University of St Andrews - School of Medicine Handbook

PROMOTION AND GRADING REVIEW

1.   **Definitions**:

   a.   **Promotion**.   The process for advancement for academic staff graded 7 or above who fill University funded academic contracts. Promotion is linked to an individual's potential as well as achievements at the current grade. See the University Promotion process.

   b.   **Grading Review**.   This is for all academic staff at grades 5 and 6 and all academic-related, administrative, managerial and technical staff at grades 1 to 8 who expect to remain in the same role but where that role is expanded by remit or possibly by volume. See the University Grading Review Process.

2.   **School Commitment**. The School's commitment to supporting promotion and grade review is characterised by:

   a.   Advertising the promotion and grading review criteria and process (via this page).

   b.   Ensuring that each individual knows who their Line Manager and appraisers are. This is described in the Line Management Policy.

   c.   Ensuring that Line Managers and / or Mentors ensure that staff who are in the bracket for promotion or grading review understand the criteria and process.

   d.   Ensuring that Line managers and / or Mentors provide fair and honest appraisal of the individual's performance so that the subject is aware of their chance of achieving promotion or grading review.

   e.   Holding a School of Medicine Pre-Promotion Committee to ensure that staff are given the best advice and support they require; this committee considers promotion and grade review cases.

3.   **Process - Promotion**:

   a.   The applicant discusses their aspiration for promotion with their line manager. Assuming the applicant intends to apply then the line manager should complete the assessment form (attached).

   b.   The applicant submits an application which consists of a cover sheet and a supporting evidence document and CV. The forms are on the University website. The application should go to the Head of School via the PA.

   c.   The line manager submits their assessment to the Head of School.

   d.   The Head of School's PA sets a date for a School Pre-Promotion Committee and prepares papers for the Committee to consider. To give applicants time to review their application this should be at least 8 weeks before the University application deadline.

   e.   The School's Pre Promotion Committee will assess the application in relation to the criteria as set out by the University in their Academics promotion procedures document 2017 found on their academic promotions page https://www.st-andrews.ac.uk/hr/gradingrewardandconditions/academicpromotions/

   f.   The Committee reviews the applications and may:

      (1)   Agree to support the application as it stands; the application and School's recommendation is passed on to the University Promotion panel.

(2)   Recommend that the applicant improves their application and provide advice to that end then follow (1) above.

(3)   Allow an application to go forward without support.

g.   The Committee Chair nominates a Committee member to provide feedback to the applicant.

h.   The applicant decides on a course of action based on the advice proposed.

i.   The Committee Secretary, Head of School PA, retains the papers. The School Administrator records data to capture application numbers, success rate at University Promotion etc.

4.   **Timelines**

a.   6 to 8 working weeks before the University Promotion application deadline. Hold a Pre-Promotion Committee.

b.   No more than 2 weeks after the School Pre-Promotion Committee and not less than 4 weeks before University Promotion application deadline. Advise applicants on how their application might be improved.

c.   Not less than 4 weeks before the University Promotion application deadline. Consider any re-submitted applications.

5.   **Process – Grade Review**:

a.   The applicant should discuss this with their line manager and, ideally, both parties agree that an application is appropriate. The applicant emails the Head of School to indicate that they wish to be considered for grade review. This email should describe express why their role has changed, for what reasons and over what period.

b.   The line manager submits a summary of their assessment, in the form of the HoS form.

c.   The School's Pre-Promotion Committee considers the applicants and agree whether the candidate will be supported or not[1]. This is then checked with the Master for his / her approval. If the Work Force Planning Group approve an application then the applicant will be invited to submit a HERA review form. While the HERA review form does not need to be completed before this stage it may be beneficial for the applicant to look through that process to test that they are indeed operating at a higher level.

6.   **School Pre-Promotion Committee composition**. The Committee will be chaired by the Head of School and will be established to include a mix of educationalists, scientists and clinicians; both School staff and external.

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[1] This can be by exchange of emails, out of committee if required.

SCHOOL OF MEDICINE PRE-PROMOTION COMMITTEE ASSESSMENT FORM

1. Name of applicant:

2. Current Grade:

3. Applying for Promotion OR Grading review (delete as appropriate).

4. Line manager's name:

5. Line manager's assessment of performance (free text):

6. Date of that performance assessment:

7. Summary of Teaching Activity Data:

8. The Committee will consider the application in its entirety

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Consultees:			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
04/07/2017	Published version	