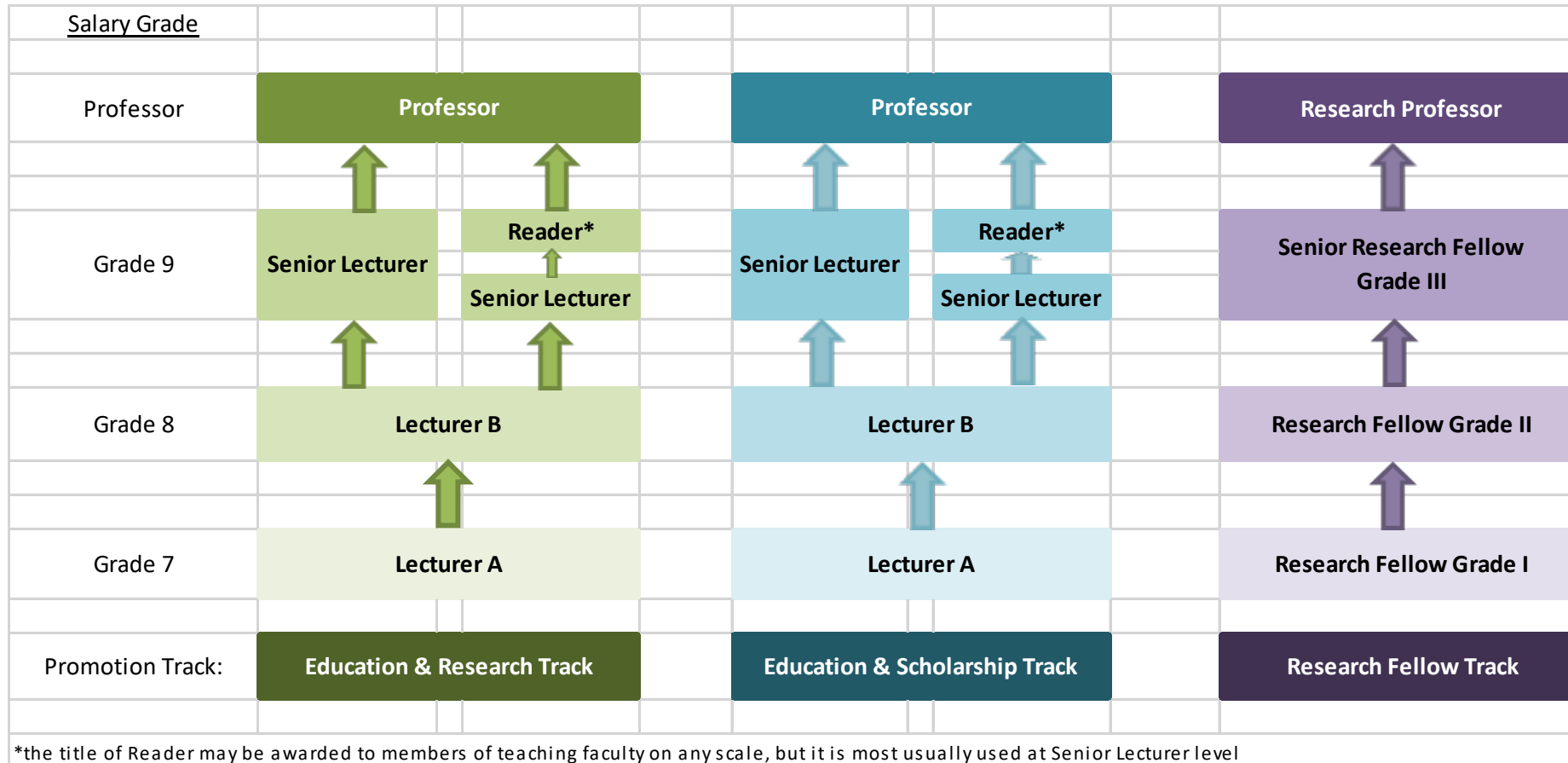
- **Exceptional level in research** (substantial publications, sustained & independent research reputation)
- **Excellence in education and learning** (evidence of innovation in course design and leadership in subject).

Professorship – Education & Research

Candidates for promotion to a Professorship will be expected to have **made a broad, sustained contribution to their field and discipline nationally and internationally**, and normally to have **achieved exceptional performance in research**.

