

To: Chairs and Secretaries of Faculty Promotions  
Committees

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

30 August 2017

## Senior Academic Promotions: 1 October 2018 Exercise

This letter launches the 1 October 2018 Senior Academic Promotions exercise. Minor changes have been made to the guidance to incorporate feedback received on the 2017 round.

Your attention is drawn to the changes listed in the appendix to this letter, which include a reminder of significant changes made last year, including guidance on reviewing the gender balance of applications, introducing an exemption to the usual provision on reapplications and clarification concerning progression and assessment.

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 <https://www.hr.admin.cam.ac.uk/policies-procedures/senior-academic-promotions-procedure-and-guidance-2018> as soon as possible. A hard copy of the guidance can be provided on request.

The deadline for the submission of applications is **23 October 2017**. 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 giving Faculty Promotions Committees time to hold their meetings and collect documentation, with the first meeting to be held by 1 December 2017 and the second meeting by 4 February 2018. Full details of timeframes are set out in Section 4 of the guidance.

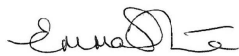
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The annual briefing meeting with Chairs and Secretaries of promotions committees (FPC and Sub-Committee), which in addition to setting out changes to the procedure will include discussing how to assess particular aspects of applications, has been arranged for **Tuesday, 3rd October at 3.30 pm in the Ramsden Room at St Catherine's College.** Invitations to these meetings will be sent out shortly.

Please note that over the coming year there will be further consultation on substantive changes to the senior academic promotions scheme with a view to having the revised scheme in place for the October 2019 exercise.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Emma Stone', with a stylized flourish at the end.

Emma Stone  
Director of Human Resources

Enc – Appendix

## **Appendix – Changes to the Guidance**

### **2018 SAP exercise**

Small changes made to the guidance this year include:

#### ***No teaching***

- Confirmation that where an applicant has ticked the 'no teaching' box in their application (and therefore has not been assessed on their teaching contribution), the promotion committees should make a judgement on where to place them in the rank order for that office (**paras 8.23(iii) and 9.16(ii)**).
- The minutes should also refer to these candidates and their position within the rank order (**paras 8.24 and 9.18**).

#### ***Contribution Reward Scheme for Senior Lecturers***

- Clarification that a candidate can apply for (and/or the promotions committees support) one or two increments, and that if an applicant has been awarded a single increment in a previous exercise an application can be made for an additional increment in a subsequent CRS exercise (**paras 13.17, 13.19 and 13.24**).

#### ***Expectation to publish a monograph***

- Stating in the letter requesting a reference that while a research monograph carries particular weight in certain disciplines, this expectation can be difficult for applicants who have taken career breaks and/or who have significant caring responsibilities. It is confirmed that for the purposes of the promotions exercise it is the body of work, not its format, which matters (**Documents 3A and 3B**).

### **2017 SAP exercise**

You are reminded of the following aspects or changes to the guidance made last year:

#### **Substantive Changes:**

The following changes were approved by the General Board and have been made to the guidance:

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

- To address concerns about the number of female candidates decreasing in the 2016 SAP exercise and to focus on ensuring that eligible female academics apply, 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 (**paras 1.7 and para 4.3**). The FPC Chair will then seek any further information from the relevant Head of Institution, as appropriate, before the second meeting (**paras 8.13 iii) and 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**).

**Other Changes made last year included:**

#### ***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 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**).

**Teaching and general contribution assessment and scoring**

- 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**).

**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 this academic year.**