

# Promotion (Regrading) Policy

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# Promotion (Regrading)

## Policy

### 1 Introduction

This Promotion (Regrading) policy aims to reflect the University's commitment to equality of opportunity with respect to pay, development and career progression for staff.

This policy is not intended to address issues relating to the rewarding of outstanding performance. To explore the reward of an accelerated increment, a one-off bonus or a move to a contribution point, please contact your Head of Department or HR for advice.

### 2 Purpose and Scope of Promotion (Regrading) Policy

The Promotion (Regrading) policy reflects the University's commitment to ensure that the grading of all members of staff clearly reflects the responsibilities and accountabilities of the role to which they are appointed. This commitment is reflected in the recognition that posts do not always remain static and, as a result of organisational reshaping, jobs may change in terms of their level of duties and accountabilities. In some cases these changes can affect the grading of the post.

This policy defines the process to be followed when the grading of a current post is deemed by a line manager and/or an individual as inappropriate as a result of a significant and permanent qualitative change to the level of duties and responsibilities of a post. It should be noted that an increase in the volume of work (i.e. a quantitative change) undertaken by a post holder will not result in an increase in the job size and, therefore, a change to their grading.

This policy applies to

- (i) Promotions/regarding for staff in the APS, Technical and Operational Services staff categories
- (ii) Promotions/regarding for staff within the Research, Teaching, and Knowledge Exchange staff categories up to and including Grade 7; and
- (iii) Academic staff, where their post is re-categorised to another University staff category.

To ensure continuing compliance with equal pay legislation, in cases where duties and responsibilities have been removed from a post to the extent that the current grading of the post may no longer be appropriate, Heads of Department/School should bring this to the attention of HR, who will work with the Head of Department/School and the individual to sensitively resolve this issue.

#### 2.1 Exceptions

There are special procedures in place that apply to the following circumstances:

- normal progression from Grade 6 to Grade 7 of the Research staff category upon completion of a PhD, and;
- normal progression from Grade 3 to Grade 4 of the Technical Services staff category as part of the established progression track following a [Technical Modern Apprenticeship](#).

This policy does not apply to:

- Promotion to Academic posts which are at Grade 9 and above, or Teaching, Research or Knowledge Exchange posts at Grade 8 and above; or transfers to the Academic staff category at Grade 9 and above for staff whose posts are currently assigned to a staff category other than Academic; all of which is dealt with under the [Promotion Procedure for Senior Academic Professional Staff](#); or

- Promotion/advancement from Lecturer A to Lecturer B grade or transfers to the Academic staff category at Lecturer level (Grades 7 & 8), all of which is dealt with at Faculty Review Panels (Early Career Academic Staff) as set out in the [Academic Probationary Period Guidelines](#).

### 3 Principles of the Process

The University's current pay and grading structure has been developed utilising a job level descriptor approach underpinned by the Hay Job Evaluation Methodology. The Job Level Descriptors can be found at <http://www.strath.ac.uk/hr/careerpathways/informationtermsconditions/>. Posts to be considered will be assessed by means of matching the job description for the post to the most appropriate staff category and then to the most appropriate Job Level Descriptor profile within that staff category. Full job evaluation will be undertaken at the discretion of the Director of HR.

Any Promotion (Regrading) request must be based on significant and permanent qualitative changes to the level of duties and responsibilities of an individual post. Accordingly, as the first stage in its deliberations, a Promotion (Regrading) panel will consider whether there has indeed been significant changes to the role. The job profile submitted along with the Promotion (Regrading) paperwork will describe the role as currently required and will, therefore, supersede the previous job description whether or not the higher grade is approved at the Promotion (Regrading) panel. In cases where an individual has acquired new skills and knowledge on the job by taking on new duties and responsibilities on an ongoing basis, but where the overall level of responsibility still falls within their current grade, a Head of Department may wish to consider whether recognition through the University's Contribution Pay policy would be appropriate.

Following confirmation that significant duties/responsibilities have been added to the role which may have implications for its grading, the Promotion (Regrading) panel will assess the duties of the post against relevant Job Level Descriptors to determine which Job Level Descriptor represents a 'best fit' overall to the post.

An assumption will always be made that the full remit of the job has been carried out at a fully acceptable level of performance. It will however be necessary for Heads of Department/School to consider whether the post-holder possesses the essential skills to be able to undertake the higher level responsibilities and if there are doubts in this regard to further reflect on the matter to determine the best approach prior to submitting a Promotion (Regrading) case, which might involve a changed distribution of duties or additional support being provided so that the member of staff can gain essential skills within a short period of time.

### 4 Timetable for Applications

Further information on the dates for submission of applications and associated timescales can be found on the University [Website](#).

