Academic Staff Promotions 2018

GUIDANCE NOTES
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A. Introduction

This procedure is for the conferment of titles of, or promotion to, the positions listed below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Job Family</th>
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<tbody>
<tr>
<td>Senior Lecturer (Non Clinical)</td>
<td>Academic &amp; Research Family – Level D</td>
</tr>
<tr>
<td>Reader (Non Clinical)</td>
<td>Academic &amp; Research Family – Level D</td>
</tr>
<tr>
<td>Reader - Clinical</td>
<td>Clinical</td>
</tr>
<tr>
<td>Associate Professor <em>(Business School only)</em></td>
<td>Academic &amp; Research Family – Level D</td>
</tr>
<tr>
<td>Professor</td>
<td>Academic &amp; Research Family – Level E</td>
</tr>
<tr>
<td>Professor - Clinical</td>
<td>Clinical</td>
</tr>
<tr>
<td>Professor of Education</td>
<td>Learning &amp; Teaching Family – Level E</td>
</tr>
<tr>
<td>Professor of Practice</td>
<td>Honorary, or if an employee, Learning &amp; Teaching Family – Level E</td>
</tr>
</tbody>
</table>

See Appendices for the required criteria and more information on the above titles.

<table>
<thead>
<tr>
<th>Title</th>
<th>Job Family</th>
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<tbody>
<tr>
<td>Senior Research Fellow</td>
<td>Academic &amp; Research Family – Level D</td>
</tr>
<tr>
<td>Principal Research Fellow</td>
<td>Academic &amp; Research Family – Level E</td>
</tr>
</tbody>
</table>

Senior Research Fellow applicants use the same procedure as Reader applicants. Principal Research Fellow applicants use the same procedure as Professorial applicants. See Appendix 4 for the required criteria and more information on the above titles.

Level 6, Learning and Teaching Job Family

Staff with comprehensive teaching experience and expertise, whose primary focus is teaching-related activity, may apply for promotion to Level 6 of the Learning and Teaching Job Family. Full details regarding the criteria are in Appendix 5. The Level 6 Application Form and Level 6 References & Applicant Details Form should be completed. Applicants will be interviewed between March and May. Applications for Levels 3b, 4 and 5, should continue to be made through the Job Level Review process.

Important Employment Considerations

1. Probation and Disciplinary Issues

Applications for promotion cannot be considered in isolation from matters connected with an employee's probation or general employment. If a member of staff, or employee from the Research Councils or the NHS, are at the informal oral, or any other stage of the appropriate organisation's disciplinary/capability procedure, the application will be put on hold until the matter has been resolved, or any warning issued is spent, to the satisfaction of the Deputy Director of HR. Every effort will then be made to deal with the application as quickly as is practicable. The above also applies to those whose probation has been extended, or where an individual's employment has not been confirmed for performance/disciplinary-related reasons.
Staff who are on probation may be considered for promotion but only where there are no current disciplinary/capability issues. If applicants are successful, and the promotion will take effect during the last year of probation, (or, exceptionally, prior to the last year), their appointment will also be confirmed (subject to the individual fulfilling any compulsory criteria that are in place e.g. attendance at compulsory development programmes, such as completing and passing teaching quality requirements).

2. Transferring to the Academic and Research Job Family
It is a condition of promotion that staff, who are still on the old job grading system at the time of their application for promotion, will be moved to the relevant level of the Academic and Research job family, with associated terms and conditions when promoted.

3. Work Permit Requirements for Non-EEA Nationals
Immigration law dictates that, in order to be promoted, candidates who are nationals of non-European Economic Area (EEA) countries, will have to either:

   a) provide evidence of permission to work under the rules of the Home Office’s UK Visas and Immigration office (UKVI), or
   b) if a candidate has lived legally in the UK for a certain length of time (continuously for five years), he or she may be eligible to apply for ‘indefinite leave to remain’. The right to apply for settlement will depend on individuals’ current immigration category.

Promotion cannot take effect until permission has been obtained. Further information is available from the following link: [https://www.gov.uk/visas-immigration](https://www.gov.uk/visas-immigration)

Please contact a member of your Faculty’s HR team for guidance. The above requirements are subject to alteration in line with any legal changes.

