

University of St Andrews

Academic Promotions 2024

Frequently Asked Questions by applicants

The following guidance provides an overview of key issues to be mindful of when considering submitting an application for promotion.

Changes being implemented for the 2024 Promotions round are:-

- **Reapplying in a subsequent year**

We are returning to the previous rule where *only in exceptional circumstances* are individuals permitted to submit another application in the year following an unsuccessful application. Any applicant wishing to reapply the year after an unsuccessful application must obtain authorisation from the Master. **This will apply from next year, ie for the 2025 round**, to give applicants advance notification of this change. This means anyone unsuccessful in 2023 can resubmit in 2024 provided they are able to demonstrate significant and relevant new achievements and have adhered to the feedback received following their unsuccessful application.

- **Multi Disciplinary applicants**

Geography and Sustainable Development remains the only School where applicants have the option to be considered by either the Arts or Science panel (due to the differing nature of the research undertaken). Any other applicant working across a multi discipline area can ask for their application to be considered by an alternative panel. Please note, any applicant wishing to be considered by a different panel must seek approval from the Master in advance of submitting their application.

- **Individual Circumstances**

During the 2021/2022/2023 promotions rounds, a specific opportunity was provided for candidates to highlight any circumstances associated either with the pandemic or with the BMS fire. Applicants will continue to be invited to draw to the attention of the panel ways in which their individual circumstances have affected their output/level of duties and to declare any significant periods of “time out” that may be relevant to their career. However, specific reference to the pandemic/BMS fire has been removed.

This information will be shared with the Promotions panel automatically. If you are happy for the information to be shared with your Head of School / Referees / External Assessors, you are asked to **consent to us sharing this information**. The Individual Circumstances form requires you to tick the relevant box(es) to **confirm your consent**. If you leave the boxes blank, we will **not** share any information with your Head of School / Referees / External Assessors.

- **Promotion to Grade 6 – Research Fellow**

We are opening up the promotions process to include anyone seeking progression to Research Grade 6. Previously the progression route for a Grade 5 Research Assistant was via Grading Review. The route will now be via the Promotions process.

Anyone seeking progression to Grade 6 Research Fellow will be asked to provide details of two referees; one referee must be external to the University; the other referee can be an internal referee.

- **Eligibility to apply if on a fixed term contract**

Applicants who are on a fixed term contract **which is due to end prior to 1 August (the date any promotion is effective from)** are eligible to apply if they meet the criteria for the level of promotion sought on condition their fixed term contract does not end before the date of the promotions panel meeting.

Frequently Asked Questions

How long do I need to be in post before I can apply?

You need to have been in your **current** post for at least two years before an application for promotion is made, unless there are justified exceptional circumstances. Where you believe there to be exceptional circumstances, please provide HR with a note of these and they will contact the Master to see if permission to apply will be granted based on these exceptional circumstances. Please note, only achievements while in post at St Andrews will be considered.

Can I apply in 2024 if I was unsuccessful in the 2023 promotions round

Individuals unsuccessful in 2023 will be permitted to reapply in 2024 if they feel they can demonstrate significant and relevant new achievements. In such circumstances, applicants are asked to update the Supporting Evidence Document submitted in 2023, noting they must clearly highlight* all changes (for example, by using coloured text or by separating out new developments) and provide a one page reflective narrative.

*** Applications which do not systematically highlight such changes will not be considered.**

I am funded externally (grant income) what happens if I am promoted?

Where the Promotions Panel agree to promote a member of staff supported by grant funding, it is the responsibility of the Head of School to seek the necessary additional funding from the appropriate external agency. If such funding is unavailable, the School will be required to meet the additional cost.

I am on a fixed term contract, what happens should I be promoted?

If your application is successful, you will be promoted and your end date will remain the same.

I am on probation, what happens should I be promoted?

If your application is successful, you will be promoted and the probationary period will remain in place.

If my application is unsuccessful will I receive feedback?

You will receive feedback in your outcome letter and are encouraged to discuss this with your Head of School and mentors in your discipline. For a future application, please ensure you refer to the feedback in your subsequent application, ie if the guidance provided was to wait till your monograph is out you should clearly demonstrate in your application that your monograph has been published/reviewed.

Do I require my Head of School's permission to apply?

You **must** discuss any proposed application with your Head of School in order that advice and guidance can be provided. Ideally, a draft application should be submitted to the Head of School for review by a gender-balanced group of senior members of the School prior to submission. Seeking advice and guidance from alternative mentors and peer networks is also encouraged. Please note your Head of School will be required to provide a confidential report to the Promotions Panel so they need to be fully briefed on your application.

How do I structure my Publication List?

