

## **Grading Criteria for Non-Academic Faculty**

Grades 1 to 3 are considered to be the normal career grades for efficient and qualified members of non-academic faculty. Grades 5 and 6 will normally relate to the structure of the Unit. The criteria for promotion based upon the person's duties are given below, but in individual cases, promotion takes account of both the duties assigned to the member of faculty and of the person's merit and potential. The broad criteria related to the duties assigned are:

### **(i) Grade 1**

Grade 1 is an entry and training grade for graduate or professionally qualified recruits who have recently completed their higher education or training.

### **(ii) Grade 2**

Grade 2 entails an extension of an individual's responsibilities but does not necessarily require a new set of duties. Members of staff will progress to Grade 2 after having satisfactorily completed their probationary period, gained sufficient expertise, and successfully completed appropriate training.

Grade 2 may also be an entry grade for staff transferred from clerical grades or for staff coming from a different background or role.

### **(iii) Grade 3**

Promotion to Grade 3 normally relates to demonstrable change in duties and/or increased authority. Where an appointment was made at Grade 2, on the basis of (ii), paragraph 2, above, or where the post is graded at Grade 2/3, members of staff will progress to Grade 3 after having satisfactorily completed their probationary period, gained sufficient expertise, or successfully completed appropriate training.

### **(iv) Grade 4**

Grade 4 is used (a) for individuals having responsibility for specialist duties which would not normally meet the criteria for Grade 5; or (b) for roles where the structure of the Unit precludes promotion to Grade 5 but where duties and performance of them are of a higher level than Grade 3.

### **(v) Grade 5**

Grade 5 applies to administrators with wide managerial responsibility. Managerial responsibility does not necessarily imply the control of large numbers of staff.

### **(vi) Grade 6**

Grade 6 will normally apply to Faculty with managerial responsibility for a Unit.