

PROGRESSION PROCESS TO ASSOCIATE PROFESSOR (E&R)

Below sets out the process for progression to Associate Professor (E&R). Full guidance can be found on pages 2 to 3.



## **1. DISCUSSION**

If a Senior Lecturer wishes to be considered for promotion to Associate Professor they should, in the first instance, discuss their proposed application with their Academic Manager and APVC's (Research/Education/Global/BEI) to determine whether their application has Faculty support. (Personal submissions may be made where the Faculty does not support the application.)

## **2. APPLICATION**

Applications must be made on form ER05 accompanied by a full academic CV which is set out in accordance with the guidelines for format of CV's for promotion to Associate Professor. The academic promotion schedule is published on the Exeter Academic website. This includes deadlines for submitting applications.

## **3. FACULTY DEPUTY PVC**

The completed form ER05 should be forwarded to the Faculty Deputy Pro-Vice-Chancellor, who will complete the 'Statement by Faculty Deputy Pro-Vice-Chancellor' section. The Faculty Executive Office will forward the completed application to the HR Department.

## **4. INTERVIEW**

Human Resources will notify the applicant of the arrangements for interview. The purpose of the interview is to establish whether there is a prima facie assessment of the applicant's suitability for promotion to Associate Professor. If the interview panel agrees that there is prima facie case, then arrangements will be made for external assessment which will be used by the Deputy Pro-Vice Chancellor to consider whether to recommend that application be supported for further consideration by the Central Promotions Interview Panel.

Panel membership from within the Faculty is as follows:

- Pro-Vice-Chancellor
- Deputy Pro-Vice-Chancellor
- 1x Associate Pro-Vice-Chancellor
- 1 x Head of Department
- Senior HR Partner

## **5. EXTERNAL ASSESSMENT**

Before the interview, the Head of Department/Deputy Head of Department (not the applicant) should nominate to the Faculty Deputy Pro-Vice- Chancellor, for his/her approval, eight external references, of which:

- a minimum of two should be national
- a minimum of two should be international

The approved list should be sent to the Faculty Executive Office so they can be ratified by the Faculty Deputy Pro-Vice Chancellor to enable them to be sent out immediately if the interview panel agrees that there is prima facie case. The Faculty Deputy Pro-Vice Chancellor will review the external assessments to determine whether they provide evidence supporting or not supporting promotion.

## **6. CENTRAL PROMOTIONS PANEL**

Where supported by the Faculty Deputy Pro-Vice Chancellor following consideration of external assessments, the Central Promotions Panel will consider whether the applicant should or should not be promoted to Associate Professor based on the evidence available.

## **7. PROMOTION**

Promotions will be announced as soon as the recommendation has been confirmed by the Central Promotions Panel, with promotion taking place with effect from immediate effect (published Promotion Panel meeting date). A list of all those promoted will be prepared for Senate and Council, and published on the University website.