The Promotion (Regrading) Panel will meet twice a year, normally in March and October, to consider cases under this policy. The Schedule for Promotion (Regrading) Panels will be published each year so that staff and line managers/Heads of Department are aware in advance of the commencement of the biannual promotion (regarding) process. An application for Promotion (Regrading) can be submitted by a Head of Department/School if significant permanent qualitative changes have taken place which may, potentially, justify a Promotion (Regrading). If an individual member of staff wishes to trigger a Promotion (Regrading) process, then he/she should discuss this with his/her Head of Department/School, following which either a Head of Department/School submission will be made or, if the Head of Department/School declines to put forward the case, then the individual may put forward a personal case for Promotion (Regrading).

Successful cases for Promotion (Regrading) will normally result in the staff member being placed on the first salary point on the corresponding salary scale, with the salary increase effective from the 1st of the month following the Promotion (Regrading) Panel meeting.

In the event that a member of staff is unsuccessful in his/her Promotion (Regrading) application and any subsequent appeal, a further application for Promotion (Regrading) will not normally be accepted within 2 years following the original application.

## 5 Promotion (Regrading) Procedure

In order to apply for Promotion (Regrading), a Head of Department/School / individual must:

- (i) submit an application to HR on the appropriate form, this to include confirmation from the Head of Department/School that the changes described will be sustained and are not of a temporary nature.
- (ii) the Head of Department/School must include a job description and a covering statement, signed by the job holder, line manager and Head of Department/School as an accurate reflection of the substantive elements of the revised role.
- (iii) provide a statement describing the elements of the job description which have changed since the job was last graded, e.g. additional duties at a higher level added to the role since it was last graded, supporting this information clearly by examples.
- (iv) an organisational chart indicating the relevant hierarchy of the posts and grades above and below the posts under review.
- (v) ensure that the case is supported by the main budget holder (i.e. Executive Dean / Chief Operating Officer / Chief Financial Officer).

Support from HR is available in any aspect of the application process, including an initial discussion on the appropriateness of the case for formal consideration. HR can also provide examples of completed Promotion (Regrading) paperwork to demonstrate the level of detail required. Further guidance is also available [here](#) to help line managers determine if Promotion (Regrading) is the correct approach.

Twice per year, HR will schedule a meeting of a Promotion (Regrading) Group/s to determine a best fit of the revised job description and role requirements to the appropriate Job Level Descriptor and do not consider salary placement.

Promotion (Regrading) Groups will consist of the following members, drawn from a University-wide pool of appropriately trained panel members and utilising the principles of 'best fit' matching:

- An Academic Senior Officer (Convener)
- An Executive Dean, Chief Operating Officer or Chief Financial Officer or nominee
- Director of Human Resources or nominee
- Two senior members of staff with a working knowledge of the posts being reviewed, appointed by Staff Committee

The quorum for this panel shall be four. In addition to the above members, another person will attend the meeting to note the outcomes and to ensure that the rationale for each decision is recorded.

The Promotion (Regrading) Group may, at its discretion, receive reports (such as a copy of recent Accountability and Development Review paperwork or an up-to-date CV) on the member of staff's qualifications, skills and experience in order to be able to receive assurance regarding the suitability of the staff member to undertake the post at a higher grade level.

## 6 Notification of the Outcome

The post holder will be notified in writing of the outcome of the Promotion (Regrading) application, with a copy to the Head of Department/School. Where there is a change to the grading level of the post, any change in the level of salary will be effective from the beginning of the month following the Promotion (Regrading) Panel meeting. In successful cases, the staff member will normally be placed on the first point of the appropriate scale.

Retrospective payments will not be made.

## 7 Appeals

Where a Promotion (Regrading) request has been unsuccessful as a result of the decision taken by the Promotion (Regrading) panel, the member of staff has a right to appeal against this decision. The Promotion (Regrading) Appeal form should be submitted to HR no later than one calendar month from the notification of the original decision.

An appeals panel will sit once a year, normally during June, and, should Promotion (Regrading) be granted as a result of an appeal, any Promotion (Regrading) will be effective from the beginning of the calendar month following the date on which the original decision not to regrade the post was confirmed.

Any appeals against a Promotion (Regrading) panel's decision not to promote will be considered on the basis that it is not a re-examination of the same case and therefore consideration will be given on the following grounds:

- (a) there has been a defect in the agreed procedure which may have had a material effect on the outcome.
- (b) the written material presented to the regrading panel was incomplete and this missing information may have had a material effect on the outcome.

Appeals will be heard by an Appeals Committee appointed by Staff Committee. The Appeals Committee shall comprise four persons who have not previously been involved in considering the Promotion (Regrading) applications, two of whom shall be nominated by Staff Committee and two of whom shall be nominated by the campus unions. Additionally, a Convener will be appointed by Staff Committee to chair appeals discussions; this individual will only exercise rights as a voting member of the Appeals Committee in the event of a split decision.

The Appeals Committee shall be accountable to Staff Committee for the conduct of its business, including the procedures adopted. The Committee's decision shall be final and reported to the individual concerned, the Head of Department/School and, in summary form, to Staff Committee.