

**STRATHCLYDE CHANCELLOR'S FELLOWS**  
**PROBATION AND PROMOTION NETWORKING EVENT**

**Frequently Asked Questions**

**PROBATION**

**1. How long are Fellows on probation for?**

Previously, all Fellows were covered by the standard, 3-year academic probationary period and were also subject to a Chancellor's Fellow Review.

From Autumn 2017 the following changes were made:

- The contractual probation period was reduced from 3 years to 12 months in line with the [Probationary Period Guidelines](#) (the "Guidelines") for all staff.
- The previous 3-year academic probation was replaced with the Academic Career Development Framework. As part of the Academic Career Development Framework you will be asked to complete an Academic Career Development Plan for the remaining years of your previous contractual probation period (i.e. up to 3 years), which you should complete in consultation with your Academic Career Development Adviser and your Head of Department. When completing the Academic Career Development Plan please note the "Suggested Early Career Academic Outputs/Activities", at Appendix A of the [Academic Career Development Framework Guidelines](#). These suggestions are in line with previous expectations.

For more information, you can look at the [Academic Career Development Framework & Chancellor's Fellow Review Arrangements webpages](#).

**2. Can my probation/Academic Career Development Framework be confirmed early, if it is merited by my performance?**

Not under the new probation arrangements. There is no early confirmation under the Academic Career Development Framework as the purpose is to maximise the time during which career development planning and support is provided.

**3. Do I have to attend an interview in order to pass the Academic Career Development Framework?**

No. However, you are encouraged to speak with your Career Development Adviser regularly, to ensure that you are on track to successfully complete the Development Framework.

**4. What documents do I need to submit to pass the Academic Career Development Framework?**

The [Academic Career Development Plan and Chancellor's Fellows Review Arrangements webpages](#) provide a link to the relevant forms for academic probation, which are considered at Faculty Review. In summary a standard 5-year Fellowship (incorporating the Academic Career Development Framework period) is as follows:

<b>Year of Fellowship</b>	<b>Requirement</b>
<b>0</b>	<ul style="list-style-type: none"><li>- Completed Academic Career Development Plan</li><li>- CV</li></ul>
<b>1-3</b>	<ul style="list-style-type: none"><li>- Completed Academic Career Development Plan</li><li>- Completed ADR Review Record Form and Pure report</li><li>- Up to date CV</li></ul>

<b>4</b>	<ul style="list-style-type: none"> <li>- Completed Academic Career Development Plan</li> <li>- Completed ADR Review Record Form and Pure report</li> <li>- Up to date CV</li> <li>- FORM APAP1(a) Academic APAP Applicant Self-Assessment</li> </ul>
----------	--

**5. Can my probation be extended?**

Probation could previously be extended for up to one year. As indicated in the [Academic Career Development Framework Guidelines](#), your Development Framework period can also be extended for a year in exceptional circumstances.

**6. If I have time off for family leave (maternity; shared parental; etc), how does this impact upon the probationary/ Academic Career Development Framework period?**

Where an extension to your probation would be beneficial to you (e.g. where your probation would not be confirmed within the usual time period), your probation and/or Academic Career Development Framework period can be extended by an amount equivalent to the length of your family leave.

**TRAINING AND SUPPORT**

**7. Do we get reduced teaching and administrative responsibilities during our Fellowship?**

Yes. Whilst the exact detail of how much teaching and administrative responsibility you are expected to undertake will differ depending on each department and Faculty, you should initially expect to receive a reduced amount of teaching and administrative responsibility compared to a Lecturer / Senior lecturer who is not a Chancellor's Fellow. As the Fellowship progresses, the amount of teaching and administrative responsibility will increase.

**8. What are the essential courses that I have to attend as part of the Fellowship?**

As part of the Academic Career Development Framework you are required to complete 30 credits within the [SPARK](#) programme (Strathclyde Programme in Academic Practice, Researcher Development) which is run by the Academic Development Team within [OSDU](#) (Organisational and Staff Development Unit).

SPARK comprises a range of 20 credit classes so in practice most Chancellor's Fellows will take two classes to achieve their Academic Career Development Framework requirements and many continue with a third to complete a Postgraduate Certificate. If you wish to only take 30 credits, please contact the [SPARK](#) team to discuss your options.