- Distinguished themselves by the volume and quality of completed research and to have demonstrated strong leadership, national and international standing and recognition.
- Demonstrated leadership in the promotion of teaching in their subject and innovative thinking and practice.
- Significant contributions to the work of the subject, School and the Institution by undertaking major leadership tasks or serving on relevant national, regional or local bodies.

Three promotion tracks



Lecturer B – Education & Scholarship

For Lecturers who reach the top point for Lecturer A, progression to Lecturer B will be the normal expectation – but an application must be submitted.

If not at top of scale they can apply to progress to Lecturer B if they have demonstrated the following criteria:

- Development of new modules, high standard of teaching performance
- Use of feedback and best pedagogic practice to improve student experience, evidence of using knowledge from scholarship to enhance education and curriculum development
- Academic advising
- Contributions to relevant professional body or event
- A significant contribution to School/Dept duties & responsibilities

Senior Lecturer – Education & Scholarship

In considering promotion to this grade, each candidate's performance will be considered in relation to all of the criteria below, but the Committees may, at their discretion, recommend promotion for exceptional achievement in in some but not all of the criteria (case to be made for the latter):

- Innovation in teaching, supervision or assessment
- Sustained high quality teaching across the curriculum including integration of scholarship and professional practice with teaching activities, successful curriculum design or re-design at course level
- Successful completion of major task with leadership, contribution to school management and supervision of others
- Responsibility for and involvement in broader pedagogic arena
- External profile in within subject

Reader – Education & Scholarship

The title of Reader may be awarded to members of teaching faculty on any scale, but it is most usually used at Senior Lecturer level. **The title is awarded as a mark of personal distinction** for an important contribution to the advancement of the subject.

- **Excellence in education and learning** (evidence of innovation in development of new courses and programmes and leadership in subject).
- **Sustained and independent pedagogic research reputation** (research grants, contracts or consultancies, doctoral student supervision, societal benefit or impact)

Professorship – Education & Scholarship

Candidates for promotion to a Professorship **will be expected to have made a broad, sustained contribution to their field and discipline nationally and internationally**, and demonstrated **leadership in the development of education in their subject and/or broader education field**.

- Evidence of quality in education and learning, innovation in development of new courses/programmes, leadership in promotion of teaching and learning, innovative education practice adopted as best practice
- Evidence of providing academic leadership development, mentoring and career management advice and leadership in education in subject area
- Leadership of or holding senior office in a national or international subject association or pedagogic policy unit

Professorship – E & S (continued)

- Evidence of commitment to improving the student experience and/or leadership of a major change project at University level designed to improve the student experience
- Publication of highly regarded textbooks, other significant teaching materials in higher education and/or publication of pedagogically driven research
- Academic distinctions (e.g. academic awards and prizes).
- A sustained contribution to the delivery of School and/or University education strategy, and influence on the formulation of strategy and policy in pedagogy that extends beyond the University.
- Demonstrable leadership within the School, creating significant performance improvement over a sustained period

Three promotion tracks

Salary Grade							
Professor	Professor			Professor			Research Professor
Grade 9	Senior Lecturer	Reader*		Senior Lecturer	Reader*		Senior Research Fellow Grade III
		Senior Lecturer			Senior Lecturer		
Grade 8	Lecturer B			Lecturer B			Research Fellow Grade II
Grade 7	Lecturer A			Lecturer A			Research Fellow Grade I
Promotion Track:	Education & Research Track			Education & Scholarship Track			Research Fellow Track

*the title of Reader may be awarded to members of teaching faculty on any scale, but it is most usually used at Senior Lecturer level

Research Fellow B

Broadly equivalent to Lecturer B. Research Fellows appointed at or promoted to this level **will normally carry a level of responsibility appropriate to a person with substantial research experience.**

- Evidence of significant independent contributions to the design and execution of research
- Creditable record of sustained research
- Evidence of independent research reputation and professional recognition
- Ability to lead and manage a small research group or programme or assist in the running of a larger group or programme
- Supervision of others – PhD, Junior staff, Teaching
- Playing a constructive role in obtaining research funding
- Successful engagement in teaching

Senior Research Fellow

Senior Research Fellows are equivalent to Senior Lecturers and Readers. The research profile of those appointed on or promoted to Senior Research Fellow will be at least commensurate with those appointed as or promoted to Senior Lecturer.

