

Promotion from Lecturer A to Lecturer B

Additional Guidance

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Additional Guidance

1 Introduction

Lecturers appointed on the Lecturer A scale can expect, if performing satisfactorily, to be promoted to the Lecturer B scale.

Lecturers appointed on the Lecturer A scale are normally inexperienced members of staff, who will also be appointed to Probationary Lectureships. During their Probation, they will be expected to gain experience in teaching, research and, to a limited extent, administration.

It is fairly common for Review Panels to be considering Lecturers for promotion from Lecturer A to Lecturer B during their three year probationary period or at the same time as considering confirmation of their lectureship.

In some instances, the Lectureship will have been confirmed before the Lecturer is considered for promotion from Lecturer A to Lecturer B.

Progress during the Probationary Period will therefore have considerable influence on the decision of a Review Panel.

2 Guidance

Heads of Departments are invited to make a recommendation to the Faculty Review Panel when Lecturers are paid at the top of the Lecturer A scale (Human Resources reminds Heads of Departments and sends the appropriate documentation).

Review Panels will expect Heads of Departments to make reports on the progress of the Lecturer and to make a **clear recommendation** to the Review Panel taking account of the relevant Job Level Descriptor.

Lecturers being submitted for promotion from Lecturer A to Lecturer B are requested to submit up-to-date curricula vitae with their review forms.

Review Panels will be informed by the Clerk to the Review Panel if any condition had been placed on the Lecturer with regard to promotion from Lecturer A to Lecturer B. Very occasionally, the letter of offer will specify that the Selection Committee agreed that promotion from Lecturer A to Lecturer B would be dependent on satisfactory performance plus, for example, documentary evidence of submission of PhD, award of PhD or establishment of a research programme leading to publication.

If the laid down condition is not fulfilled, the Review Panel cannot recommend promotion from Lecturer A to Lecturer B.

Where Review Panels are considering promotion from Lecturer A to Lecturer B **for those at the top of the Lecturer A scale** it is recommended that:-

- a) if the Panel agrees that the current Probationary Report under consideration is satisfactory, the Lecturer should be promoted from Lecturer A to Lecturer B.

If the Panel expresses concerns about any aspect of the Probationary Lecturer's work and agrees that a 'warning' letter be sent from the Panel, promotion from Lecturer A to Lecturer B should not be granted.

Any 'warning' letter from the Panel will specify the concerns of the Panel and inform the Lecturer of the improvements to be made to satisfy probation and to gain promotion from Lecturer A to Lecturer B.

In addition, the letter will invite the Probationary Lecturer to meet with the Head of Department and Dean to discuss the Panel's concerns.

- b) when a Panel recommends that a Probationary Lectureship be confirmed, a Lecturer should be promoted from Lecturer A to Lecturer B.

On the other hand, a recommendation to extend the specified probationary period would, in turn lead to a recommendation not to promote from Lecturer A to Lecturer B.

- c) where the Probationary Lectureship has been confirmed in advance (i.e. in previous years) of the Panel's consideration of a case for promotion from Lecturer A to Lecturer B, the Review Panel should expect to receive a clear recommendation for promotion from the Head of Department and evidence that, since confirmation of the Lectureship, the Lecturer has continued to perform satisfactorily in the areas of teaching, research and administration. When considering research the Panels should expect to see, for example, a developing publication record; postgraduate supervision; award of research funding; involvement in departmental research.

Panels should, however, make assessments based on the fact that the lecturers under consideration will be relatively inexperienced.

- d) if a Review Panel agrees to recommend that a 'normal' promotion from Lecturer A to Lecturer B is not effected, the Lecturer must be informed in writing of what the Panel expects of that Lecturer before promotion is granted.

It is recommended that a meeting be arranged with the relevant Head of Department, the Dean of the Faculty and the Lecturer to discuss the perceived problem and to give the Lecturer the necessary advice and support to ensure that the Review Panel will recommend promotion to Lecturer B at the next year's annual review.

3 Additional Note, February 2011

The University's Academic Probationary Period Guidelines (January 2010, revised February 2011) define three broad levels of outcome in terms of assessment of progress in the initial years of probation:

1. "good progress"
2. "progress acceptable but guidance required"
3. "need to improve with specific targets"

In the case of outcomes 1 and 2, it would be expected that the Faculty Review Panel would approve a case for progression from Lecturer A to B where such a case was due to be considered. In the case of outcome 3, the Faculty Review Panel would require to give close consideration to whether progression from Lecturer A to B was appropriate in the circumstances and may choose to withhold such progression.