**Academic Promotions Procedures 2024: Guidance for Deans**

All potential applicants are strongly encouraged to discuss their applications with you before submitting. If during these discussions it is agreed that someone is not yet ready to proceed with their application, please discuss with them and include in PDPR discussions what support they can receive over the next year(s) in order to progress an application.

Please proactively encourage applications from staff who should meet the criteria. Particularly encourage applications from female and B.A.M.E staff as individuals from these groups are currently under-represented in these roles within the University.

All applicants should provide you with a covering letter (up to a maximum of 4 sides of A4) and curriculum vitae (using the standard sequence detailed in annex 2), a five year plan outline and must inform you which category of award they are applying for. Applicants will provide their own referees, alongside those you also select. Staff may ask your advice. Please encourage members of your School’s professoriate to actively engage with staff during the application process to assist them in selecting appropriate referees of suitable standing and independence.

Please note there are a number of routes to academic conferment as detailed in the matrix at Annex 1 of the Academic Promotions Procedure.

Applicants should submit this information to you by **8 April 2024.**

Upon receipt you must:

* check the application details
* confirm the award requested and provide a brief report as to why the application is or is not supported (please take account of the relevant criteria in your report).
* provide the names of external independent assessors (3 for professorial awards and 2 for the others). Please note there should be at least one international referee but also at least 50% of referees overall should be from UK Universities.
* ensure that your recommendations together with those recommended by the individual member of staff match this requirement.
* check that the candidate’s recommendations are sensible and appropriate. You may wish to confer with other members of the professoriate within the School in determining whether to support the application and/or drawing up the list of external peer referees.

Please ensure that the referees are contacted in advance of submission to ascertain whether they are willing and able to respond. This will hopefully secure a better response rate to requests. Where you are unable to do this, it will inevitably delay the referee process. Please make clear whether referees have been previously contacted on the form you submit.

Your recommendation and list of references (using attached forms) must be sent to Sarah Davies at [s.davies@hud.ac.uk](mailto:s.davies@hud.ac.uk) by **3 May 2024.**

The Academic Promotions Committee will meet on 9 May 2024 to consider whether a prima facie case for promotion exists on the basis of the application and your recommendations. You and the applicant will be notified of this decision in this week. Unsuccessful applicants, not supported by the Dean will receive feedback directly from the appropriate Dean. Unsuccessful candidates supported by the Dean will be provided by a member of the Academic Promotions Committee.

The Academic Promotions Committee for 2024 is the VC, DVC, PVC (RIKE), PVC (T&L), PVC (Int), and two members of the Professoriate. Where someone has not been successful please discuss with them what support they can receive over the next year in order to progress an application in the future (e.g. review of research plans, allocate a mentor etc…)

External references will be sought for consideration at the Academic Promotions Committee meeting on 30 July 2024. The deadline for receipt of these references is 12 July 2024.

A series of workshops will operate this year to help staff assess their CV and get advice on submitting an application, interpreting the criteria, and selecting referees. The workshops are:

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Presenter** |
| 4 March 2024 | 10.30-11.30 | Tim Thornton |
| 7 March 2024 | 10.00-11.00 | Andrew Ball |
| 7 March 2024 | 16:00-17.00 | Alistair Sambell |
| 12 March 2024 | 12.00-13.00 | Andrew Ball |
| 14 March 2024 | 15.00-16.00 | Jane Owen-Lynch |
| 18 March 2024 | 0900-10.00 | Tim Thornton |
| 19 March 2024 | 12.00-13.00 | Alistair Sambell |

Please encourage those staff considering an application to attend and we would particularly welcome interest from female and B.A.M.E staff who are considering promotion routes. To confirm a place individuals should email [s.davies@hud.ac.uk](mailto:s.davies@hud.ac.uk).

**Annex 5**

**Internal Promotions Appointment:**

**Recommendation to Academic Promotions Committee**

(To be completed by Dean/Director)

**Name of Applicant**

**School/Service:**

**Title Applied for: *Please use the Matrix scoring criteria to complete below***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please Tic**k |  | **Teaching** | **Research** | **Management & Leadership** | **Enterprise** |
|  | **Professor** |  |  |  |  |
|  | **Reader** |  |  |  |  |
|  | **Principal Research Fellow** |  |  |  |  |
|  | **Principal Enterprise Fellow** |  |  |  |  |
|  | **University Teaching Fellow** |  |  |  |  |

I confirm that this application is **Supported** **🞏**

**Unsupported** **🞏**

Please give reasons if unsupported:

I confirm that the submitted plan is realistic and achievable **🞏**

I confirm that submitted plan requires adjustments to secure outcomes **🞏**

Details of adjustments:

|  |  |  |
| --- | --- | --- |
| I confirm that the application complies with the requirements for CV as outlined in the guidance document | | **🞏** |
| I confirm that the choice of assessors has been made independently from the applicant and I have consulted relevant members of the professoriate in submitting the list | | **🞏** |
| I confirm that all assessors (including those recommended by the candidate) have been contacted and are able and willing to submit an assessment in the time frame | | **🞏** |
| **OR** |  | |
| It has not been possible to contact the following assessors prior to submitting the application:  Please provide details relevant to contact with external assessors: | | **🞏** |
| **………………………..** | **………………………..** | |
| Signed by Dean/Director | Date | |

**Dean’s Recommendation**

*(Please comment on the applicant’s suitability measured against the relevant criteria)*

**External Assessors**

**(To be provided by Dean/Director)**

*Please provide the names and contact details of external assessors who are qualified and able to provide a peer assessment of the applicant’s suitability. Provide 3 assessors for Professor title, one of which must be international (maximum of three out of the six from overseas), and 2 assessors for Reader and Fellow one of which must be international (maximum of two out of the four from overseas).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **University/Organisation** | **Email & Telephone** | **Reason for Choosing Assessor** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Attachments: Applicant’s CV, plan and supporting statement (in accordance with required format)***

**Signed:** **Date:**

*(Dean/PVC)*