

THE UNIVERSITY OF SUSSEX
(d) Career Progress

Academic Faculty

There is an annual cycle for promotions for all levels of academic faculty, with the exceptions given in the next paragraph. The timetable is published annually on the web and can be also obtained from the Human Resources Division.

Submissions for confirmation of appointment at the end of probation, and for Professorial titles can be made throughout the year as detailed below in Sections 1 and 3 respectively.

The procedures set out in this publication shall operate in all University of Sussex Schools. Where any procedures are impracticable in an academic unit then the Deputy Vice-Chancellor shall have the authority to amend the detail of the procedures so as to make them workable.

1. PROCEDURES RELATING TO THE CONFIRMATION AND TERMINATION OF PROBATIONARY APPOINTMENTS

- a) This section is supplementary to references to Probation in the Terms and Conditions of Employment and should be read in conjunction with references

- vii) has engaged effectively in external networks, either in relation to the subject, or with external partners to further the objectives of the

submitted to the Deputy Vice

Vice-Chancellor; and a member of the appellant's Department chosen by the Department meeting without student representatives, who will be at a grade higher than the appellants.

- iv) The following may also attend meetings of the Appeal Committee for the purpose of hearing all submissions and of commenting on them: the appellant; (if the appellant wishes) a person chosen by him or her; and the Chair of the Promotions Board which reached the contested decision.
- v) The Appeal Committee shall have access to all material available to the appropriate Promotions Board, and references supplied in confidence will remain confidential to the Appeal Committee.
- vi) It will reach its decision after all those who are not members have withdrawn. Its decision shall be final, subject to confirmation by the Vice-Chancellor on behalf of the Senate and Council.

2d. Title of Reader

- i) Proposals for such recommendations may be made to the Academic Promotions Advancements and Titles Committee by Deans, where the candidate is already at Senior Lecturer Grade, or by the SPB,

case of clinical academics, discretionary increments will be dealt with under iv) below

- ii) Such awards will be granted in cases of special ability or special responsibilities to reward those whose performance and contribution was **outstanding**, and to allow the needs of particular disciplines to be met.
- iii) Professorial salaries will be reviewed annually by the Remuneration and Review Committee, following recommendations from the Vice Chancellor following consultation as appropriate.
- iv) Clinical Excellence Awards for Clinical Academic staff will be reviewed in conjunction with the current NHS scheme for additional reward, using the protocol agreed by the university for staff of BSMS.

5. INFORMATION TO BE US

- a) the names and contact details of three independent referees OR Written references (where relevant) from referees or assessors.
 - b) Written assessments by the Head of Department. In the case of submission for the title of Reader, written assessments also from the Dean, and in addition, for promotions to professorships such assessments will include at least two others from existing Professors in cognate subjects. Such assessments should be structured so as to cover such matters as teaching (load, spread, ability), academic and, where appropriate, other administration, any general contributions to the life of the University, research and publications, professional standing and external references (where relevant).
- C. Any supporting statement the member wishes to make available, e.g. an agreed summary of the appraisal record.

CRITERIA FOR THE APPOINTMENT AND PROMOTION OF ACADEMIC FACULTY

TEACHING FACULTY APPENDIX 1

1 GENERAL

- 1.1 Initial placement on the appropriate scale will take into account qualifications and experience. Market considerations may, in some fields, dictate a higher placing than would normally have been expected.
- 1.2 Teaching faculty promoted from one grade to another will be placed on the minimum point of the higher grade or one incremental point above that already reached on the lower grade, as appropriate.
- 1.3 It is not necessary for every criteria set out below for a particular grade to be met to enable an appointment to be made or a promotion to be agreed. It is, however, expected that most will be met.

- 1.4 most of the criteria on the scale must be met (see Appendix 1) including those for successful completion of probation at 1b) above.

- A first degree and normally a PhD, or equivalent scholarly or relevant professional activity
- Active engagement in teaching and learning, including course design and assessment, with an understanding of appropriate pedagogy in the subject area demonstrated by the inclusion in the submission of a teaching portfolio
- Demonstrated progress in research and scholarly activity typically evidenced by publications;
- Demonstrated progress in making applications for funding; in initiating or developing contacts with partners outside of the university; and in wider involvement in the subject area
- Contribution to duties in the department or unit

LECTURER TO SENIOR LECTURER

Senior Lecturer is the Career grade for teaching faculty. In considering

relation to all of the criteria below, but the Committees may, at their discretion, recommend promotion for exceptional achievement in only one or two of the criteria.