Roles Not Eligible for the Academic Promotion Route

1. Non-Clinical Lecturer and Clinical Senior Lecturer
The College and the Academic Promotions Procedure do not make provision for promotion to Non-Clinical Lecturer and Clinical Senior Lecturer; rather, appointments are made on the recommendation of a selection committee - see the relevant guidance notes for the appointment of Non-Clinical Lecturers, Clinical Lecturers and Clinical Senior Lecturers.

2. Research Fellow
These are graded in the Academic and Research Job Family Level C, and the promotion route will normally be to the Academic and Research Job Family Level D, (Senior Research Fellow), unless an appointment is made to an academic post, or it is an exceptional case based on recently acquired experience that meets the criteria for an academic staff grade.

B. Departmental Review Procedure for all Staff

1. Heads of Department Review
   - Heads of Departments should arrange an annual review of all academic staff below the level of Professor or Professor of Practice to determine whether any proposals
should be made for promotion to Senior Lecturer (non-clinical) or for the conferment of the title of Reader, Professor, Professor of Education, Professor of Practice (Education).

- The Head of Department should request all Heads of sections or groups in the department to review academic staff below Professor or Professor of Practice in their section/group. Heads of sections/groups should prepare a report that highlights the achievements and promotion potential of each of their staff and the report should be presented to the departmental Review Panel, together with any proposals for promotion or conferment of title.
- The Head of Department should publish, within the department, the timetable for the review, indicating that self-applications may be made for promotion or conferment of title.
- Heads should also arrange a review of research staff at level C, or senior staff in the Learning & Teaching family, to determine whether any proposals should be made for promotion to a more senior grade.
- Heads of Department are strongly encouraged to provide each member of staff below the level of Professor with the names of two professors who would be available to provide informal guidance and advice to candidates regarding promotion.
- Heads should be wary of putting forward candidates prematurely because of the potential negative effects on a member of staff if he or she is unsuccessful in this year’s round (but possibly more likely to succeed the following year).

N.B. Deans of Faculties and College Consuls do not take part in the departmental process by which candidates are brought forward. Any faculty-level panels are advisory only.

2. NHS Consultants and Community Physicians
- Heads of Department may wish for Consultants and Community Physicians in the NHS, and Research Council employees, to be considered for the conferment of the title of Reader, Professor or Professor of Practice.
- Initially, the conferred title is given for between one and five years. It will be renewable, subject to the individual meeting the criteria and standards. The decision to renew will be taken by the Head of Department in conjunction with the Dean of the Faculty. (See Appendices for full academic titles criteria).

3. Memorandum
   A suggested letter to staff appears in Appendix 7. The Application Form and Standard Request for References, as well as the relevant Appendices should accompany the letter to inform staff of the format of the documents required.

4. Previous Applications
   At least two years should elapse between an unsuccessful application for promotion, or conferment of title, and a further application.

Where staff have been promoted within the last year, or have recently been appointed to a post (within the last year), a further promotion will only be considered if measurable, clear and very significant progress can be shown. Permission for such an application to proceed will be sought from, and granted by, the Assistant
5. Departmental Review Panel Composition

The Panel should be as diverse as possible, with sufficient academic range for broad representation of the department's education and research.

(a) Faculties of Engineering, Medicine, Natural Sciences and the Education Office

The Panels must have the following composition, according to the level of promotion being sought. In all cases, the Head of Department must ensure that Panels have sufficient and comparable information to review all eligible staff.

Senior Lecturer (non-clinical).
- Head of Department (Chair)
- At least five other members of the department to include a professor, a reader, and a senior lecturer, one of whom shall be elected to represent the department’s academic staff.

Reader
- Head of Department (Chair) and/or Section Head
- At least five other members of the department to include a professor, a reader, and a senior lecturer, one of whom shall be elected to represent the department’s academic staff.

Professor / Professor of Practice
- Head of Department (Chair)
- Five professors, in addition to the HoD and/or Section Head (where applicable). In units where there is only one professor, the Head of the unit must invite appropriate professors from elsewhere in the College to form a Review Panel of at least five members.

(b) The Business School

Associate Professor
- Associate Dean (Chair)
- At least five other members of the department to include a professor, an associate professor or a senior lecturer, one of whom shall be elected to represent the department’s academic staff.