- Appointment at or promotion to Senior Research Fellow will only be made where the candidate can demonstrate individual research achievement.
- Managing and planning research may be a part of that achievement but will not be the principal justification for appointment or promotion. **Evidence of independent research over a continuing period.**
- Established national reputation and known or developing international reputation
- Successful supervision of doctoral students

Senior Research Fellow - continued

- Ability to lead and manage a major research group
- Ability to attract significant external research funding
- Substantial evidence of positive relationships with partners outside the University
- Capacity to contribute to departmental policy formation
- Commitment to the broader work of the University through administrative roles or serving on relevant committee
- Successful engagement in teaching or supervision

Research Professor

The research profile of a candidate for appointment at or promotion to Research Professor will be commensurate with those seeking appointment to a Professor.

- Evidence of outstanding, distinguished contribution to the discipline through publications, creative work and other appropriate forms of scholarship.
- Evidence of academic distinction and international reputation for outstanding research achievements.
- Proven ability to devise and direct large research projects, including leading large multi-disciplinary teams and/or collaborating with groups in other higher education institutions/ other sectors

Research Professor - continued

- Proven ability to inspire colleagues to develop their own research potential.
- Proven ability to attract significant external research grants, contracts and/or consultancies.
- Substantial evidence of successful relationships with partners outside the university, in support of their research, for example members of the general public, policy makers; NGOs etc.
- Evidence of successful supervision of doctoral students.
- Evidence of successful engagement in teaching or supervision
- Commitment to the broader work of the University and HE though taking on major administrative tasks or serving on committees and working parties.

The Process

- You complete Promotion Application Form which includes a personal statement of up to 300 words demonstrating how you meet the criteria – **follow the Application Guidance**
- Considered by School Promotions Committees, which include:
 - HoS, a PVC or nominee, a Professor from another School, DRAKE, Academic staff from the School at SL or above reflecting academic diversity of School, HR, Secretary
 - Requirement to complete Unconscious Bias training
- First School Committee takes place in April and decides final outcome of promotions from Grades 7 to 8, and whether others should proceed to next stage
- For those who are proceeding – Independent Academic Assessments are obtained

The Process

- For promotion to Senior and above: Independent Academic Assessors
 - Four for Senior, five for Reader and Professor (1 / 2 not UK).
 - Names put forward by your Head of School – will be independent rather than a referee.
You should not communicate with the Assessor about your promotion application and request for an assessment.
 - External education experts will join a panel chaired by PVC Education to provide Independent Assessments for those on the Education track
- Second School committee takes place in July decides final outcome for promotions to Senior Lecturer/Research Fellow, and whether applications for Reader/Professor are strong enough to recommend to Academic Promotions, Advancements and Titles Committee (APATC)

The Process

- HoS provides statement for cases going to APATC
- APATC meets in September and makes final decision on cases for promotion to Reader and Professor
- Unsuccessful candidates receive feedback from HoS at each stage
- All promotions effective from 1 October 2021
- Declaration of Individual Circumstances - circumstances which may have affected the progress of your career, e.g. career interruptions due to family responsibilities, ill-health or disability, COVID
- If you are happy for panel to know the details – personal statement (section 12). If sensitive/confidential – Individual Circumstances Form

Don't Forget...

- If you think you can evidence the criteria – apply! Don't be put off by assumptions about the outcome
- Prepare your case well
 - Clear presentation of CV
 - Don't submit first draft
- Follow the Application Guidance
 - Explicitly address the Promotions Criteria – use the language
 - Provide publication lists with list of authors, explanation of roles, page numbers etc.
 - Education & Scholarship portfolio particularly important for those applying under Education & Scholarship pathway
- Tell a clear story
 - Explain and interpret patterns in your career / discipline
 - What is new since last promotion?

Don't Forget...

- Provide evidence to back up the story and explain patterns
 - E.g. Has your book been reviewed? Provide a quote.
 - What roles have you had, what have you done, what difference did you make – STAR
- Provide evidence to back up the story and explain patterns
 - E.g. Has your book been reviewed? Provide a quote.
 - What roles have you had, what have you done, what difference did you make?
 - STAR – situation, task, activity, result
- Seek advice and guidance.
 - Through the appraisal process
 - From colleagues within Schools
 - Get a mentor – Mentoring : Organisational Development : Schools and services : University of Sussex

Further information

Further detail of the promotion criteria and process is available at:

<http://www.sussex.ac.uk/humanresources/business-services/promotionrewardprocedures>

- Process
- Promotions Criteria
- Application Form
- Application Form Guidance
- Individual Circumstances form
- ***NB please refer to the full guidance on the Academic Promotions webpage when making your application. These slides are a summary rather than the full promotions criteria and guidance.***