*Nb SPARK was previously called the 'Postgraduate Certificate in Advanced Academic Studies'.*

*Previously, there was a requirement to complete the Teaching and Learning in Higher Education Introductory Course / ELTAS, however this is no longer a requirement.*

**9. What are the requirements to become a First or Second Supervisor for Postgraduate Research Students?**

To become a First or Second Supervisor for a PhD student you will need to undertake supervisor training provided by OSDU.

The Supervisor Development Programme has been designed to allow you to choose a combination of workshops that suit your personal developmental needs. To complete your supervisor training you need to complete 5 workshops including Core Workshop; Day to Day Supervision and Tools; Academic Writing and Viva Exam Workshop; Reflective Presentation, and one additional workshop within 18 months.

If you urgently need to be registered as a first supervisor for a PhD student, then you should contact us at [SPARK@strath.ac.uk](mailto:SPARK@strath.ac.uk) Further information about Supervisor Training, including how to be added to the list of those eligible to act as First Supervisors, is available at [Supervisor Development](#)

#### **10. Do I need to obtain a Fellowship of the Higher Education Academy?**

Obtaining Fellowship of the Higher Education Academy (FHEA) is not part of your Academic Career Development Framework requirements. However, many Chancellor's Fellows choose to undertake this award.

Strathclyde was reaccredited by the HEA in 2017 and now offers two routes to Fellowship: a Taught Pathway (through SPARK) and an Experiential Pathway (a written submission). The level of fellowship (Associate Fellow, Fellow or Senior Fellow (Experiential Pathway only)) depends upon your teaching experience.

From July 2017\*, the SPARK route comprises the class 'Teaching, Learning and Assessment within the Disciplines' plus one other class from the SPARK Learning and Teaching Pathway.

Further information can be found on the [HEA Fellowship Recognition at Strathclyde](#) webpages or by attending an [HEA Fellowship Information Session](#).

*\* If you completed 'Teaching, Learning and Assessment within the Disciplines' before July 2017 you will need to complete the PGCert in Learning and Teaching in HE or PGCert in Academic Practice to gain FHEA.*

#### **11. What are the mentorship requirements?**

You will be assigned a Career Development Adviser as part of your Chancellor's Fellowship who will support you in understanding the requirements of your role and to establish a balance of research, teaching, knowledge exchange and citizenship responsibilities.

OSDU also run [Mentoring@Strathclyde](#) which can provide you with a mentor to focus specifically on your research or teaching development. There is also a Family Friendly Mentoring scheme for those embarking upon or returning from a period of family leave.

#### **12. What other career development activities are available for Fellows?**

OSDU provides a range of career development opportunities for all staff at the University. Information about the different programmes and activities can be found on the [website](#) and there are regular drop-in sessions where you can meet with a member of the Academic Development Team to discuss your development needs. All events, including drop-in sessions, can be booked through Strathclyde's [booking system](#).

#### **SPARK**

The SPARK programme is comprised of 20-credit, academic classes within four pathways: Learning and Teaching in Higher Education, Researcher Development, Knowledge Exchange and Academic Practice. The programme is flexible and allows participants to complete a Postgraduate Certificate (60 credits; 3 classes), Postgraduate Diploma (120 credits; 6 classes) or Masters (120 credits plus a dissertation) in any of the four pathways.

#### **SPIRAL**

SPIRAL (the Strathclyde Programme in Research and Leadership) is a workshop-based programme designed to support academic, research and knowledge exchange staff at all career stages. Events are typically half-day or full-day sessions aligned to the research and leadership tasks which staff undertake in their day-to-day roles and to the University's strategic priorities.

## STEP

STEP (Strathclyde's Teaching Excellence Programme) is a workshop-based programme designed to support development in teaching leadership areas. Events range from one hour, 'How to' sessions to full-day activities in a range of areas to support staff involved in teaching and learning at Strathclyde.

### **13. Where can I find training courses on pfact, My Place, FMS, etc?**

Courses on these and other services related to research and teaching can be found within the SPIRAL and SPARK programmes, through the [booking system](#) or by checking the Weekly Digest email.

## PROMOTION

### **14. When can I apply for promotion?**

The senior academic promotion process takes place twice a year, in the Spring and Autumn. An indicative timetable appears below:

<b>Stage</b>	<b>Spring</b>	<b>Autumn</b>
Preparation / self-assessment	In advance	In advance
Applications considered	January	July
HOD/S Submits cases	February	August
Faculty Panel	March	September
Pre-APAP Panel	April	October
APAP Panel	May	November

Exact details for the next promotion round can be found at the [Academic Promotion webpages](#).

