

To: Chairs and Secretaries of Faculty Promotions Committees

cc: Academic Secretary  
Pro-Vice-Chancellor (Institutional & International Relations)  
Chairs and Secretaries of Sub-Committees  
HR Business Managers/Advisers

30 August 2016

## **Senior Academic Promotions: 1 October 2017 Exercise**

This letter launches the 1 October 2017 Senior Academic Promotions exercise. The guidance has been revised to incorporate feedback received on the 2016 round.

Your attention is drawn to the changes listed in the appendix to this letter. These include guidance on reviewing the gender balance of applications, clarification concerning applicants who do not have formal teaching responsibilities, further information on assessing and scoring teaching and general contribution, confirmation concerning internal references for University Senior Lectureship applications.

Heads of Institution have been asked to refer all eligible members of staff in their institutions to this letter and the guidance on the web <http://www.hr.admin.cam.ac.uk/policies-procedures/senior-academic-promotions-procedure-and-guidance-2017> as soon as possible. A hard copy of the guidance can be provided on request.

The deadline for the submission of applications is **24 October 2016**. It would be helpful if, as soon as possible after that date, you could provide the relevant HR Business Manager with the following information by e-mail:

- names of applicants and their gender
- institutions of applicants
- current office/post
- office applied for
- funding of office/post (e.g. UEF/other)

The timeframes have been set to give applicants time to seek advice from their Head of Institution or an appropriate senior academic colleague, and to receive guidance through the CV mentoring scheme before submitting their application. The timescales also take into account providing Faculty Promotions Committees sufficient time to hold their meetings and collect documentation, with the first meeting to be held by 2 December 2016 and the second meeting by 5 February 2017. Full details of timeframes are set out in Section 4 of the guidance.

The annual briefing meeting with Chairs and Secretaries of promotions committees (FPC and Sub-Committee) has been arranged for **Monday, 3rd October at 2.30 pm in the Hicks Room at the University Centre**. Invitations to this meeting will be sent out shortly.

Yours sincerely



Emma Stone  
Director of Human Resources

Enc – Appendix

## **Appendix 1 –Changes to the Guidance for the 2017 SAP Process**

Your attention is drawn to the following aspects or changes to the guidance:

### **1. Substantive Changes:**

The following changes have been approved by the General Board:

#### ***Gender Representation***

- To address concerns about the number of female candidates decreasing last year and to focus on ensuring that eligible female academics apply, this year where the gender balance of applications is not in proportion to that of the proximate less senior office Heads of Institutions are asked to provide an explanation to the Chair of the Faculty Promotions Committee (**new para 1.7, revised para 4.3**). The FPC Chair will then seek any further information from the relevant Head of Institution, as appropriate, before the second meeting (**new para 8.13 iii) and new 8.16 point 4**).

#### ***Reapplications***

- An exemption has been introduced to the usual provision that a maximum of two applications in any rolling three-year period is allowed, to be granted in exceptional circumstances provided that this has the sanction of the relevant Head of Institution and Head of School. As before, these provisions will be kept under review (**revised para 4.5**).

### **2. Other Changes made to this year's guidance:**

#### ***Progression***

- To support candidates in applying for an appropriate office, the guidance has been amended to ensure that when an applicant meets with the Head of Institution or when their case is reviewed by the Faculty Promotions Committee they can be advised to submit an application for a different office (**paras 7.56, new 8.13 ii) and new 8.16, point 1**).

#### ***Assessment over whole career***

- For clarification, the guidance more clearly states that the assessment of promotion applications should take into account the *whole* of the officer's career (**revised paras 1.11, 5.1 and 5.18**). The letter to referees also covers this point (**revised Docs 3a and 3b**). The reference to a rising research trajectory for promotion to Readership and Professorship has been retained (paras 5.1 and 5.18).

#### ***Research/scholarship contribution***

- The section about completing the personal statement, Document 2, states that research impact may be referred to as evidence of recognition/leadership (**para 7.28**).
- The need to include in the minutes the promotion committee's assessment of the candidate's contribution across the three evaluative criteria, including for research/scholarship reference to originality, contribution to the advancement of knowledge and reputation, has been emphasised (**paras 8.24 and 9.18**).

#### ***Applicants without formal teaching responsibilities***

- The guidance has been clarified (**paras 7.12, 7.13, 7.14**).

#### ***Teaching and general contribution assessment and scoring***

- Advice on scoring teaching and general contribution has been clarified, updated and moved to below the relevant scoring tables (**new paras 5.20 and 5.21**).
- So that teaching excellence and an exceptional general contribution are clearly evidenced, Chairs of promotions committee are asked to provide the justification for high scores in the minutes (**paras 5.20, 5.21, 5.30, 8.24 and 9.18**).

### **References**

- To assist in assessing applications to University Senior Lecturer it has been made clear that at least one internal referee must be provided and that the applicant should nominate an internal referee (**paras 7.50, 7.51 and Doc 3**).
- In response to concerns about the banding coversheet, it has been removed.

### **3. Additional Information**

A review of the senior academic promotions process is being carried out which will take into account other aspects raised by promotions committees such as the assessment of senior lectureship applications and of teaching excellence. More information will be made available as this review is taken forward during the 2016/17 academic year.

August 2016