Professor and Professor of Practice
- Associate Dean (Chair)
- Five Professors, in addition to the Associate Dean. The Panel should be as diverse as possible, with sufficient academic range for broad representation of the School’s education and research.

6. Personal Applicants
If an application is not supported by the Departmental Review Panel, the Head of Department must inform the candidate of the reasons so that he / she has the opportunity to make a personal application.

If a personal, unsupported application is made, the Head should provide a brief statement explaining the Departmental Review Panel’s reasons. The statement should accompany the References for Promotion form when the application is submitted.

Personal applicants submit their application paperwork through the normal departmental channels. Applications cannot be made in isolation from the Department. Regardless of whether a candidate is supported by the Department, her/his application is evaluated in exactly the same way at College level as all other applications.

Applicants from the NHS or Research Councils who wish to apply for a conferred title, or for the Professor of Practice title, must have departmental support and cannot make personal applications.

C. Applying for Promotion

Key Dates for submission of application documents:

Business School, Faculties of Engineering, Natural Sciences and the Education Office

7 December 2017

Departments submit for each candidate:

- **Departmental Form**, signed (hard copy) to:
  The Academic Promotions Administrator
  HR Division, Level 3, Faculty Building, South Kensington Campus

And electronic copies to the HR alias ac.pro@imperial.ac.uk of:

- **Departmental Form**, containing details of applicant and references,
- the Departmental Panel’s comments on unsupported applications,
- the Citation from the Head of Department (see Appendix 8). Where a candidate has a joint appointment in two departments, the Heads of both departments should each write a citation for the candidate. **Unsigned citations attached in an e-mail cannot be accepted**, 
- A report on teaching activity and impact by the DUG (Director of Undergraduate Studies). This report should also provide information on teaching observation, and data on student supervision (MD, MSc, PhD),
- A statement of financial support (if not from departmental funds).
Candidates submit by e-mail to the HR alias ac.pro@imperial.ac.uk:

- The Application Form.

18 January 2018

Candidates submit to the HR e-mail alias: acpro@imperial.ac.uk the electronic:

- Copies of teaching evaluation questionnaires (SOLE/MOLE) – (provide the summary pages, not the detailed report if more than 5 pages per report. Large numbers of teaching evaluation pages will not be forwarded to the Panel);

- Four publications – These will be recent publications which have had the greatest impact since the previous promotion or since appointment at the College, and that show what has been achieved in the interim. Publications prior to appointment at the College or used to support a previous application for successful promotion will not be considered.

- A summary of the importance and originality of the selected publications.

Faculty of Medicine Candidates

8 January 2018

Departments submit for each candidate:

- Departmental Form, signed (hard copy) to:
  The Academic Promotions Administrator
  HR Division, Level 3, Faculty Building, South Kensington Campus

And electronic copies to the HR alias ac.pro@imperial.ac.uk of:

- Departmental Form, containing details of applicant and references,

- The Departmental Panel’s comments on unsupported applications,

- A Citation from the Head of Department (see Appendix 8). Where a candidate has a joint appointment in two departments, the Heads of both departments should each write a citation for the candidate. Unsigned citations attached in an e-mail cannot be accepted,

- For clinical academics, or clinicians applying for an academic title: a statement (signed and dated) of support from a senior NHS representative, who comments on the applicant’s role and the effectiveness and impact of contributions to clinical work, medical education and training,

- For Honorary candidates (NHS, MRC or similar employees), the Faculty of Medicine submits a citation on candidates’ contributions to the College,
• A report on teaching activity and impact by the DHT (Deputy Head of Teaching) if relevant. This report should also provide information on teaching observation, and data on student supervision (MD, MSc, PhD),

• A statement of financial support (if not from departmental funds).

Candidates submit by e-mail to the HR alias ac.pro@imperial.ac.uk:

• The Application Form.

18 January 2018

Candidates submit to the HR e-mail alias: acpro@imperial.ac.uk the electronic:

• Copies of teaching evaluation reports / questionnaires (SOLE/MOLE) – (provide the summary pages, not the detailed report if more than 5 pages per report. Large numbers of teaching evaluation pages will not be forwarded to the Panel);

• Four publications – These will be recent publications which have had the greatest impact since the previous promotion or since appointment at the College, and that show what has been achieved in the interim. Publications prior to appointment at the College or used to support a previous application for successful promotion will not be considered.

