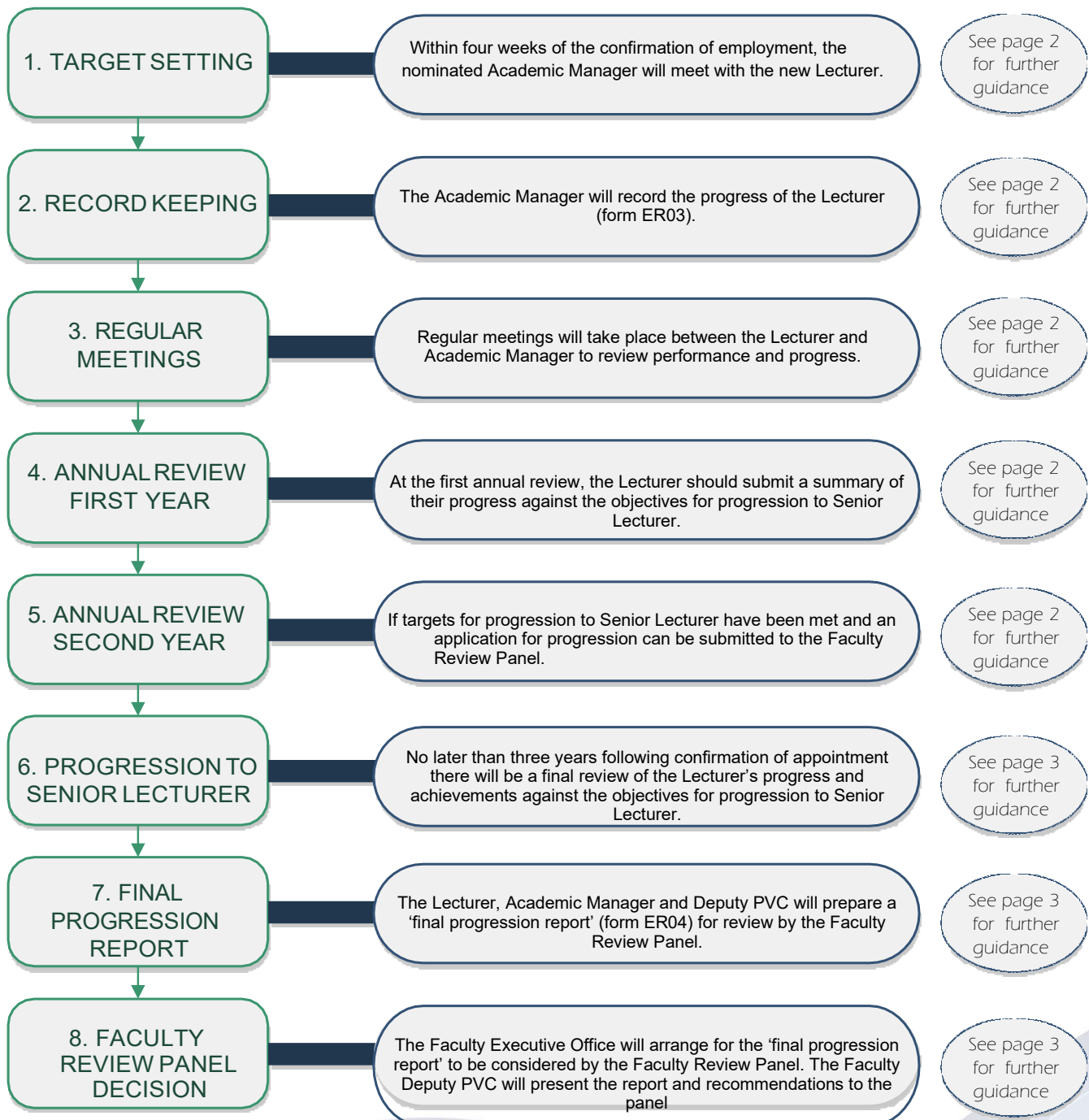


PROGRESSION PROCESS TO SENIOR LECTURER (E&R)

Below sets out the progression process for Senior Lecturers (E&R). Full guidance can be found on the following pages.



1. TARGET SETTING

Within four weeks following confirmation of appointment, the nominated Academic Manager will meet with the Lecturer to:

- explain the University's requirements for progression to Senior Lecturer;
- confirm the specific objectives relating to Education, Research (including research awards/income) and Impact and Academic Citizenship to be achieved for progression to Senior Lecturer and the timescales;
- confirm any agreements regarding accreditation of prior achievements;
- confirm any further development activities which the Lecturer will undertake during this period;
- agree dates for review.

