

Procedure for progression from Lecturer to Senior Lecturer

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Procedure updated March 2004 following consultation with the unions

January 2017: terminology updated

February 2019: reviewed by HR; no changes made

February 2021: reviewed; no changes made

April 2022: terminology updated

1. Introduction

- 1.1 Lecturers who meet the relevant criteria outlined in this procedure, will be eligible to be considered for progression to the senior lecturer grade to take effect from 1st September (the normal incremental date for lecturing staff) after the respective progression panel has met. In order to progress from lecturer to senior lecturer, individuals must satisfy the criteria set out in this procedure.
- 1.2 In order that the progression procedures are implemented in a manner that ensures equality of treatment for all lecturers, it is essential that a uniform approach be applied across the University by heads / directors and the progression panel. Therefore, the following progression procedure for all lecturers eligible to be considered for progression to senior lecturer should be applied.

2. Eligibility

- 2.1 In order to be considered for progression, lecturers must satisfy all the criteria outlined below under points 2.1.1 to 2.1.4:
 - 2.1.1 Where responsibilities, teaching and related duties cover a significant amount of work at degree and/or postgraduate level (a significant amount shall normally be interpreted as at least 50% of the lecturer's work during the year in question, and shall be calculated as an average per annum over the immediately preceding three years, if this is more favourable to the lecturer), and
 - 2.1.2 The lecturer must be paid on spinal point 13 or above of the lecturer salary scale as at 1st September, i.e. the beginning of the academic year during which progression is being considered, and
 - 2.1.3 The lecturer must have completed at least one year's service on the 1st September when progression occurs, and;
 - 2.1.4 The lecturer must have satisfactorily completed their probationary period. Where the lecturer is considered for progression in their first year of service the head of school will need to review the progression criteria in conjunction with the lecturer's probationary service. Should there be any doubt that the probationary period will be completed satisfactorily by the end of the academic year in which progression is agreed, consideration of progression will be delayed until a decision about the probationary service is made. In cases where the probation period is not completed as a consequence of the probationary year being extended due to the unsatisfactory level of performance in post, consideration for progression will be

taken forward to the next academic year, subject to satisfactory completion of the extended probationary period.

Where the probationary period is not completed due to a reason other than unsatisfactory performance, the Human Resources Director will consider whether or not, in the circumstances, it is appropriate for progression to be considered for the relevant academic year (subject to the other progression criteria being met). The decision of the Human Resources Director in this respect will be final.

3. Process

3.1 At the beginning of each academic year, Human Resources will identify those lecturers eligible for progression and will notify heads accordingly. Human Resources will also notify the eligible lecturers individually and send them a copy of the procedure. After each Easter break, Human Resources will again contact the relevant heads of schools requesting the following written information prior to the progression panel meeting:

3.1.1 Progression report

A progression report will be submitted by the head of school giving their opinion about the lecturer's efficiency and competence, taking into account the performance of their duties as a whole. The statement of duties outlined in section 3.1.2 below should be attached as an appendix to the progression report.

In view of the difficulty of assessing efficiency and competency fairly and objectively, heads, in producing the progression report, should approach the report as systematically as possible. When considering the report, the head may wish to discuss aspects of the proposed report with the lecturer for clarification. The report of the head should address the following elements (where appropriate) in the report:

- knowledge of the subject appropriate to the current standards in the discipline,
- preparation for teaching duties,
- course development,
- supervision of student projects,
- engagement in research and/or scholarly activity,
- evidence of keeping in touch with research and developments in the discipline,

- evidence of familiarity with recent developments in learning and teaching methods and effectiveness in the classroom,
- discharge of administrative duties, and
- attraction of/applications for external funding.

The progression report must also contain a recommendation as to whether progression should take place or not.

3.1.2 Statement of duties

A statement of the duties which the lecturer is currently required to carry out (countersigned by the lecturer), must be appended to the progression report. The head, in drawing up the statement of duties of the lecturer, should include reference, where appropriate, to:

- lectures; tutorials; seminars; workshop, laboratory and studio practical work; field trips,
- placement organisation, visiting and supervision,
- supervision of research students,
- supervision of students on project work,
- pastoral care and study advice,
- course and curriculum development,
- invigilation and other forms of direct involvement in assessment, including marking,
- course administration and administration related to teaching duties,
- representing the University on external bodies - committee duties
- recruitment and admission of students, and
- any other duties which the head and lecturer agree to include.

The lecturer will have the right to see their respective progression report and appendices.

3.2 Progression panel

When the relevant information has been received for all the staff eligible to be considered for progression that particular year, a progression panel will be convened to assess each case. The panel will consist of the Deputy Vice-Chancellor (DVC) and the Human Resources Director. Each individual case for progression will be considered on the basis of the information contained within the respective report.

3.3 Notification of decision

Human Resources will notify each lecturer of their progression to senior lecturer with effect from 1st September of the relevant year. Human Resources will notify any unsuccessful progression candidates and inform them of their right to appeal against this decision (Section 5 refers).

4. Salary scales

Where it is decided that a lecturer will progress to the senior lecturer grade, the individual will be transferred on to the senior lecturer scale as though the scales were continuous as follows:

Lecturer spine point	Senior lecturer spine point
13	0
14	1
15	2

Progression to the senior lecturer grade will take place with effect from 1st September following the academic year during which progression was considered. Thereafter, the senior lecturer will receive annual increments each following 1st September until the maximum spinal point of that scale is reached.

5. Appeals

- 5.1 Where the decision is reached that a lecturer does not satisfy the criteria to progress to senior lecturer, Human Resources will notify the lecturer accordingly, together with an outline (confirmed by the DVC) of the reasons for the decision. The lecturer may then appeal against the decision in writing (to the Human Resources Director) within fifteen working days of the issue of the notification of non-progression. When requesting an appeal, the lecturer will be required to confirm the reason(s) why they wish to appeal. Should the lecturer wish to submit any further documentation to be considered at the appeal meeting, this should reach the Human Resources Director within three working days prior to the date of the appeal meeting. Similarly, the head may submit documentation within the same timescale. The progression report, statement of duties and the decision will be made available at the appeal meeting.
- 5.2 Human Resources will convene an appeal meeting with the Vice-Chancellor and Chief Executive. The head of school with managerial responsibility for the lecturer will attend the meeting, together with the lecturer. A note taker from Human Resources will normally be present. The lecturer may be accompanied or represented at the meeting by a representative of a trade union of which they are a member, or by a person of their choice other than a person acting as a legal adviser.

- 5.3 The appellant will be notified by Human Resources of the outcome of their appeal. Where, following the appeal process, progression does not take place, the lecturer concerned may be considered for progression (through the normal process) the following year, provided there has been a substantive change either to the lecturer's duties or, in respect of, the head's opinion about the lecturer's efficiency and competence.
- 5.4 After the appeal procedure has been concluded, there will be no further right of appeal within the University.

6. General

- 6.1 The review of performance in respect of progression is separate from appraisal/staff development schemes for lecturing staff.
- 6.2 Advice on the application of the progression procedure is available from the Human Resources Department.