

ER05

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**Application for Progression to Associate Professor (E&R)**

**Updated Aug 22 ER05**

This form should be completed once the [Progression process to Associate Professor E&R](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandrdocuments2017/Progression_process_to_Associate_Professor_(E%26R).pdf) has been read.

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| --- | --- |
| Name of Senior Lecturer |  |
| Department |  |
| Faculty |  |
| Date of Appointment | *DD/MM/YYYY* |
| Effective Date of Last Promotion (where applicable) | *DD/MM/YYYY* |
| Name of Academic Manager |  |
| Confirmation of completion of [mandatory](http://www.exeter.ac.uk/staff/development/mandatory/) [training](http://www.exeter.ac.uk/staff/development/mandatory/) |  |
| Date of last Performance Development Review | *DD/MM/YYYY* |
| HEA Status |  |
| You must attach your CV – please confirm it has been updated prior to your submission (see  [guidelines for the format of CVs](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandrdocuments2017/Guidelines_CVs_Associate_Professor_Personal_Chair_submissions.pdf)) | YES / NO |

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| **APPLICATION FOR PROGRESSION TO ASSOCIATE PROFESSOR (E&R) SUPPORTING STATEMENT BY MEMBER OF STAFF**  **Full targets are available in** [**Appendix A**](#_bookmark0) | |
| **Education Targets:** | insert agreed targets (refer to [Appendix A](#_bookmark0)) |
| Summary of evidence to support achievement of objectives | |
| **Research, Impact and Knowledge Exchange**  **Targets:** | insert agreed targets (refer to [Appendix A](#_bookmark0)) |
| Summary of evidence to support achievement of objectives | |

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| **Academic Citizenship Targets** | insert agreed targets (refer to [Appendix A](#_bookmark0)) |
| Summary of evidence to support achievement of objectives | |
| **Key Achievements:** |  |
| Please summarise key achievements since your last promotion. | |
| **Additional Information:** |  |
| This section can be used to provide additional information relating to your achievements since your last promotion.This can include:   1. Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave. 2. Confirmation of other contributions you have made not defined elsewhere on this form. 3. How your plans and achievements changed as a consequence of Covid-19. | |

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| **SIGNATURE:**  **Member of Staff** |  | **Date** |  |

Attach your CV (see [guidelines for the format of CV](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandrdocuments2017/Guidelines_CVs_Associate_Professor_Personal_Chair_submissions.pdf)) and forward to the PVC with this form.

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| **APPLICATION FOR PROGRESSION TO ASSOCIATE PROFESSOR (E&R)**  **STATEMENT BY DEPUTY PVC** |

The statement must confirm whether or not the application has the full support of the Faculty. The Deputy PVC should complete this section providing their assessment of the competence and performance of the Senior Lecturer with regard to the agreed targets for progression to Associate Professor.

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| **EDUCATION** | |
| *Write a summary of how the member of staff has met their Education targets.* | |
| **RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE** | |
| *Write a summary of how their research activities have met their Research, Impact and Knowledge Exchange targets.* | |
| **ACADEMIC LEADERSHIP** | |
| *Write a summary of how the member of staff has met their Academic Leadership targets* | |
| **DEPUTY PVC RECOMMENDATION** | |
| 1. **Achieved agreed targets/ Not achieved agreed targets (delete as appropriate).** 2. **Promotion recommendation: supported/not supported (delete as appropriate).**   **If not supported then include details of the recommendation being made by Deputy PVC** | |
| Deputy PVC signature | Date |
| **I confirm that I have seen this report and had the opportunity to comment on it:** | |
| Member of staff | Date |

Promotions will be announced as soon as the recommendation has been confirmed by the Central Academic Promotions Panel, with promotion taking place with effect from the published date.

Effective scale point is: 48 (or one additional increment if current scale point is 48/49).