2. RECORD KEEPING

The Academic Manager will record the targets (form ER03). This will be:

- approved by the Head of Department or Deputy Head of Department (in consultation with APVC Research / APVC Education as appropriate);
- sent to the Lecturer and their Academic Manager.

3. REGULAR MEETINGS

Regular meetings will take place between the Lecturer and the Academic Manager to review performance and progress. The Academic Manager will make a record of these meetings on form ER03.

The review will assess whether performance and progress is satisfactory or performance and progress is unsatisfactory in Education, Research and Impact and Academic Citizenship - in which case the report must give details of the areas giving concern and the remedial action proposed (see [What If Things Go Wrong?](#)). A copy will be retained on the Lecturer's HR file.

4. ANNUAL REVIEW – FIRST YEAR

At the first annual review (which will take place within the academic PDR), the Lecturer should submit a summary of their progress against the objectives for progression to Senior Lecturer to the Academic Manager on their PDR form.

Progress against these objectives will be discussed in the PDR meetings.

If at any time there are concerns about the Lecturer's performance or concerns that he/she will not achieve the requirements for progression to Senior Lecturer in a reasonable timescale see [What if things go wrong?](#).

5. ANNUAL REVIEW – SECOND YEAR

If targets for progression to Senior Lecturer have been met and an application for progression is supported by the Academic Manager then follow the process from point 6.

If the targets have not yet been met then at the second annual review (which will take place within the academic PDR), the Lecturer should submit a summary of their progress against the objectives for progression to Senior Lecturer to the Academic Manager.

If at any time there are concerns about the Lecturer's performance or concerns that he/she will not achieve the requirements for progression to Senior Lecturer in a reasonable timescale see [What if things go wrong?](#).

6. PROGRESSION TO SENIOR LECTURER

No later than three years following confirmation of appointment - or earlier if recommended by the Academic Manager and supported by the Faculty Deputy Pro-Vice-Chancellor - there will be a final review of the Lecturer's progress and achievements against the objectives for progression to Senior Lecturer.

7. FINAL PROGRESSION REPORT

The Lecturer, Academic Manager and Deputy PVC will prepare a "final progression report" (form ER04).

The Lecturer will complete a statement regarding their achievements and then pass to the Academic Manager. Once this has been reviewed by the Faculty Deputy Pro-Vice-Chancellor, the final progression report will be sent to the Lecturer to sign and state that they have seen the form.

If there is no statement submitted by the Lecturer within two weeks of being requested to do so (or within an agreed extension) then a report will be submitted to the Faculty Review Panel without a statement by the Lecturer.

8. THE FACULTY REVIEW PANEL DECISION

The Faculty Executive Office will arrange for the report to be considered by the Faculty Review Panel. The Faculty Deputy Pro-Vice-Chancellor will present the ER04 report to the review panel.

The Faculty Promotions panel will normally meet quarterly and constitute of:

- Provost or DVC
- Pro-Vice-Chancellor and Executive Dean
- Deputy Pro-Vice-Chancellor and Dean (Medical School and Business School)
- Deputy Pro-Vice Chancellors
- 2 x APVC representatives
- Senior HR Partner

Note: Chair to be agreed by the panel.

The review panel may:

- agree progression to Senior Lecturer;
- defer the case for a specified period;
- refer the case for consideration under the Performance Management/Capability Procedure.

If the Faculty Review Panel confirm progression, then Human Resources will send out the progression letter. The Lecturer will move to the first point of Grade G (point 40) (or to point 41 if they are being paid at the top of Grade F), effective from the first day of the month following sign off by the Deputy Pro Vice Chancellor for review panel decision.

WHAT IF THINGS GO WRONG?

If at any time there are concerns about the Lecturer's performance or concerns that he/she will not

achieve the requirements for progression to Senior Lecturer in a reasonable timescale, these will be drawn to the Lecturer's attention and remedial action proposed (e.g. training or other appropriate support) to assist the Lecturer in meeting the objectives.

This will be discussed with the Lecturer in a meeting with the Academic Manager and Head of Department (and, if appropriate the Senior HR Partner). The outcome of this meeting will be recorded and sent to the Lecturer and Academic Manager.

If the performance of a Lecturer does not improve after these interventions or it becomes clear that the Lecturer will not meet the requirements for progression to Senior Lecturer within a reasonable timescale, the Faculty Pro-Vice Chancellor, in consultation with the Senior HR Partner, may initiate the Performance Management/Capability Procedure.

