

# ACADEMIC PROGRESSION

## FROM LECTURER TO SENIOR LECTURER

**April 2017 (Version 1)**

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## 1 Purpose

The purpose of this policy is to provide:

- a fair, equitable and transparent method of assessment for progression from lecturer to senior lecturer on the basis of published criteria;
- a process which recognises individual contribution to the school's or university's mission;
- support for career development of lecturers through a development plan underpinned by appraisal;
- the opportunity for accelerated progression to the senior lecturer grade.

## Scope

This policy applies to academic staff at lecturer grade progressing to the senior lecturer grade.

## Principles

The university's academic employment framework has three career streams for academic staff and up to four levels within each stream. There is the provision for progression from lecturer to senior lecturer in all three streams.

The principles for progression from the lecturer grade are as follows:

in all cases the overarching requirement for progression is meeting the published criteria for the senior lecturer grade;

assessment is made against the published criteria for the senior lecturer grade through fair, equitable and transparent methods of assessment;

decision making is objective;

any member of staff who is unsuccessful in gaining progression shall have the right to request a review.

## 2 Criteria

Progression is determined against the criteria contained in the academic employment framework, and evidenced by showing development against agreed objectives. The profiles for senior lecturer in each of the three streams, with the criteria for progression, are annexed at A.

The university will take into account how the applicant contributes overall, and will continue to contribute, to the objectives set out in the strategic plan for the school and the university as well as achieving the clearly defined criteria as set out in the academic employment framework. The highlighted criteria are essential for progression to senior lecturer.

The criteria fall under four headings:

- learning and teaching;
- research and scholarship;
- enterprise and employer engagement;
- academic and professional leadership.

Lecturers will need to show that they can meet the criteria in more than one of these areas and should already be demonstrating ability to perform as a senior academic in at least one of their areas of significant activity.

### **3 Progression from lecturer to senior lecturer**

Each year a lecturer will be assessed against agreed objectives, in expectation of meeting the criteria for the grade of senior lecturer (grade 7) within three years of appointment. In exceptional cases this may be achieved sooner. This will be achieved and agreed through the annual appraisal discussion.

Annually a lecturer will receive an increment within grade 6 until they reach the criteria for senior lecturer or the top of grade 6.

Expected performance and development standards will be agreed through the university's appraisal process with a set of objectives supported by a development plan, which is regularly reviewed.

#### **Eligibility**

All academic members of staff who are employed under the UWL academic employment framework on academic terms and conditions of employment at lecturer grade (grade 6) are expected to progress to senior lecturer at least by the time they reach the top of grade. They can also be eligible for consideration for progression to senior lecturer sooner if they have reached the criteria for senior lecturer using the process described below.

#### **Assessment process**

The university will consider lecturers for progression to senior lecturer annually. The assessment is initiated by the head of school or the individual lecturer, in collaboration with the head of school.

Where as part of the annual appraisal meeting the head of school has assessed that the lecturer has completed their development plan and met the criteria for the grade of senior lecturer, then the head of school will draft a short supporting statement/reference in support of the application. The supporting statement/reference will need to be submitted with the application and other supporting evidence.

The progression panel will assess applications against the criteria for progression and a track record of satisfactory development towards senior lecturer.

The human resources department will convene the panel and manage the process, each year informing eligible staff when applications for progression are being considered by the panel.

#### **Terms of reference**

The terms of reference for the progressions panel are as follows:

- receive and consider individual applications for progression of lecturers to senior lecturer;
- interview candidates if required;
- agree progression to senior lecturer

## Composition

The panel will consist of at least:

- the deputy vice chancellor (chair);
- two pro vice chancellors;
- a representative from the Human Resources department.

The university may also include the director of INSTIL to the panel if required.

## Applications

Lecturers considered for progression should provide the following documentation for consideration by the panel:

- a short statement summarising how they meet the requirements for senior lecturer;
- a supporting statement/reference from their head of school; and
- copies of their objectives, annual appraisals and development plan.

In the statement candidates should ensure that the requisite criteria for progression to senior lecturer are met and evidenced, indicating the relevant career stream along with evidence, if appropriate, of how they have contributed to the objectives of the school or university.

All applications will require a supporting statement from the head of school recommending the individual's progression. This will be the critical factor in establishing the worth of each application going forward to the UWL panel

## Recommendation

The assessment and decision making process will be conducted according to the principles of equality and be free from direct or indirect discrimination.

The chair of the panel will record the decisions of the panel. The chair of panel, or appropriate Pro VC for their area, will meet unsuccessful applicants, if requested, and provide them with feedback on their application.

