

Guide to grading and progression/promotion for staff in the Education & Research job family – PDP scheme (pre April 2016)

Please note that from 1st April 2016 the Exeter Academic web site should be used for new Lecturers and those Lecturers that have chosen to move to the new PDP scheme. These criteria and process are to be used for those appointed before this time. If you are unsure which scheme you are on please contact your HRBP.

Professional Development Programme for Lecturers in the Education and Research job family (pre April 2016)

About the PDP

Lecturers in the Education and Research job family at the University of Exeter are initially appointed to a Professional Development Programme (PDP) of up to five years and their appointment and progression to Senior Lecturer status will be confirmed upon successful completion of the programme.

First Appointment: Lecturer

The entry level is Lecturer at grade F, subject to the Professional Development Programme (PDP) of up to five years. The 'stream' which is applicable to the appointment (ie Humanities, Social Sciences, Sciences or Drama) and any specific targets must be confirmed in writing with the new appointee.

Normally, appointments will be made at the first point of the grade F scale (point 32). However, a higher starting point within grade F may be agreed following interview and with the approval of the College Pro-Vice-Chancellor and the HR Business Partner, to recognise previous experience and achievements. In such cases, the PDP will remain at 'up to five years' and the member of staff will only progress to grade G when they have satisfied the PDP targets.

The College Pro-Vice-Chancellor (or their nominee) will meet with each new Lecturer shortly after their appointment to clarify and confirm their PDP goals and objectives, unless their PDP targets were specifically finalised and agreed at interview.

Details of each Lecturer's personal goals and objectives under PDP will be issued as part of their contract of employment. The attached framework shows the minimum requirements for the successful completion of PDP. All staff will be reviewed against the following four criteria:

- research,
- teaching,
- business and community relations, and
- administration/management (including teamwork and collegiality).

The requirements under the research criteria may vary according to the academic area of study (academic stream), eg Humanities, Social Sciences, Science or Drama.

Under each criterion, the standards of attainment expected for successful completion of the PDP are detailed. The University will look for evidence of sustained performance through the annual Professional Development Review (PDR) process along with formal reviews of the interim and final PDP standards. Formal reviews will be undertaken by the College Pro-Vice-Chancellor (PVC).

In addition, each new Lecturer will be assigned an academic mentor (usually known as an Academic Lead) by their College Pro-Vice-Chancellor. The mentor will meet with the Lecturer within the first three months of their appointment

to agree a structured programme of professional development. They will meet the Lecturer regularly to ensure that they are receiving the appropriate levels of support to enable them to become fully effective in the role.

Completion of the PDP will include the [Professional Certificate of Academic Practice](#) (PCAP) which provides eligibility for Fellowship of the Higher Education Academy.

The University will undertake a formal interim review of the Lecturer's progress after approximately three years following the commencement of the appointment and if the Lecturer's progress is deemed to be satisfactory and they have satisfied the appropriate PDP targets they will be awarded an additional increment.

Progression to Grade G: Senior Lecturer

Where a Lecturer has satisfied the interim (three year) and final (five year) PDP targets during their employment with the University of Exeter (eg research achievements are based on work undertaken at the University of Exeter), so that sustained performance is demonstrated (normally over a period of two or more years), the University will fast-track their progression/promotion to Senior Lecturer (grade G).

Normally a minimum period of two years' service with the University of Exeter is required before fast-tracking will be considered.

A further, final review will be undertaken by the University approximately five years following the commencement of the appointment. Subject to continued satisfactory performance and meeting the appropriate PDP targets the Lecturer's appointment will be confirmed

Where there is a recommendation to confirm appointment and therefore progression to Senior Lecturer, the PVC will take the College's recommendation to the Vice-Chancellor's Executive Group for approval.

If VCEG approves the recommendation the Lecturer's appointment will be confirmed and they will be promoted to the grade of Senior Lecturer (Grade G).

In the event that the Lecturer does not meet the standards expected by the University, the University will follow the procedure for non-confirmation and dismissal within the probationary period detailed in the [Terms and Conditions of Employment](#). This can be done at any time during the probationary period.

