

# Policy

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**Title:** Academic Promotion – Education, Research & Enterprise (ERE) staff

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**From:** HR/Talent

**Date:** 11 June 2014

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## Introduction

The existing academic promotion process has been revised to ensure equity between promotion and recruitment.

Full details of the ERE promotions processes are available on the [HR website](#).

## Scope

This policy applies to all employees on the Education, Research and Enterprise pathway.

## Policy

The University is committed to an open and transparent process, which promotes staff regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The University recognises that there may be individual circumstances which may impact on an individual's case for promotion. Whilst all staff are expected to meet the University's criteria, a reduction in the quantity of contributions and outputs may be considered in light of the following circumstances:

- Long term absence/career breaks/sabbaticals
- Part-time working, the quantity of their contributions/outputs should be proportionate to their working hours.
- Where a member of staff has a disability (reasonable adjustment),
- Caring commitments

Promotion decisions for levels 5 and 6 will be managed by the Faculty with a University moderation process for promotions to Level 6.

Promotions to Level 6 will be conducted by a Promotion Interview Panel within the Faculty, which will be appropriately constituted and chaired by the Dean. This panel will also include a senior post holder not from the faculty to ensure a consistent approach to these interviews across the University

Promotions for level 7 will be managed centrally by the University.

Panel interviews should focus on the applicant's achievements since their last promotion and the contribution to the future role.

On recommendation of the faculty panel, promotions within the Enterprise pathway levels 4, 5 and 6, are evaluated through the Job Evaluation process (HAY).

The outcomes of the promotion process will be audited annually and reported to Senate.

All staff sitting on promotion panels will have received training and the panels will be appropriately constituted.

Applicants who have a promotion interview will be offered interview training.

Panels that will be considering promotion cases from the specialist pathways (such as Education or Enterprise) will contain representatives from that pathway.

Staff retain the right to enter the promotions process even if their application is not endorsed by their line manager or appraiser.

Candidates retain the right to appeal against perceived failings or unfairness in any procedural aspect of their application only.

The policy will comply with the relevant University statutes and ordinances

#### Implementation

The principles contained within this policy will be implemented as part of the Academic Promotions Process in 2014/15

#### **Maintaining this policy**

The University will monitor the effectiveness of this policy and its general compliance within the organisation. This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines. All policies within the University of Southampton are subject to equality impact assessment prior to implementation or modification.

This policy will be reviewed at least annually in partnership with the appropriate recognised trade unions.

DATE	REV No	CONTENT	PREPARED BY	APPROVED BY
July 2014	1	Updated policy	A-M Ciarleglio	UCU JNC