Candidates will be notified of the decision of the progression panel by the chair as soon as possible after a decision has been made, and no later than two weeks after the panel have met. In the cases of successful applications, confirmation of progression to senior lecturer will follow in writing.

Unsuccessful candidates should be encouraged to work with their immediate manager to agree a development plan so that they are clear about what they need to do to progress to senior lecturer.

## **Fair and equitable process**

The university will conduct the assessment and associated decision making process according to the principles of equality so that they are free from bias<sup>1</sup>.

## **Confidentiality**

Staff involved in the process will recognise and maintain the confidential nature of all the documentation and the process itself.

## **4 Timescales**

Annually, and normally in July, the university will consider all eligible lecturers for progression to senior lecturer. Assessment panels will normally meet by the end of July each year. The effective date for progression to senior lecturer is 1 September each year.

## **5 Request for review**

Unsuccessful candidates may attach a statement to the recommendation of the panel requesting a review of the decision.

A person considering requesting a review should discuss their reasons with the chair of the assessment panel.

Requests for review are allowed on the grounds of:

- either a failure to follow the process as set out in the policy; or
- a failure to properly apply the criteria or decision rules.

Candidates must send a written statement (referring to the grounds above) to the director of human resources, indicating the basis for their appeal within ten days of the receipt of the outcome of the assessment panel.

A review panel will consider all requests for review within ten days of receipt. The appeal panel will comprise:

- the vice chancellor and
- the head of human resources.

Candidates will receive the outcome in writing within ten days of the panel meeting. The findings of the review panel are final.

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<sup>1</sup> See the equality and diversity policy

## Appendix A - Criteria for progression Senior Lecturer (Research Academic)

<b>LEARNING AND TEACHING (DEVELOPMENT &amp; DELIVERY)</b>
<ul style="list-style-type: none"> <li>● Doctorate in appropriate discipline</li> <li>● PG Cert or HEA fellow</li> <li>● Completed transfer to a doctoral programme (registered)</li> </ul>
<ul style="list-style-type: none"> <li>● Apply innovative teaching techniques at undergraduate and postgraduate levels, including development and management of medium to large teaching programmes</li> <li>● Develop and deliver a range of teaching programmes at undergraduate and postgraduate levels, including leading curriculum review and enhancement activities, in a manner that supports a research-led approach to student learning</li> <li>● Design and manage processes in relation to student assessment, examination and feedback activities</li> <li>● Identify areas where current provision is in need of revision or improvement</li> <li>● Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking</li> <li>● Continually update knowledge and understanding in academic specialism</li> </ul>
<b>RESEARCH &amp; SCHOLARSHIP</b>
<ul style="list-style-type: none"> <li>● Evidence of a research portfolio</li> <li>● Research interests consistent with the strategic direction of the school/university</li> <li>● Evidence of securing research funding and managing research projects</li> </ul>
As above plus two of the optional criteria below
<ul style="list-style-type: none"> <li>● Experience of multi/inter-disciplinary research</li> <li>● Integrate a work-based learning approach within the curricula</li> <li>● Determine relevant research objectives and prepare research proposals</li> <li>● Lead individual and collaborative research activities, building on an established and distinctive programme of research and disseminating results through regular and sustained publications in high impact journals, books and conference proceedings</li> <li>● Manage research groups as project leader, providing leadership, support and guidance to research staff and students and academic colleagues as appropriate</li> </ul>
<b>ENTERPRISE AND EMPLOYER ENGAGEMENT</b>
<ul style="list-style-type: none"> <li>● Secure, as co-investigator or principal, proposals to appropriate external bodies for research funding and manage grants awarded</li> <li>● Extend a network of employers with engagement potential</li> </ul>
<ul style="list-style-type: none"> <li>● Contribute towards the development of knowledge exchange activities by, for example, establishing research and/or educational links with industry and influencing public policy and the professions</li> <li>● A track record of securing enterprise income</li> </ul>
<b>ACADEMIC &amp; PROFESSIONAL LEADERSHIP – INTERNAL &amp; EXTERNAL COMMUNITY</b>
Plus two from the criteria below
<ul style="list-style-type: none"> <li>● Engage in module or course development and course leadership</li> <li>● Carry out department/school and/or university administrative and management functions, for example by convening or participating in relevant committees</li> <li>● Contribute to the strategic development of the department/school through, for example, developing new research directions and/or educational courses</li> <li>● Play a senior role within an academic team and motivate and lead staff and teams of less experienced staff and research students</li> </ul>