It is crucial to build in sufficient time to get feedback from your Head of Department / School and colleagues and refine your application.

You should apply for promotion within your 5-year fellowship period.

### **15. Do I have to wait until my Fellowship has ended or is about to end before applying for promotion?**

No. If you feel that you meet the promotion criteria at any stage in your Fellowship, you can apply. However please note that you are strongly encouraged to go through the self-assessment process in advance of doing so (See '*Do I need to go through the self-assessment process before applying for promotion?*' below).

### **16. Do I have to be promoted or promotable by the end of the 5 years?**

It is a condition of each Fellow's appointment that by the end of the five-year fellowship period, you meet the criteria for promotion to the next level. Whilst you must apply to be promoted within the 5-year period, it is accepted that the process may still be in progress after the 5 years has elapsed.

### **17. Where can I find details of the promotion procedure?**

The [Senior Academic Promotion procedure](#) can be found at the [Academic Promotion webpages](#).

### **18. Where can I find details of the promotion criteria?**

The [senior academic promotion indicators](#) can be found on the [Academic Promotion webpages](#).

## 19. Where can I get guidance on making my promotion application?

The [Guidance](#) on senior academic promotion can be found on the [Academic Promotion webpages](#).

You can also speak to your:

- Head of Department / School
- Executive Dean; and / or
- Human Resources team.

## 20. What are the key stages in the promotion process?

There are 5 key stages in the process:

### (1) Self-assessment

This is not mandatory, but highly recommended. (See *'Do I need to go through the self-assessment process before applying for promotion?'* below)

### (2) Application completed:

The next step is to make the promotion application and submit this to your Head of Department /School on the relevant template form, attaching the required documents.

### (3) Head of Department / School consideration / sign off:

Your Head of Department / School will then consider your application. If they are supportive of your application, in advance of the Faculty Panel Meeting they will submit a recommendation statement to the Executive Dean of your faculty.

If they are not supportive of your application, they will provide feedback to you, which is designed to help you understand what was missing from your application and how to improve it, with a view to resubmission in future.

### (4) Faculty Panel

The Faculty Panel then convenes to consider all of the cases submitted in the faculty and decides whether your case should be referred to the University's academic promotions panel (APAP). The Faculty Panel consists of the Executive Dean and two Vice Deans as a minimum.

If they support your case, the Faculty Panel will prepare a statement of support.

If they do not support your case, the Executive Dean will give you feedback and remind you that you can make a personal submission.

### (5) Pre APAP / APAP University panels

The next key step is consideration by the APAP panel or panels:

- Pre-APAP: If you're applying for promotion to Senior Lecturer, then both the pre-APAP and APAP panels will consider your case. The pre-panel is made up of a sub group of the APAP main panel members - Executive Deans, HR and chaired by the Vice Principal. They make recommendations on these cases for homologation by the main panel.
- Main APAP panel: All promotion cases will be considered at the main APAP panel. The APAP panel consists of the Principal, Vice Principal and Vice Convener of Court with the Executive Deans and HR in attendance – it's useful to remember that this is the ultimate audience for the application that you draft. For promotions to senior Lecturer, the panel will approve or reject the recommendation made by the pre-APAP panel. For promotion to Reader, the panel will decide whether External Assessors' views should be sought or that the case should not progress. If External Assessor views are sought, once they have been returned a final decision is taken.

If your case is not supported, your Executive Dean should provide verbal feedback to you and HR will confirm the decision in writing.

## **21. Do I need to go through the self-assessment process before applying for promotion?**

You are encouraged – but not obliged – to use the Self-Assessment Form (Form APAP 1(A) Academic Self-Assessment form, found on the [Academic Promotion webpages](#)), to assess your readiness for promotion in advance of your submission.

The self-assessment form asks you to focus on evidence of your contribution since your last promotion. In order to do that, you should look at the [senior academic promotion indicators](#) and critically assess the available evidence. It is also helpful to read the [Guidance](#) document. Both documents can be found on the [Academic Promotion webpages](#).

When you're going through your self-assessment, leave yourself enough time to take soundings from trusted colleagues - particularly those who have been through the promotion process. Ask for honest feedback on your self-assessment form – have you been too harsh / generous in your assessment?

It is also important to involve your Head of Department throughout the process – you should feel able to discuss your self-assessment or any aspect of your readiness for promotion with them. They will have seen other applications for promotion and will be able to give you advice about your application.

