



**University of Brighton**

PROFESSORIAL  
PROMOTIONS PROCEDURE

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2018/19

# SUPPORTING THE ASPIRATION FOR PROMOTION

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**The University wants its staff to develop and succeed. To support progression to professorial grades, Heads/Deputy Heads should work with staff through the Staff Development Review process and through facilitation of mentoring, advice and support as appropriate.**

## PREPARING FOR PROMOTION

HR will advertise each professorial promotion round approximately three months before the deadline for submission of applications. As a considerable amount of data is required to support an application, staff considering an application may need to begin preparing before the announcement. Before commencing an application, staff should:

01. Meet with their Head of School (HoS) (and other senior staff members) to discuss their application before taking any other action. This should form an initial scoping discussion to assess the potential strengths and weaknesses of an application. While the HoS (or other staff member) may provide advice about the suitability (or otherwise) of submitting an application, they will not be able to prevent an application being submitted.
02. Discuss their aspiration for promotion with trusted academic peers to obtain feedback.
03. Familiarise themselves with the current professorial promotion criteria.
04. Ensure that their outputs are recorded correctly and in full on the University's Research Management Information System (PURE).

## APPLYING FOR PROMOTION

To help ensure fairness, all candidates must submit the application form and attach their CV, which should be prepared according to the CV template guidelines.

Part-time and full-time staff are eligible to apply for promotion to the professoriate. There is no minimum part-time fraction required. The essential criteria must be met as detailed in the bandings, but due consideration will be given by the Professorial Board to what are reasonable volumes of activity where staff are part-time.

A 'Personal Circumstances Disclosure Form' should also be submitted where any personal circumstances have had an impact on an applicant's ability to achieve the required standard in one or more areas of the application. Applicants completing the form should be aware that this information will be used as part of the considerations for promotion, and will be seen by the members of the Professorial Board and other staff as part of the administration of the process. Should an applicant have any concerns regarding submission of the form, they should seek advice from the Secretary to the Professorial Board.

Applicants should submit only their completed application form and CV. Any other information submitted will not be considered. Late applications will not be accepted.

Where an applicant has been unsuccessful in the previous round, the Professorial Board would expect to see a step change in their application.

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## UNIVERSITY OF BRIGHTON PROFESSORIAL PROMOTIONS PROCEDURE

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### REFEREES

As part of the application process, applicants are asked to name three referees. Referees should:

01. Be of professorial standing either within academia or within industry/governmental/charitable sectors.
02. Be in the same broad academic subject area as the applicant
03. Include one UK and one international based referee.
04. Be able to comment on the applicant's academic leadership and citizenship.
05. Not have a conflict of interest, for example they should not be related to the applicant. Any conflict (and its nature) should be declared by the applicant.

Exceptionally, applicants may be asked to nominate further referees (e.g. if referees originally nominated are unavailable).

In addition to candidate's referees, the University will also seek external assessors who will have no links to the applicant (e.g. jointly authored publications in the last three years, co-investigators on research grants, colleagues from a recent previous employer). These assessors will be nominated on behalf of the Chair of the Professorial Board in consultation with appropriate senior academic staff (e.g. Pro-Vice-Chancellors).

Where references from external assessors are inadequate or strongly contradictory, the University reserves the right to seek the views of additional assessors. A minimum of two referees nominated by the applicant, and two external assessor references will be required.

The University will be responsible for obtaining references. An outline template will be provided so that referees and assessors can structure their reports. However, should a referee choose not to use the template, the panel may still take account of the information provided.

### INITIAL CHECK AND HEAD OF SCHOOL STATEMENT

After the application deadline, Human Resources will complete a quality check on all applications. Any applications not conforming will be rejected at this stage.