Salary progression during the PDP

Subject to satisfactory performance, the Lecturer will receive an annual increment in Grade F each 1 August (subject to the appointment commencing on or before the preceding 1 February) including progression through the contribution range in Grade F. The performance-related progression following the interim and final review replaces the use of the contribution range for other categories of staff under the University's Rewarding Performance policy.

Following a satisfactory interim review, the Lecturer will be paid an additional increment in the Grade F range (subject to their salary being below the top point of the Grade F range at that time) effective from the third anniversary of their appointment as a Lecturer.

Following a satisfactory final review, the Lecturer will move to the first point of Grade G (point 39) (or to point 40 if they are being paid at the top of Grade F), effective from the fifth anniversary of their appointment as a Lecturer.

Where an 'interim' or 'final' review is submitted by the College to Human Resources after the appropriate anniversary, the award of an additional increment or progression to Grade G and Senior Lecturer will be effective from the first day of the month following receipt of the College's submission by Human Resources, unless the Director of HR Services agrees the award should be backdated.

Although such cases are expected to be rare, the University reserves the right to withhold incremental progression in the case of unsatisfactory performance. Before a decision is taken to withhold an additional increment following the 'interim review', the Lecturer will be advised in person of the reasons for this and the development plan which will be implemented to address these reasons and the expected performance improvements. Following the meeting, the Lecturer will receive confirmation in writing. The Lecturer may appeal this decision through the staff [Grievance Procedure](#).

Part-time appointments

For part-time appointments, while the length of the PDP will remain at five years, a variation of the targets may be agreed which account for the part-time nature of the employment; any variation will modify the quantity of the target outcomes, but not the quality.

Fixed-term appointments

The PDP applies to both open-ended Lecturer appointments and fixed term appointments, to ensure that the progress and performance of fixed term Lecturers is assessed against the same standards and expectations which apply to open-ended Lecturers.

In the case of a fixed term appointment which extends beyond three years, an interim report will be submitted to the University and if the Lecturer's progress is deemed to be satisfactory they will be awarded an additional increment.

An extension to the fixed term appointment, or appointment to an open-ended Lectureship, will only be considered if the Lecturer is making progress consistent with the appropriate PDP targets.

If the Lecturer is subsequently appointed to an open-ended Lectureship, then their service under the PDP from their date of appointment will be taken into account.

Absence during the PDP

Where a Lecturer is absent during the PDP period, for example, on account of family friendly leave or extended sick leave or other leave of absence, the University reserves the right to agree an extension to the PDP period (including the dates of review). This decision will be made by the relevant PVC following consultation with the relevant HR Business Partner.

In such circumstances, as part of the Lecturer's return to work arrangements, a meeting will take place to discuss rescheduling the PDP. Revised review dates will be agreed for the assessment of interim and final standards as appropriate. Any entitlement to additional increments will be paid from the date it is agreed the standards have been met. Any variation to the targets originally agreed will modify only the quantity of the target outcomes, and not the quality of outcomes.

Early completion of PDP

The PDP has been designed to give Lecturers up to five years to achieve the specified targets. In some cases Lecturers may complete the interim (three year) or final (five year targets) earlier than anticipated. Where there is an early 'interim' or 'final' review and progress is deemed by the University to be satisfactory, the Lecturer will be awarded an additional increment effective from the 1st day of the month following receipt of the College's submission by Human Resources.

Humanities stream

Applies to staff in the following Colleges:

- College of Humanities
- College of Social Sciences and International Studies
- University of Exeter Medical School

Social Sciences stream

Applies to staff in the following Colleges:

- College of Humanities
- University of Exeter Business School
- College of Social Sciences and International Studies
- College of Life and Environmental Sciences
- University of Exeter Medical School

Science stream

Applies to staff in the following Colleges:

- College of Life and Environmental Sciences
- College of Engineering, Maths and Physical Sciences
- University of Exeter Medical School

Drama stream

Applies to staff in Drama in the College of Humanities

Professional Development Programme: Humanities stream

At the end of three years, you will be expected to:

Research

Either

- Complete a monograph or equivalent and submit to a recognised academic (or appropriate) publisher.