Once you have honest feedback on your self-assessment:

- Where are your strengths? Ensure you capture and capitalise on them in your application.
- Are there any gaps? How can you address these gaps?
  - Can you set yourself targeted objectives in your next ADR?
  - Can you undertake some personal development to help you strengthen and evidence, for example, your leadership or research capabilities?

## **22. How do I make a promotion application?**

Fill out the application form (Form APAP2(A) Academic APAP Applicant Submission, found on the [Academic Promotion webpages](#)),

Before filling out your application, have a look at Section 2 of the [Guidance](#), which can be found on the [Academic Promotion webpages](#). This will give you more detail about completing the application form, including tips on how to refer to publications, research grants, and the inclusion of other available metrics.

Your application is limited to 5 pages, so it's critical to show that you're able to effectively summarise your key strengths in a relatively short document. Avoid duplication where possible - you can cross-refer to your CV and the Pure report.

Remember that incomplete submissions can result in your application being rejected, so please ensure that you have completed all sections of the form. Details can be found in the [Guidance](#) on the [Academic Promotion webpages](#).

## **23. My personal circumstances have impacted on my research/knowledge exchange output – will this be taken into account?**

We recognise that some Fellows will be juggling other life commitments and issues which may have impacted upon their outputs. At the start of the promotion application, there's a section which allows you to provide details of any additional circumstances that you wish to be taken into account that may have impacted your work performance since your last promotion. This might include, for example:

- periods of family leave (maternity, paternity, adoption and/or shared parental leave);
- part-time working; or
- disability.

You should provide full details of how these circumstances have impacted upon your contribution, for example reduced research output during relevant periods.

If you are reluctant to include these details on the form, you can raise this confidentially with the HR Manager for your area, who can provide support in drawing the matter to the Panels' attention in an appropriate way.

It's worth noting that adjustments can be made in relation to the quantity of outputs but your application must still demonstrate that you have the required quality of outputs

#### **24. How do I decide which additional area of expertise to choose when making my promotion application?**

You are expected to demonstrate contribution across the criteria for Research, Teaching, Knowledge Exchange and Citizenship.

You must evidence excellence at the promoted level in research plus one other from Teaching, Knowledge Exchange or Citizenship. You should make it clear which one additional area you are relying upon in support of your application. This will be individual to each Fellow, depending on your background and future vision, so there is flexibility to set out a promotion case appropriate to your own circumstances.

Your Head of Department / School and/or Faculty Panel will be asked to confirm whether they agree with your chosen additional area of excellence. In this past, this has led to additional areas of excellence being highlighted, where an applicant has downplayed their contribution in other areas. If you're in any doubt about which second area to choose, make time to speak to your colleagues or Head of Department/School to ask for advice.

#### **25. How do I articulate my future vision?**

To strengthen your application, you need to be very clear about your vision for the three years following any successful promotion:

- What will your future research / knowledge exchange / teaching look like?
- What are the distinctive features of your expected contribution?
- How does this link to the success you've already had?
- Why will this be important for your discipline?
- How does this link to the University's strategic direction?

#### **26. Who will see my promotion application?**

It is vital that you consider your audience when drafting your promotion application (and completing your ADR, which will be available to the panels). Senior individuals including the Executive Deans, Vice Principal and the Principal will review your application. Not all of the audience will be subject specialists, so make sure that you explain the significance of your achievements e.g. external contributions / publications etc. (See '*What are the key stages in the promotion process?*' above for further detail on who attends each panel).

#### **27. Which documents should I submit with my promotion application?**

The application form requires you to summarise the relevant information that the panels should take into account, so we only expect a finite number of additional documents to be attached to the promotion form. These documents are:

- Academic CV – using the template: Academic CVs can vary greatly in terms of detail and content, so to assist the panels in making fair decisions, we ask staff to complete the template CV (APAP Template Academic CV, found on the [Academic Promotion webpages](#)). The main requirement is to present your CV in a clear and understandable manner which allows for easy

evaluation by the panel. Always remember when drafting the CV that it will be considered by panel members who may not be subject-matter specialists. The template CV gives you a list of headings to use and 'top tips' on how to ensure that you present the CV in the manner that the panel will expect. Make sure that the information in your CV is clear and complete – for example, if you are on a committee, what contribution have you made? What is **your** contribution to grants and publications? You must also ensure that it matches your Pure report.