**APPENDIX A: STANDARD TARGETS**

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| **EDUCATION EXPECTATIONS FOR PROGRESSION TO ASSOCIATE PROFESSOR** |
| To achieve progression to Associate Professor - in addition to continuing to meet the Education requirements for an Exeter Academic at Senior Lecturer level - you will be expected to make a significant contribution to the leadership and management of the development of teaching and learning strategies and academic standards for the Faculty and subject area.  The following examples are intended to provide an indication of the range of evidence that may be taken into account. Senior Lecturers are not expected to have undertaken all of these activities - we recognise that, as your career develops, you will demonstrate excellence in some of these areas which complements the strengths of your colleagues in your discipline and Faculty. Your academic manager will discuss the appropriate expectations with you. |
| * evidence of outstanding teaching in your field potentially at national level; |
| * lead University wide initiatives related to Education and Scholarship (eg developing market led PGT programmes that are attractive internationally); |
| * lead cross-Faculty activities to enhance the broader student experience; |
| * collaborate in University wide initiatives to enhance Student Support; |
| * take a leading role in University procedures relating to student support and disciplinary processes; |
| * lead external accreditation by professional bodies; |
| * take a major role in creating and implementing policy related to quality and standards; |
| * champion an integrated approach to academic practice at institutional level with regard to teaching; |
| * be the primary author of internationally recognised learning resources; |
| * develop professional courses with the NHS or other professional bodies; |
| * National Teaching Fellow Status (or application for this as evidenced by University selection process and award of University Teaching Fellowship in recognition of quality of application); |
| * Award of HEA Senior Fellowship via our ASPIRE programme. |

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| **RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE EXPECTATIONS FOR PROGRESSION TO ASSOCIATE PROFESSOR** |
| The research and impact expectations of a Senior Lecturer aspiring to progression to Associate Professor build upon the research requirements for an Exeter Academic at Senior Lecturer level. To achieve progression to Associate Professor – in addition to continuing to meet the Research and Impact requirements for progression to Senior Lecturer - you will be expected to demonstrate that you are developing as a major authority in your subject with an international reputation. In particular, the following evidence will be taken into account: |
| * Research outputs: a continued record of high quality research publications that are recognised as internationally excellent or world leading with a consideration of originality, rigour and significance, a useful example of criteria might be the REF guidelines3,4). World leading publications will continue to be the goal; |
| * Research Awards: to be considered for progression to Associate Professor, you will be expected to demonstrate a sustained and rising trajectory of research grant income well above the expectations of a Senior Lecturer. The Faculty Executive will determine the income target figure for each discipline taking account of benchmark competitor data. The   income target figure for each discipline will be reviewed annually by the Faculty Executive. |

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| This will be calibrated for you each year and discussed with you in your annual review so that the standards you must achieve are clear. Only research funding and outputs achieved since promotion/appointment to Senior Lecturer will be taken into account when considering progression to Associate Professor; |
| * Research impact and engaged research: lead knowledge exchange or impact-focused activities or engaged research (including consultancy, intellectual property, commercialisation through licenses and spin-outs and regional knowledge exchange projects, or working with non-academic partners such as user communities, members of the public, public, private or voluntary sector organisations, industry). This might be demonstrated by significant income generation, jointly authored papers, external investment raised, patents or other rights secured or other indicators relevant to the discipline. These might be activities with significant and specific planned knowledge exchange or impactful outcomes and/or a focus on evidence collection to develop case studies of significance and reach; |
| * PhD student and Research Fellow supervision; |
| * other esteem indicators - for example, leadership of research teams in the University, leadership of major research initiatives beyond the University, editorial responsibilities, management role in a professional body, significant role in international research networks, invitation to give keynote presentations at prestigious conferences; |
| * significant contribution to the development and clarification of research strategy for the Faculty and subject area; |
| * mentoring and developing other researchers in the Faculty; |
| **ACADEMIC LEADERSHIP EXPECTATIONS FOR PROGRESSION TO ASSOCIATE PROFESSOR** |
| For progression to Associate Professor, you will be expected to be undertaking significant academic leadership as evidenced by at least one of the following or similar/higher level activity: |
| * leadership and management of a unit or a significant area of activity within the University; |
| * management of significant income-generating programmes and/or leadership of collaborative partnerships; |
| * evidence of contributing to Faculty and University International partnerships; |
| * evidence of developing significant industrial or third sector connections; |
| * effectively carrying out the role of Senior Tutor; |
| * effectively carrying out the role of Programme Coordinator; |
| * effectively developing a new programme at undergraduate or postgraduate level; |
| * effectively carrying out a significant administrative role within the Faculty, for example taking a lead responsibility for employability, widening participation, internationalisation, knowledge exchange and impact etc. |
| * effectively carrying out major and prestigious education leadership roles in external contexts. |

The examples above are indicative. It is recognised that you may not have the opportunity to undertake all of the examples given. Your academic manager will discuss the appropriate expectations with you.1

1. The REF2021 output assessment criteria can be found here https://[www.ref.ac.uk/media/1092/ref-2019\_01-guidance-on-](http://www.ref.ac.uk/media/1092/ref-2019_01-guidance-on-) submissions.pdf p.84. Please note that the University is committed to ensuring the output criteria continue to be relevant.
2. The quality of outputs will be assessed by internal review.