• A summary of the importance and originality of the selected publications.

Details of Documents and Information Required

1. References

Candidates:

• Candidates cite one referee (two if the application is a personal one), who has agreed to provide a reference, in the Application Form.
• Applicants should consult widely about suitable choices for referees, (see criteria below).
• The Head of Department cannot act as a referee.

Departments:

• Departments recommend five referees on the Departmental Form (see criteria below).

Criteria for choice of referees

• Referees should be of appropriate seniority, relevant to the type of promotion sought, familiar with the criteria for professorships, readerships, and senior lectureships at research-based universities in the UK, leaders and experts in their field, and external to the College.
• In the case of Reader, Associate Professor, Professor and Professor of Practice applicants, at least 1 referee should be a FRS, FREng, FMedSci or equivalent where possible.

• All referees should be professorial academics (i.e. not from industry unless particularly relevant).

• Referees for applications beyond Senior Lecturer should not have worked at the College within the last 5 years.

• Referees must be independent, should not work closely with the candidate, nor have published work with the candidate within the last five years.

• Referees should be as knowledgeable as possible about the candidate’s subject area, particularly if the research is on the border of various disciplines.

• At least 1 referee should be from the UK.

• At least 1 referee, (preferably more than 1), should be from overseas (except for Senior Lecturer and Level 6 (Learning and Teaching Job Family) applicants, whose referees may all be from the UK).

• Senior Lecturer candidates may choose 1 internal referee.

The Academic Promotions Committee meets in December (January for the Faculty of Medicine) to review and approve referees chosen for candidates, and to choose alternative referees if warranted.

The taking up of references is handled centrally by the HR Academic Promotions administrators. Copies of the standard letters sent to referees are in Appendix 10. References will be copied to Heads of Department only, and 1-2 days prior to interviews; references must not be copied further to ensure compliance with data protection legislation. This applies in the case of both supported and personal candidates. Referees’ names and references are strictly confidential, and Heads of Department are responsible for ensuring confidentiality is maintained at all times.

2. Application Form

Candidates complete the form. A full list of publications should be included within the body of the Application Form, and not as a separate document.

Imperial Expectations
A section on the form gives candidates the opportunity to highlight their achievements with regard to *Imperial Expectations*. The purpose of these is to enhance the supervisory, leadership and/or management skills of staff, and enhance the experience of those supervised, led and/or managed. If staff are to be promoted, these *Expectations* are to be accounted for.

Line Managers are to confirm that, during the annual PRDP process, *Imperial Expectations* are discussed with, and understood by, the applicant, and that the *Expectations* are either being fully met or, where there are discrepancies, action is being taken to address them fully.

More information can be found at: [http://www.imperial.ac.uk/human-resources/working-at-imperial/imperial-expectations/](http://www.imperial.ac.uk/human-resources/working-at-imperial/imperial-expectations/)

### 3. Citations

**a) Citation by the Head of Department**

The citation (see Appendix 8 for a model) outlines the principal grounds for promotion and focuses on:

- Key contributions: including educational achievement, "good citizenship" and leadership qualities.
- Teaching ability, contributions and achievements. It is important to provide an evaluation of teaching quality as this is a key criterion for promotion.
- Student support – contributions to providing pastoral care and a supportive and stimulating learning environment.
- Research ability: a statement to identify the most influential and significant contributions and details of current research plans.
- How *Imperial Expectations* are demonstrated and upheld.
- Profession and Practice contributions.

Where a candidate has a joint appointment in two departments, the Heads of both Departments should each write a citation for the candidate.

*Unsigned citations will not be considered. Citations must be signed and dated (i.e. not on an unsigned, undated Word document e-mailed to HR).*

**b) Citation by the Director of Undergraduate Studies (DUG) or Deputy Head of Teaching (DHT) or Education (Faculty of Medicine)**

The DUG’s or DHT’s citation should highlight and give detailed information on contributions to teaching and on teaching ability.