- **Pure Report:** You must make sure that your PURE data is up-to-date at least two days before you request the PURE report to accompany your application. It can then take up to 5 working days to receive the report, so please make sure that you make the request in good time.
- **Previous years ADR / Update on ADR objectives (for Spring round):** Please make sure that you include your last ADR and, if you're applying in Spring, an update on where you've got to with your objectives. Your ADR is very important, so when you are preparing for promotion:
  - make sure your objectives reflect the level of contribution you are aiming to demonstrate, provide you with sufficient stretch and cover sufficient breadth; and
  - ensure that the comments in the ADR are consistent with the commentary in your application.

Remember that incomplete submissions can result in your application being rejected, so please ensure that your submission contains all of the supporting documentation. Details can be found in the [Guidance](#) on the [Academic Promotion webpages](#).

## 28. What constitutes success in research / teaching / KE / citizenship?

The [senior academic promotion indicators](#) (found on the [Academic Promotion webpages](#)), set out what you need to be able to demonstrate to be successfully promoted.

You must provide evidence that your activities match the promotion indicators within the area of Research and your one additional area of excellence and provide clear confirmation that there is activity in the other areas. The Research section of the promotion application separates out each indicator heading for Research, to encourage you to clearly detail how your activity closely matches the indicators. The same approach would be expected for the additional area of excellence. It is not enough to say that you have met the criteria – evidence is key.

Remember that you'll only be required to match the indicators for the promoted level which are explicitly relevant to your role. For example, if you're looking for promotion to Reader in the Academic job family and you're considering the indicator relating to funding:

- Have you moved from being able to demonstrate **evidence of applying for and success in securing research grants** and **some experience of grant applications** as principal and/or Co-Investigator....to.... showing that you have a **sustained** record of securing research funding and **successfully managing research grants**?

Where you have questions about the requirements in your department and faculty, please speak to your supervisor or Head of Department / School.

## 29. Do I need to provide details of external assessors?

Details of external assessors are only required for promotions to Reader and above. External assessor details are not required for promotion from Lecturer to Senior Lecturer.

Where you have been appointed at Senior Lecturer level as a Fellow, when you apply for promotion to Reader you must include details of 2 individuals who are able to comment, for example on the breadth and depth of your contribution and the national/international impact of your work. They should not be personal referees.

You must tell the panel why you're choosing those particular external assessors, and why they can comment on your work, to help them make a decision about which of the external assessors will be contacted and the order for doing so. Make sure that the external assessors are senior members of your discipline with an appropriate balance of expertise and international esteem and location.



If you have any personal or professional links with the external assessor, please make sure that you state that.

### **30. What happens if my promotion application is not supported at one of the stages of the promotion process?**

There is an opportunity – in exceptional circumstances – for you to make a personal submission to the APAP panel.

If your promotion is not supported by your Head of Department/School, you can submit a case directly to your Executive Dean for consideration at Faculty Panel.

If your promotion is not supported by your Faculty Panel, you can submit a case directly to the main APAP panel. Where that's the case, your Executive Dean will not sit on the APAP panel which makes a decision on your application.

If you have been given a clear signal that your case needs to be strengthened before you apply to the full panel, then you will need to consider this carefully before deciding to submit a personal case.

### **31. If my promotion application is unsuccessful, when can I reapply for promotion?**

If your application for promotion is rejected, you can't normally resubmit a case until at least two years have elapsed. This is to deter speculative serial applications and to ensure that candidates produce the best quality applications that they are capable of.

It is particularly important that you remember this if you make a personal submission after getting a clear view that you have more work to do.

### **32. What happens to my contract if I'm unsuccessful in my promotion application?**

Your continued employment beyond the 5-year Fellowship period is conditional upon promotion being achieved. In the (unlikely) event that promotion is not achieved, then you will not have met a clear contractual condition and, unless an alternative arrangement is agreed, it will not be possible for you to continue in our employment.

### **33. If I have time off for family leave (maternity; shared parental; etc), how does this impact upon the length of my Fellowship?**

Where an extension to your Fellowship would be beneficial to you (e.g. where you would be unable to obtain promotion at the end of the 5-year period), your Fellowship can be extended by an amount equivalent to the length of your family leave.

### **34. What are the plans for keeping / absorbing current Fellows at the end of their fellowship?**

All of our Fellows have been recruited on the basis of their potential to be the next academic leaders in their field. You are employed on an open-ended contract, which is conditional upon promotion within the 5 years of commencement of your Fellowship with us. Our hope and expectation is that all Fellows achieve that aim, based on the potential shown during the recruitment process and beyond.