

APPENDIX C

PROGRESSION FROM LECTURER GRADE 8 TO LECTURER GRADE 9

The procedure for the review of Lecturers appointed to Lecturer Grade 8, for progression to Lecturer Grade 9, falls within the Academic Staff Promotions Procedure. All academic staff appointed to the Lecturer Grade 8 scale may apply annually for a review of their suitability for progression to the Lecturer Grade 9 scale until the maximum (non-contributory) point of the Grade 8 scale is reached, at which point the review is compulsory.

1. Procedure

- a) Executive Deans are required to carry out a review of all lecturers in the School, appointed to Lecturer Grade 8, who are at or above the maximum point of that scale, with a view to determining their suitability for progression to Lecturer Grade 9.
- b) All lecturers appointed to Lecturer Grade 8, regardless of whether or not they are at the maximum of that scale, will be advised annually, normally at the time the Academic Staff Promotions Review is launched, of their option to apply to their Executive Dean for a review of their suitability for progression to Lecturer Grade 9.
- c) All lecturers under review for progression to Lecturer Grade 9 must complete an Academic Staff Application for Progression from Grade 8 to Grade 9 (*Appendix D check ref*) for consideration by the Executive Dean.
- d) Lecturers at the maximum point of Lecturer Grade 8, who are prevented from progressing to Lecturer Grade 9, should be advised by their Executive Dean what they need to do to reach the required standards and, where appropriate, should be given support and guidance to assist them to achieve the required standards. This may provide the basis for discussion at annual reviews.
- e) Executive Deans should carry out this review at the School Promotions Committee. The notes of this Committee should provide the names of all Lecturers subject to review and the basis upon which decisions in respect of individual Lecturers has been reached, in time for these to be effective from the following 1 April.
- f) Executive Deans should also prepare a report for consideration by the University Promotions Committee on the process adopted in carrying out the review. This report should include the names of all Lecturers subject to review, and should give details of the basis upon which decisions in respect of individual Lecturers have been reached.

2. Criteria

Progression from Lecturer Grade 8 to Grade 9 is dependent upon academic attainment and ability, and on a satisfactory standard of work. It should be the normal expectation that staff making satisfactory progress in all aspects of their academic career, including exhibiting good citizenship, and who are deemed to be ready to take on the challenges of a larger role, will progress to Grade 9. Executive Deans should be satisfied that an individual has carried out the duties and responsibilities expected of a lecturer in respect of:

- teaching, course preparation and examining;
- research and scholarship;
- departmental and other management or administrative responsibilities.