- Teaching ability: e.g. the successful development of a new course, the initiation of new methods, or consistently good results in teaching evaluations. It is important to provide a detailed evaluation of teaching quality as this is a key criterion for promotion.
- Student support – contributions to providing pastoral care and a supportive and stimulating learning environment.
- Information on teaching observations by DUGs or DHTs.
• Number of PhD students currently supervised, as well as those who have completed their studies under the guidance of the candidate. Please include information on the quality of supervision provided.
• Information on Master degree students who are being supervised, and the quality of the guidance being offered.
• Type of teaching (laboratory, lecture, seminar, short course, etc).
• Number of contact hours.
• Management and organisation of teaching at the College.
• Membership of national/international educational/accreditation committees.
• External examining.
• Contribution to industry or the NHS through teaching/training.
• Educational scholarship, teaching awards and/or qualifications.

Unsigned citations will not be considered. Citations must be signed and dated (not on an unsigned, undated attachment e-mailed to HR).

c) For clinical academics, or clinicians applying for a full academic title – a statement of support from a senior NHS representative, who comments on the applicant’s role, and the effectiveness and impact of her/his contribution to clinical work, including medical education and training.

4. Review Procedure

The Academic Promotions Committee will consider all applications. It may seek additional advice on applications as appropriate.

5. Interviews - When and Where

The Academic Promotions Committee will invite candidates for interviews. These take place between March and May at the South Kensington Campus. The HR Division will make the arrangements and inform departments of dates, usually before the end of February. The departments inform candidates of interview dates, times and venues.

• Faculty of Engineering and Business School candidates will be interviewed in March, although there may be exceptions.

• Faculty of Natural Sciences and Education Office candidates will be interviewed in April and early May, although there may be exceptions.

• Faculty of Medicine candidates will be interviewed in late April and May.

Candidates are strongly advised to inform HR, in the relevant section of the Application Form, of dates when they will not be available for interview due to important prior commitments. If advised in advance, HR will try to accommodate candidates but cannot guarantee this will be possible.

If requesting an accommodation, please state purpose, reason and date in the relevant section of the Application Form.

Important note: Interview dates and times are based on the availability of the Academic Promotions Committee members. Candidates from the same department are grouped together where possible, as are those seeking the same level of promotion. Due to the
large number of interviews scheduled, the Committee expects candidates to attend interviews on the dates and times requested.

Departments should inform Anna Demetriades (a.demetriades@imperial.ac.uk) of anticipated difficulties.

6. Attendance at Interviews by Heads of Departments

Supported candidates
The Head of Department is expected to attend the interview as observer or to send an appropriate representative. At the end of the interview, the Head is asked whether the candidate’s interview was an accurate reflection of her/his capabilities. In the case of an unsupported candidate, the Head of Department may only be present with the candidate’s permission.

Unsupported, Personal Candidates
Personal candidates may choose an alternative representative to the Head of Department if they wish. Personal candidates should inform their Head of Department and Anna Demetriades in Human Resources, who their representative will be (if anyone), as soon as possible after they receive an invitation to interview. The representative must be a College employee.

7. Interview Panels

- Panel members are drawn from different departments, and normally different from that of the candidate. Every effort is made to have a diverse panel membership.
- To enhance the interview process, the Academic Promotions Committee may decide that other senior members of the College should join, or act as substitutes on panels. As agreed by the Dean, Heads of Departments, from a different department to that of the candidate, may also participate on panels, and may substitute for Vice-Provosts as and when necessary.
- At the time invitations to interview are sent to the departments, panel composition is included and candidates are normally informed as a courtesy.
- Panel composition is not prescriptive, may be changed as needed, at the Committee’s discretion, without further notification to the candidate if this is not practicable.
- Notes of the interview are taken.

Reader and Associate Professor Interviews
The panel normally includes three members from the Committee:
- The Dean of the candidate’s Faculty, as Chair.
- A Consul from the candidate’s Faculty.
- A Vice-Provost or other Consul, or another member of the Committee.

Professor and Professor of Practice Interviews
The panel normally includes four members from the Committee:
- The Chair of the Academic Promotions Committee, or Dean of the candidate’s Faculty as Chair.
- The Dean or Vice Dean of the candidate’s Faculty (when not acting as Chair),
- A Consul from the candidate’s Faculty.
- A Vice Provost or other Consul.
Another member of the Committee will make up the fourth member of the panel when necessary.

