

PROGRESSION PROCESS TO PROFESSOR (E&R)

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



## **1. DISCUSSION**

If an Associate Professor wishes to be considered for promotion to 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 ER06 accompanied by a full academic CV which is set out in accordance with the guidelines for format of CV's for promotion to Professor. The academic promotion schedule is published on the Exeter Academic website. This includes deadlines for submitting applications.

## **3. FACULTY DEPUTY PVC**

The completed ER06 form 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 form to Human Resources.

## **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 Personal Chair. 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 the application be supported for further consideration by the Central Promotions Panel.

Panel membership from within the Faculty is as follows:

- The Pro-Vice-Chancellor (Chair)
- Deputy Pro-Vice-Chancellor
- 1 x Associate Pro-Vice-Chancellor
- 1 x Head of Department

In addition:

- 1 x Deputy Vice-Chancellor
- 1 x Senior HR Partner

A subject matter expert at Professorial level may also form part of the panel.

## **5. EXTERNAL ASSESSMENT**

Before the interview, the 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 before the interview 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 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 Central Promotions Panel meeting date). A list of all those promoted will be prepared for Senate and Council, and published on the University website.