## Senior Lecturer (Teaching Academic)

<b>LEARNING AND TEACHING (DEVELOPMENT &amp; DELIVERY)</b>
<ul style="list-style-type: none"><li>• Higher degree in appropriate discipline</li><li>• PG Cert or HEA fellow</li><li>• Completed transfer to a doctoral programme (registered)</li><li>• Apply innovative teaching techniques at undergraduate and postgraduate levels, including development and management of medium to large teaching programmes</li><li>• Develop and deliver a range of teaching programmes at undergraduate and postgraduate levels, including leading curriculum review and enhancement activities, in a manner that supports a research-led approach to student learning</li></ul>
<ul style="list-style-type: none"><li>• Design and manage processes in relation to student assessment, examination and feedback activities</li><li>• Identify areas where current provision is in need of revision or improvement</li><li>• Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking</li><li>• Continually update knowledge and understanding in academic specialism</li></ul>
<b>RESEARCH &amp; SCHOLARSHIP</b>
<ul style="list-style-type: none"><li>• Research interests consistent with the strategic direction of the school/university</li></ul>
As above plus two of the optional criteria below
<ul style="list-style-type: none"><li>• Experience of multi/inter-disciplinary research</li><li>• Secure research funding and manage research projects</li><li>• Integrate a work-based learning approach within the curricula</li><li>• Lead individual and collaborative research activities, building on an established and distinctive programme of research and disseminating results through regular and sustained publications in high impact journals, books and conference proceedings</li><li>• Manage research groups as project leader, providing leadership, support and guidance to research staff and students and academic colleagues as appropriate</li></ul>
<b>ENTERPRISE AND EMPLOYER ENGAGEMENT</b>
<ul style="list-style-type: none"><li>• Establish demonstrable links with industry</li><li>• A track record of securing enterprise income</li></ul>
<ul style="list-style-type: none"><li>• Secure proposals to appropriate external bodies for research funding and manage grants awarded</li></ul>
<b>ACADEMIC &amp; PROFESSIONAL LEADERSHIP – INTERNAL &amp; EXTERNAL COMMUNITY</b>
<ul style="list-style-type: none"><li>• Demonstrate at least two criteria from below</li><li>• Engage in module or course development and course leadership</li><li>• Carry out department/school and/or university senior administrative and management functions, for example by convening or participating in relevant committees</li><li>• Contribute to the strategic development of the department/school through, for example, developing new research directions and/or educational courses</li><li>• Play a senior role within an academic team, motivate and lead staff and teams of less experienced staff and research students</li><li>• Membership of relevant chartered/professional bodies</li></ul>

## Senior Lecturer (Academic Practitioner)

<b>LEARNING AND TEACHING (DEVELOPMENT &amp; DELIVERY)</b>
<ul style="list-style-type: none"><li>● Higher degree or professional qualification in appropriate discipline</li><li>● PG Cert or HEA fellow</li><li>● Apply innovative teaching techniques at undergraduate and postgraduate levels, including development and management of medium to large teaching programmes</li><li>● Develop and deliver a range of teaching programmes at undergraduate and postgraduate levels, including leading curriculum review and enhancement activities, in a manner that supports a research-informed approach to student learning</li></ul>
<ul style="list-style-type: none"><li>● Design and manage processes in relation to student assessment, examination and feedback activities</li><li>● Translate knowledge of advances in subject area into teaching and assessment methods and materials</li><li>● Identify areas where current provision is in need of revision or improvement</li><li>● Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking</li><li>● Continually update knowledge and understanding of academic specialism</li></ul>
<b>RESEARCH &amp; SCHOLARSHIP</b>
<ul style="list-style-type: none"><li>● Demonstrate one criteria from the next 3 sections</li></ul>
<ul style="list-style-type: none"><li>● Contribute to scholarship, continually updating professional knowledge and skills and incorporating this learning as appropriate into teaching delivery</li><li>● Contribute to related research activities by providing specialist input based on professional expertise, experience and qualifications/registration</li><li>● Integrate a work-based learning approach within the curricula</li></ul>
<b>ENTERPRISE AND EMPLOYER ENGAGEMENT</b>
<ul style="list-style-type: none"><li>● Collaborate with colleagues on the development of knowledge exchange activities by, for example, participating in initiatives which establish educational links with industry and influence public policy and the professions</li></ul>
<b>ACADEMIC &amp; PROFESSIONAL LEADERSHIP – INTERNAL &amp; EXTERNAL COMMUNITY</b>
<ul style="list-style-type: none"><li>● Engage in module or course development and course leadership</li><li>● Carry out department/school and/or university senior administrative and management functions, for example, by convening or participating in relevant committees</li><li>● Play a senior role within an academic team, motivate and lead staff and teams of less experienced staff</li><li>● Membership of relevant chartered/professional bodies</li><li>● Contribute in a developing capacity to department/school and/or university administrative and management functions and committees</li></ul>