Heads of School (HoS) will be asked to submit an evaluative statement for each application from staff in their school. In this statement the HoS should comment (insofar as they are able to) on whether or not the claims made in the application are accurate. It is also an opportunity for the HoS to highlight any strengths or achievements that they feel the applicant has omitted or insufficiently stressed. The HoS should state whether they support the application or not, providing justification for their view. This statement will be taken into account by the panel and considered alongside other evidence. It will not be possible for a HoS to veto an application.

The HoS statement will not be shared with the applicant at this stage. However, the HoS should consider that it may be requested at a later time by the applicant.

### THE PROFESSORIAL BOARD

All professorial promotion outcomes will be determined by the Professorial Board. The Professorial Board will consist of:

- The Vice-Chancellor (Chair)
- The Pro-Vice Chancellor (Research and Enterprise)
- The Pro-Vice Chancellor (Education and Students)
- Three members of the Professoriate. It is expected eligible professors (those who have held a professorial position for at least three years) will be available to fulfil this role on a biannual rotational basis.
- Head of Employee Relations (Secretary to the Professorial Board)

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## UNIVERSITY OF BRIGHTON

### PROFESSORIAL PROMOTIONS PROCEDURE

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In appointing members of the professoriate to the Professorial Board, the Vice-Chancellor will have due regard for maintaining a reasonable, overall gender balance. All panel members will need to complete their equality and diversity training (including unconscious bias training) as specified by Human Resources.

Professorial Board members are expected to declare any conflicts of interest relating to applicants under consideration. Where a Professorial Board member has a conflict of interest they will withdraw from any further consideration of that application and must not be present in the meeting when that application is discussed.

In exceptional circumstances, substitutes for members will attend when nominated by the Vice-Chancellor. Either the Vice-Chancellor or the Pro-Vice-Chancellor (Research and Enterprise) must be in attendance in order for the Professorial Board to be quorate.

#### STAGE 1: REVIEW OF ACADEMIC CITIZENSHIP

All applications that pass the initial quality check will be assessed by the Professorial Board. An important focus at this stage will be to determine if the applicant has met the academic citizenship requirements. The Professorial Board will also consider the full application and the evaluative statement from the HoS.

Assessors' and referees' reports will not be sought at this stage.

For each application, the Professorial Board will decide if the academic citizenship requirements for promotion to the professoriate have been met. If the requirements have not been met, the application will be rejected and the applicant informed.

The Professorial Board will also reject any applications that clearly fail to meet the criteria and would not succeed at Stage 2.

The Professorial Board will agree the applications that can be progressed and seek the referees' and assessors' reports for consideration at stage 2.

#### STAGE 2: REVIEW OF REFEREES' AND ASSESSORS' FEEDBACK

The Professorial Board will scrutinise each application, together with the references to determine whether an application should progress to interview.

#### STAGE 3: INTERVIEWS

Interviews should be conducted to inform the Professorial Board about the strengths of the applicant against the criteria and to clarify any issues arising from the application or references. While the Professorial Board may have a small number of standard questions put to each applicant, it is expected that much of the time will be spent exploring the individual application.

The Secretary to the Professorial Board will be responsible for informing applicants of outcomes in writing. There is no appeal process for professorial promotion.

Appointments will take effect from the beginning of the next academic year.

All candidates will be given feedback on the strengths of their application and areas they might wish to develop in the future. They will also have the opportunity to meet with a named member of the Professorial Board to discuss further their application.

Heads of School will be expected to meet with unsuccessful applicants and discuss their future career development and aspirations for promotion to the Professoriate. It may be appropriate for the HoS to discuss development opportunities with applicant in order to identify activities that would enable the staff member to submit a stronger application in a future round.

Heads of School will also be responsible for ensuring that successful applicants are provided with suitable mentors (where appropriate) and access to suitable development activities to enable them to be effective in their new professorial role. It is also important that the new professor is given the opportunity to undertake suitable professorial roles within the School and wider University as these become available.

A further application would not be expected in the following year's cycle unless there were a step change in the evidence supporting their application.