OR

- Publication (or acceptance for publication) of at least two research articles (single authored or first authored) in journals agreed with the College Director of Research (DoR).
- Presentation of at least one piece of work developed at the University of Exeter at a major academic conference.

Teaching

- Receive satisfactory peer and student feedback with evidence of excellence in some areas.
- Achieve HEA Fellowship by undertaking the [University Postgraduate Certificate in Academic Practice \(PCAP\)](#) development programme.
- Take part in requisite design, review and QA processes.
- Increase teaching commitments to College average.

Business and community relations

- Initiate and participate in outreach activities in accord with the University's external affairs and international strategies as indicated in the College's plans.

Management and administration

- Make an effective contribution to management and administration within the College.

At the end of five years, you will be expected to:

Research

- Have produced at least four pieces of work (single authored or first authored) - including the pieces referred to above - at least two of which are assessed by the University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.
- Secure research funding at a level consistent with the College FTE income target.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.
- Presentation of at least one piece of work developed at the University of Exeter at a major academic conference.

Teaching

- Assume the role of Module Leader.
- Effectively contribute to teaching and learning programmes in the College, as evidenced by satisfactory peer and student feedback with evidence of excellence in some areas.

- Effectively supervise postgraduate research students.

Business and Community Relations

- Make a significant contribution to outreach activities at a level consistent with the College's Business Plan targets.

Management and administration

- Make an effective significant contribution to the management and administration of the College, in line with the College's workload model.
- Participate in wider professional activities such as LTSNs, meetings of professional/ subject organizations, etc.
- Mentor colleagues/GTAs.

Professional Development Programme: Social Sciences stream

At the end of three years, you will be expected to:

Research

- Secure research funding

AND

Either

- Complete a monograph and submit to a recognised academic (or appropriate) publisher.

Or

- Publication (or acceptance for publication) of at least three research articles (single authored or first authored) in journals agreed with the College Director of Research (DoR).
- Presentation of at least one piece of work developed at the University of Exeter at a major academic conference.

Teaching

- Receive satisfactory peer and student feedback with evidence of excellence in some areas.
- Achieve HEA Fellowship by undertaking the [University Postgraduate Certificate in Academic Practice \(PCAP\)](#) development programme.
- Take part in requisite design, review and QA processes.
- Increase teaching commitments to College average.

Business and Community Relations

- Initiate and participate in outreach activities in accord with the University's external affairs and international strategies as indicated in the College's plans.

Management and administration

Make an effective contribution to management and administration within the College.

At the end of five years, you will be expected to:

Research

- Have produced at least four pieces of work (single authored or first authored) - including the pieces referred to above - at least two of which are assessed by the University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.
- Secure research funding at a level consistent with the College FTE income target.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.
- Presentation of at least one piece of work developed at the University of Exeter at a major academic conference.

Teaching

- Assume the role of Module Leader.
- Develop a range of different modules, either for sole delivery or as part of a team.
- Internal examiner for higher degree.
- Effectively contribute to teaching and learning programmes in the College, as evidenced by satisfactory peer and student feedback with evidence of excellence in some areas.
- Effectively supervise postgraduate research students.

Business and Community Relations

- Make a significant contribution to outreach activities at a level consistent with the College's Business Plan targets.

Management and Administration

- Make an effective significant contribution to the management and administration of the College, in line with the College's workload model.
- Participate in wider professional activities such as LTSNs, meetings of professional / subject organizations, etc.
- Mentor colleagues / GTAs.

Professional Development Programme: Sciences stream

At the end of three years, you will be expected to:

Research

See targets for:

- Engineering, Computer Science and Mathematics
- Psychology
- Sport & Health Sciences
- Physics
- Biosciences

- Geography, Archaeology and Earth Resources
- University of Exeter Medical School

*** The number will be specified by the College prior to appointment, recognising the requirements of the specialist area of research**

Teaching

- Receive satisfactory peer and student feedback with evidence of excellence in some areas;
- Achieve HEA Fellowship by undertaking the [University Postgraduate Certificate in Academic Practice \(PCAP\)](#) development programme;
- Take part in requisite design, review and QA processes;
- Increase teaching commitments to College average.

