

Appeal Procedure for Professorial Staff following zone placement

1.1 Introduction

This procedure outlines the appeal arrangements for Professors following the introduction of Professorial Zoning and the communication of zone matching outcomes to individual professors.

Prior to lodging an appeal, professors are encouraged to seek feedback, normally from the Executive Dean, on the rationale for their zoning placement and, where appropriate, to gain advice on opportunities to develop their contribution in order to facilitate zone progression in the future.

1.2 Grounds of appeal

Professors will have the opportunity to submit an appeal on the matching decision if one or more of the grounds of appeal detailed below are met:

- (1) If they believe there has been a procedural error with the matching process to date that may have made a material difference to the outcome and / or
- (2) If relevant additional information relating to the reference period (January 2010 to March 2016) is now available that may have impacted on the decision and which could not have reasonably been provided when the original submission was made.

1.3 Procedure

Appeals must be lodged in writing with the Director of Human Resources by 28 February 2017 and must include:

- (1) Where a procedural error is indicated, the appeal must state what this error was and what material difference it would have made to the outcome.
- (2) Where additional relevant information is now available it must be clearly stated what this information was, why it was not available at the date of submission and what material difference the appellant believes it would have made to the outcome.

Where there are substantive grounds for an appeal a professorial zoning appeal panel will consider cases that are submitted. The appeal panel is expected to meet during spring 2017.

The membership of the appeal panel will be:

- Vice Convener of Court (Chair)
- Director of Human Resources
- A senior academic not previously involved in the matching process nominated by the Principal.

The appeal panel may call on the Executive Dean, Head of Department or a subject specialist as required to inform their consideration of the appeal.

1.4 Appeal outcomes

Appeal outcomes will be communicated within 10 working days of the appeal decision being made.

The possible outcomes are to confirm the match to the existing zone or to advise of a revised match of the individual to either a higher or lower zone.

The decision of the appeal panel will be final.