

APPENDIX C

PROGRESSION FROM LECTURER GRADE 8 TO LECTURER GRADE 9

The procedure for the review of Lecturers (Teaching and Research) 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. Those appointed within the last 12 months may apply but are not obliged to do so.

1. Procedure

- a) Executive Deans are required to carry out a review of all lecturers in the College, appointed to Lecturer Grade 8 (Teaching and Research), who are at or above the maximum point of that scale, with a view to determining their suitability for progression to Lecturer Grade 9. Those appointed within the last 12 months are excluded from this review.

- 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 College Promotions Committee 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 Promotion Application for progression from Grade 8 to Grade 9 for consideration by the College Promotions Committee.

- 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) The College Promotions 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. University Promotions Committee will receive a report of those reviewed at College Promotions Committee and the decisions reached for each application.

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.