Business & Community Relations

- Initiate and participate in outreach activities in accord with the University's external affairs and international strategies as indicated in the College's plans

Management & Administration

- Make an effective contribution to management and administration within the College

At the end of five years, you will be expected to:

Research

See targets for:

- Engineering, Computer Science and Mathematics
- Psychology
- Sport & Health Sciences
- Physics
- Biosciences
- Geography, Archaeology and Earth Resources
- University of Exeter Medical School

*** The number will be specified by the College prior to appointment, recognising the requirements of the specialist area of research**

Teaching

- Assume the role of Module Leader;
- Internal examiner for higher degree.
- Effectively contribute to teaching and learning programmes in the College, as evidenced by satisfactory peer and student feedback with evidence of excellence in some areas.
- Effectively supervise postgraduate research students.

Business & Community Relations

- Make a significant contribution to outreach activities at a level consistent with the College's Business Plan targets.

Management & Administration

- Make an effective significant contribution to the management and administration of the College, in line with the College's workload model
- Participate in wider professional activities such as LTSNs, meetings of professional/ subject organizations, etc.
- Mentor colleagues/GTAs

Science Research Targets

Engineering, Computer Science and Mathematics

At the end of three years, you will be expected to:

- Publication of at least * articles, in which the new Lecturer is the principal author, in journals agreed with the College Director of Research (DoR).
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.
- External funding: make on average one research application per year, as the Principal Applicant, to a relevant external funding body (Research Councils, Royal Society, EU etc.).
- Presentation of at least one piece of work at a major academic conference of international standing.

At the end of five years, you will be expected to:

- Have produced at least four pieces of work (as the principal author) - including the pieces referred to above - at least two of which are assessed by the University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.
- Secure research funding at a level consistent with the College FTE income target.

Psychology

At the end of three years, you will be expected to:

- Publication (or acceptance for publication) of at least * articles in journals agreed with the College DoR: at least two of these should be the principal author.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.
- External Funding: Obtaining at least one research grant (as main or co-applicant)
- Presentation of at least one piece of work at a major academic conference of international standing.

At the end of five years, you will be expected to:

- Have produced at least four pieces of work (as the principal author) - including the pieces referred to above - at least two of which are assessed by the University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.
- Obtain a second research grant (not essential if the earlier grant was a three year award)

Sport and Health Sciences

At the end of three years, you will be expected to:

- Publication of at least * articles, in which the new Lecturer is the principal author, in journals agreed with the College DoR.

- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow
- External funding: Show evidence of seeking funding through external grant applications.
- Presentation of at least one piece of work at a major academic conference of international standing.

At the end of five years, you will be expected to:

- Have produced at least four pieces of work (as the principal author) - including the pieces referred to above - at least two of which are assessed by the University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.
- Secure research funding at a level consistent with the College FTE income target.

Physics

At the end of three years, you will be expected to:

- Publication of at least * articles, in which the new Lecturer is the principal author, in journals agreed with the College DoR.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.
- External Funding: make at least 3 substantial research applications AND achieve a major grant.
- Presentation of at least one piece of work at a major academic conference of international standing.

At the end of five years, you will be expected to:

- Have produced at least four pieces of work (as the principal author) - including the pieces referred to above - at least two of which are assessed by the University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.
- Secure research funding at a level consistent with the College FTE income target.

Biosciences

At the end of three years, you will be expected to:

- Publication of at least two articles, in which the new Lecturer is the principal author, in journals agreed with the College DoR.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.
- External funding: make at least three substantial research applications AND achieve a significant grant.
- Presentation of at least one piece of work at a major academic conference of international standing.

At the end of five years, you will be expected to:

- Have produced at least four pieces of work (as the principal author) - including the pieces referred to above - at least two of which are assessed by the University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.
- Secure research funding, from a peer-reviewed source agreed with the College DoR at a level consistent with the College FTE income target.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.