- *Significant* contribution to teaching and learning, including in areas of delivery and assessment; typically evidenced by positive peer and student evaluation and by production of a reflective teaching portfolio
- Evidence of successful curriculum design or re-design
- A national and/or international reputation in the field of study, typically evidenced by a monograph; by book chapters; by text books; by publications in refereed journals of high quality; by successful application for research funding; and by the supervision of research students
- Pro-active contribution to the unit, Department or School
- Demonstrated contribution to raising the university's profile through external networks in the subject or professional area and/or through the creation and development of commercial/industrial partnerships

AND FOR CLINICAL ACADEMICS:

- Will have their CCST, or be within three months of achieving it
- OR
- will have evidence of comparable achievement acceptable to the GMC
- OR
- JCPTGP certification or certificate of equivalent experience

READER

The title of Reader may be awarded to members of teaching faculty on any scale, but it is most usually used at Senior Lecturer level. The title is awarded as a mark of personal distinction for an important contribution to the advancement o

- **Research:** Candidates will have a record of substantial publications; and a sustained and independent research reputation, acknowledged nationally and internationally (if necessary demonstrating an individual role in collaborative research). Important contributory evidence may come from such areas as the ability to attract research grants, contracts and/or consultancies and successfully to supervise doctoral students.
- **Teaching and Learning:** The Committee will look for evidence (from the self- evaluation of teaching and learning provided by the candidate and from statements consequent upon internal consultation) of quality in teaching and learning; of

thoughtful and effective innovation in the development of new courses and/or programmes; and of leadership in the promotion of teaching and learning in the subject.

PROFESSOR

In considering promotions to professorships, the paramount objective of the University is to ensure that promotion is made on merit. The University requires evidence of exceptionally high academic standing and will give consideration both to 'internal' criteria (e.g. teaching and academic administration) and to 'external' criteria (e.g. research and professional standing).

Candidates for promotion to a Professorship will be expected to have made a broad, sustained contribution to their field and discipline nationally and internationally, and normally to have achieved exceptional performance in research. Demonstrated leadership in the development of teaching in their subject and field may play a dominant part in a case. Service to their subject, to the University and to higher education in administrative or research capacities may contribute to the case.

- **Service and Administration:** The Committee will wish to see evidence of significant contributions to the work of the Subject and School and to the needs of the institution as a whole. Undertaking major administrative tasks within the University and/or fostering the cause of the subject and of the University by accepting tasks such as service on relevant national, regional or local bodies will also be taken into consideration.

RESEARCH FACULTY APPENDIX 2

1 GENERAL

- 1.1 The salary scales, in ascending order, and job titles associated with research staff are as follows:

Grade 1B Research Officer
 Grade 1A Research Fellow
 Grade II Research Fellow
 Grade III Senior Research Fellow
 Grade IV Professorial Fellow

(In the case of staff appointed to the Science and Technology Policy Research Unit, *Research* is exceptionally omitted from the title.)

Grades 1B, 1A and II cover the extent of the Lecturer A and B salary scales. Grade III coincides with the salary scale for Senior Lecturers and Readers. Grade IV is equivalent to the salaries of Professors.

- 1.2 Initial placement on the appropriate scale will take into account qualifications and experience. Market considerations may, in some fields, dictate a higher placing than would normally have been expected.
- 1.3 Research staff promoted from one grade to another will be placed on the minimum point of the higher grade or one incremental point above that already reached on the lower grade, as appropriate.
- 1.4 The appointment or promotion of research staff is contingent on the availability of funding.
- 1.5 It is not necessary for every criteria set for a particular grade to be met to enable an appointment to be made or a promotion to be agreed. It is, however, expected that most will be met.
- 1.6 AETeach level, the criteria include those described in previous levels.
- 1.7 Where a member of staff is part-time, the contribution on which they are considered will be appropriately pro-rated
- 1.8 The university of Sussex is wholly supportive of and sees this document as a key contributor to its implementation of the Research Concordat 1996

2 RESEARCH OFFICER, GRADE IB

4 RESEARCH FELLOW, GRADE II

awarding bodies, services for learned societies), industrial collaboration, external DPhil examining, invitations to speak at national and international meetings.

- Evidence of success

- Commitment to the broader work of the University and Higher Education generally reflected, for example, through taking on major administrative tasks or serving on committees and working parties.
- Evidence of successful engagement in teaching or supervision

ADMINISTRATIVE FACULTY, LIBRARY FACULTY AND OTHER RELATED FACULTY

The following procedures relating to the career progress of members of the administrative faculty, library faculty and other related faculty are hereby published.

The definitions given in the Conditions of Service of Faculty also apply to this document. In addition, 'Office Head' means the administrator responsible to a senior officer for the office or unit or section in which the member works.

1. PROCEDURES RELATING TO THE CONFIRMATION AND TERMINATION OF PROBATIONARY APPOINTMENTS

- a) This section is supplementary to paragraphs 30 and 31 of the Conditions of Service of Faculty, and should be read in conjunction with them. In this section, a

