

**Strictly Confidential**

Promotions Committee for the Faculty/Department of \_\_\_\_\_

**MEETING, 1 October 2019 Exercise**

The meeting of the Promotions Committee for the Faculty/Department of [name] was held at [ ] am/pm) on [date] in [venue ].

Present:[Professor name] (in the Chair), [names of members] appointed in accordance with paragraph [ ] of the guidance by the Council of the School of [name].

Apologies for absence: [Professor name].

**1. Introduction**

Committee members introduced themselves to each other.

**2. Declarations of Interest**

The Committee were reminded of the following declarations of interest:-

**3. Guidance**

It was noted that the purpose of the meeting was to agree collectively in terms of the research/scholarship criterion an evaluation of the cases for promotion in respect of the offices to which applicants sought promotion. In addition, the Committee made an indicative assessment of each candidate's teaching and general contributions, providing recommendations to the School Committee and placing candidates for each office in rank order of priority.

The Committee also decided whether each application met the standard for promotion.

**4. Documentation**

The Chair confirmed the documentation that the Committee agreed should be sought had been received and in accordance with Section 7 and para 9.9(i) of the Guidance was complete in respect of each applicant.

**5. Applications for personal Professorships**

Having reviewed and discussed the documentation, the Committee agreed the evaluation of each candidate set out in the attached annexes (coversheet and assessment form) for each applicant (attached).

**6. Applications for personal Readership**

Having reviewed and discussed the documentation, the Committee agreed the evaluation of each candidate set out in the attached annexes (coversheet and assessment form) for each applicant (attached).

## **7. Applications for University Senior Lectureship**

Having reviewed and discussed the documentation, the Committee agreed the evaluation of each candidate set out in the attached annexes (coversheet and assessment form) for each applicant (attached).

## **8. Applications for Contribution Increments**

Having reviewed and discussed the documentation, the Committee agreed the evaluation of each candidate set out in the attached annex (assessment form) for each applicant (attached).

## **9. Summary List**

The list attached (Annex 4) provides an assessment of the cases for promotion to the three offices and the applications for contribution increments set out above.

## **10. Forwarding documentation**

The Committee agreed, in accordance with 9.24 of the guidance, that the Minutes and Annexes of the meeting of the Promotions Committee, together with the documentation for each applicant as supplemented by completed Documents 7A/7B/7C and 8 for each applicant be forwarded to the relevant HR Business Manager in the Human Resources Division. It was noted that copies of Documents 7A/7B/7C and 8 were disclosable on request to applicants at this stage of the process.

## **11. Comments on the Operation of the Scheme**

The Committee agreed to draw the General Board's attention to the following comments on the operation of the scheme:

- (i)
- (ii)
- etc

### **ATTACHMENTS:**

For each applicant in alphabetical order, arranged under category of office:

- ◆ Complete documentation for each applicant as received for the Meeting
- ◆ Annexes 1 and 2: completed coversheet and assessment form for each candidate for promotion
- ◆ Annex 3 completed assessment form for each candidate under the USL CRS scheme.
- ◆ Annex 4: Summary list of all applicants
- ◆ Part 1 of Documents 7A/7B/7C as completed by the Faculty Promotions Committee
- ◆ Part 1 of Document 8 as completed by the Faculty Promotions Committee