Geography, Archaeology and Earth Resources

At the end of three years, you will be expected to:

- Publication of at least * articles, in which the new Lecturer is the principal author, in journals agreed with the College DoR.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.
- External Funding: make at least three substantial applications as principal investigator or co-investigator to Research Councils or equivalent external funding bodies.
- Presentation of at least one piece of work at a major academic conference of international standing.

At the end of five years, you will be expected to:

- Have produced at least four pieces of work (as the principal author) - including the pieces referred to above - at least two of which are assessed by the University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.
- Secure research funding, from peer-reviewed sources, at a level consistent with the College FTE income target.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.

University of Exeter Medical School

At the end of three years, you will be expected to:

- Publication of at least * articles, in which the new Lecturer is the principal author, in journals agreed with the College DoR.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.
- External funding: make at least three substantial applications as principal investigator or co-investigator to Research Councils or other major external funding bodies eg. major charities who are members of Association of Medical Research Charities and / or the Department of Health and achieve a grant that would support a substantial piece of work leading to publication rather than pilot or pre protocol work often funded by minor charities.
- Presentation of at least one piece of work at a major academic conference of international standing.

At the end of five years, you will be expected to:

- Have produced at least four pieces of work (as the principal author) - including the pieces referred to above - at least two of which are assessed by the University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.
- Secure research funding, from peer-reviewed sources, at a level consistent with the College FTE income target.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.

*** The number will be specified by the College prior to appointment, recognising the requirements of the specialist area of research.**

Professional Development Programme: Drama stream

At the end of three years, you will be expected to:

Research

Either

- Complete a monograph and submit to a recognised academic (or appropriate) publisher.

OR

- Complete one major/substantive practice-based research project formulated in relation to one or more specific research questions, setting out and accomplishing an appropriate means of documentation designed at the outset for the project.

OR

- Publication (or acceptance for publication) of at least two research articles (single authored or first authored) in journals or multi-author volumes agreed with the College Director of Research.

OR

- Completion of two smaller-scale pieces of practice-based research formulated in relation to a specific research question, setting out and accomplishing for each an appropriate means of documentation designed at the outset of each project.
- Presentation of at least one piece of work developed at the University of Exeter at a major academic conference or composition forum/public performance.

Teaching

- Receive satisfactory peer and student feedback with evidence of excellence in some areas.
- Achieve HEA Fellowship by undertaking the [University Postgraduate Certificate in Academic Practice](#) College Pro-Vice-Chancellor (PCAP) development programme.
- Take part in requisite design, review and QA processes.
- Increase teaching commitments to College average.

Business and Community Relations

- Initiate and participate in outreach activities in accord with the University's external affairs and international strategies as indicated in the College's plans.

Management and Administration

- Make an effective contribution to management and administration within the College.

At the end of five years, you will be expected to:

Research

- Have produced at least four pieces of work, one of which may be a monograph or equivalent (single authored or first authored) - including the pieces referred to above; at least two of which are assessed by the

University as being at or above 'international excellence' with the others graded at least 'recognised internationally'.

OR

- Completion of a series of major/substantive practice-based research projects, formulated in relation to one or more specific research questions, setting out and accomplishing an appropriate means of documentation designed at the outset for the project—at least one of which shall be the equivalent of a monograph.

AND

- Secure research funding at a level consistent with the College FTE income target.
- Supervise or act as co-supervisor of at least one postgraduate research student or Associate Research Fellow.
- Presentation of at least one piece of work developed at the University of Exeter at a major academic conference, performance forum or public performance.

Teaching

- Assume coordinator role for at least one module.
- Effectively contribute to teaching and learning programmes in the College, as evidenced by satisfactory peer and student feedback with evidence of excellence in some areas.
- Effectively supervise postgraduate research students.

Business and Community Relations

- Make a significant contribution to outreach activities at a level consistent with the College's Business Plan targets.

Management and Administration

- Make an effective significant contribution to the management and administration of the College, in line with the College's workload model.
- Participate in wider professional activities such as LTSNs, meetings of professional / subject organizations, etc.
- Mentor colleagues/PTAs.