Your Publication List **must** be in chronological order with your most recent publication first, including the percentage contribution.

I am awaiting the outcome of a publication, should I include this?

No. All publications must be in the public domain and, ideally, in the case of monographs, should have reviews available. Any publication not in the public domain, at the closing date, should **not** be included.

I have received various invites to attend conferences / present papers but have been unable to attend; do I refer to this?

Yes. You should include all invited talks (even those you were unable to attend).

In connection with Research grants and contracts, should I include both grants awarded and those applied for?

Yes. In addition to the grants you have been awarded, please also ensure you provide information relating to grant applications which you submitted but were not awarded.

How do I structure my application?

You need to clearly state the impact of your work / show external recognition. Clearly specify your contribution and leadership (this is especially relevant for higher level promotions). Set out your career progression since arriving at St Andrews. Try not to get too technical with your application, clearly set out what you do and what your achievements are. The Panel want to see a clear trajectory. If you are working in a niche area, you should clarify how this might make your profile different from the norm i.e. number of publications, types of publication, types of conference, number of experts in the world.

How do I best describe my teaching?

The Panel would like to see what you are doing differently. They would also like to see reflective teaching and evidence of where you are developing, enhancing and innovating your teaching. Colleagues are reminded that the University does not rely on MEQs alone as evidence of good teaching: candidates for promotion are encouraged to provide a variety of supporting material in addition to MEQs, such as self-reflection and peer feedback on their teaching. Guidance on how to interpret and use MEQ feedback is available via: - <https://www.st-andrews.ac.uk/assets/university/education/documents/academic-monitoring/meqs/how-to-interpret-and-use-meq-feedback.pdf>

Candidates on the Education track are expected to be providing a significant level of leadership in pedagogy and the organisation of teaching both within their own Schools and across the University, and such leadership should increase in measure as the promotion sought becomes more senior.

Applicants are also advised that, in addition to the criteria, evidence of collegiality is seen as a relevant factor in promotion at every level.

I am a Lecturer. If I apply for promotion to, say, Reader, and my application is unsuccessful, will I be offered promotion to Senior Lecturer?

The Panel will assess your application against the criteria applied for so if you apply for promotion to Reader this is the criteria they will assess your application against. Should they feel you do not meet the criteria for the level of promotion sought, your application will be deemed to be unsuccessful.

I am a Lecturer, can I apply for promotion directly to Professor or do I need to apply for Senior Lecturer first?

If you feel you meet the criteria set for Professor then you can apply for Professor. We would, however, ask you to note that the Panel will assess your application against the criteria applied for so if your application for Professor is unsuccessful, they will not then assess you for promotion to Reader or Senior Lecturer, etc.

Can I make the Panel aware of any Individual Circumstances?

You are invited to draw to the attention of the Panel ways in which your individual circumstances have affected your output/level of duties and to declare any significant periods of "time out" that may be relevant to your career history. Examples could be caring for children or other relatives; maternity leave or long term sickness. This information will be shared with the Promotions panel automatically. If you are happy for the information to be shared with your Head of School / Referees / External Assessors, you are asked to **consent to us sharing this information**. The Individual Circumstances form requires you to tick the relevant box(es) to **confirm your consent**. If you leave the boxes blank, we will **not** share any information with your Head of School / Referees / External Assessors.

Referees - Can I nominate a referee who works within the University?

For those seeking progression to **Grades 8 and 9**, both referees must be external to the University. Referees should be leaders in their field and at least one **must** be international. **Your PhD supervisor should not be nominated as a referee.**

For those seeking progression to **Grade 7**, both referees must be external to the University. Referees should be leaders in their field. **Your PhD supervisor should not be nominated as a referee.**

For those seeking progression to **Grade 6**, one referee must be external to the University; the other referee can be an internal referee. Referees should be leaders in their field. **Your PhD supervisor should not be nominated as a referee.**

Any advice on selecting my referees?

We recommend you choose your referees carefully, the more independent the more useful. They need to be able to comment on your work; they don't need to know you well.

Is there a limit on the number of people who can be promoted each year?

No. There is no quota system in place. If, after assessment, the panel feel an applicant meets the criteria for the level of promotion sought, the promotion will be confirmed.

I am considering changing from an Education and Research track to an Education track. Is this possible?

Yes this is possible. Your first step is to have a discussion with your Head of School as it must fit the strategic needs of the School.

When is the closing date for applications?

The closing date for applications is **Monday 5 February 2024 at midnight**. Any application received after this time will not be accepted.

Should you have any other queries, please do not hesitate to contact us:-

Email: promotions@st-andrews.ac.uk or Telephone: Ext 1999.

Human Resources
November 2023