

RESEARCH FELLOW PROMOTIONS: TIPS FOR SUCCESSFUL APPLICATIONS

Summary of key points from the Pro-Vice-Chancellor's Promotions Workshop

Research Fellow Promotions are entirely independent of grant funding. If you are successful with your promotion application and there are not enough funds on your grant to cover your new salary, your School will make up the difference. Grant funding should not be a barrier to applying for promotion if you are ready.

You do not need permission to apply for promotion. However, your Head of School will provide a letter to the panel, which will be considered alongside the other evidence provided in your application. It is therefore a good idea to inform the Head of School that you will be applying and request feedback on your application if you would like it.

Map your application to the assessment criteria. Make it easy for the promotions panel who will be assessing many applications. Structure your application to provide clear evidence to show how you meet each of the assessment criteria.

Provide a clear CV. It is useful to get feedback on your CV from an experienced colleague. It should be clear, as concise as possible and highlight your key achievements.

Set the context of your research. The panel will be mixed discipline and will therefore have different expectations (e.g. with respect to number of publications/citations etc). Outline what is normal for your discipline and be clear about why you have pursued your own particular research and publications strategy.

Past experiences count. Particularly for your first promotion; you should draw on evidence from your PhD and previous jobs to build the best case for your application.

Be clear about your contributions.

- If you co-authored a paper, outline your specific contribution, what proportion of the paper did you write? which sections? which data did you provide etc? Promotions panels prefer it if you make your name bold in author lists in your publications section.
- If you were involved in securing a research grant, what was your role in writing the application? Even if you were not PI or Co-I on the grant, if you made a significant contribution to securing it, use it as evidence and be clear about the context.

Demonstrating professional recognition. Networking is essential for this. You should outline where you have participated at conferences, detail any professional networks that you are involved in and highlight any research collaborations, particularly any that you have established independently.

Unsuccessful funding applications can also provide useful evidence for your application. It is important to provide evidence of applying for funding if you have had experience of this and you should provide details of any successful funding applications. However promotions panels also appreciate that the funding environment is highly competitive. Therefore, even if you have had an unsuccessful funding application, but received positive feedback from the reviewers or funding panel, then you can use it as evidence for your promotion application.

Be clear about your own specialism. This is particularly important for those working across different disciplines. In which area/aspect of research are you establishing your reputation? What is unique about your research expertise?

Why now? What has triggered you to apply for promotion now, why is it the right time for you?

Share your passion. The panel like to get an insight into what motivates you as a researcher, highlight some of your key achievements, outline what you are most proud of.

What would a promotion mean to you? Why is this promotion important to you, what difference would it make to you and (if appropriate) your research team?