8. Procedure for Promotion to Senior Lecturer

Please see Section C above for deadlines and details of documentation needed.

- The timetable for receipt of documentation for promotion to Senior Lecturer is the same as it is for promotion to all other grades. Cases for promotion to Senior Lecturer can be dealt with outside of this timetable in special circumstances.
- The process for promotion to Senior Lecturer is administered centrally but promotion decisions are a faculty-level responsibility and will be undertaken by the Faculty Dean and a Faculty Consul. Interviews will be held only at the applicant's request or if the Faculty Dean and the Faculty Consul decide that an interview would be helpful.

Review Procedure for Senior Lecturer Candidates

- The Faculty Dean and the Faculty Consuls will meet to consider applications and may seek additional advice on any application as appropriate.
- They will make the decision on promotion. The meeting will be minuted by a representative from HR.
- The Faculty Dean and Faculty Consul will interview candidates who have requested an interview and candidates whom they have decided to interview. The Head of Department, or her/his representative, will be present as an observer and the interview will be minuted by a representative from HR.
- Interviews of personal applicants will be carried out by a Vice-Provost or Dean of another Faculty, and the Faculty Consul. The Head of Department, or her/his representative, may be present at the interview only with the candidate’s permission.
- Personal applicants may choose an alternative representative. The Head of Department and Anna Demetriades in Human Resources should be informed.
- The candidate’s representative must be internal and a College employee.

D. Decisions on promotion or conferment of title

Notification to Candidates

1. In consultation with the Faculty Deans and Heads of Department, applicants will be informed as soon as possible after a final decision has been made.

2. The Academic Promotions Committee will meet in June to make decisions on any outstanding cases.

3. Letters will be as informative as possible so that Heads of Department can provide feedback to candidates, initially face-to-face and, subsequently, in writing. Candidates who have been unsuccessful will, of course, need to be dealt with sensitively and Heads of Department should ensure that they provide the candidate with the reasons for the decision.
4. Personal applicants not supported by the department will be written to directly to inform them of the decision on their application. The Department will also be informed of the decision.

5. Unsuccessful candidates are encouraged to approach their Faculty Dean for further information on the reasons for the decision.

6. Candidates have the right to appeal. Please see the Appeals Procedure below.

7. Once Heads of Department have been consulted on salaries, formal notification of promotion or conferment of title will be sent to successful candidates as soon as is practicable via the Heads of Departments’ offices. Promotions take effect on 1 September.

**Monitoring**

HR will compile a record of all applications and the decisions that were agreed. Applications will be monitored in relation to gender, ethnic origin, age, disability and level of pay awarded. The results will be analysed and monitored by HR and anonymised data will be provided to relevant College committees.

**E. Academic Promotions and the Data Protection Act**

1. The Data Protection Act of 1998, which came into force on 24th October 2001, sets out a number of principles with which organisations have to comply. One of these concerns personal data that is sent overseas. It requires that the data subject should be made aware of the nature of the data that is being sent, to whom it is being sent, for what purpose and whether the country concerned has adequate data protection laws.

2. With respect to Academic Promotions, the College sends information containing personal information about candidates to referees, some of whom may be located in overseas countries, not all of which will have adequate levels of data protection. The information is sent to assist referees in their assessments of candidates and includes the application form. The information will be sent to referees by e-mail, fax or post.

3. At present, the following EEA countries can be regarded as having appropriate levels of data protection:

   Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom.

Countries outside the EEA which have been approved as offering adequate data protection are:

Andorra, Argentina, Australia, Canada (commercial organisations), Switzerland, Faeroe Islands, Guernsey, Israel, Isle of Man, Jersey, and in the US, signatories to the US Department of Commerce’s Safe Harbour Privacy Principles.
Other countries may be added at a later date.

4. References are received via the mail, fax and e-mail from various overseas countries.

5. Candidates are asked to give consent for the transfer of their data to referees on the understanding that some referees may be located in countries which do not meet the criteria defined as adequate by the Data Protection Act 1998. The information received is used as part of the assessment for academic promotion and is held on file in the HR Division.

6. The Data Protection Act of 1998 gives individuals rights to request access to data within certain constraints.

F. College Appeals Procedure

1. Unsuccessful candidates are entitled to appeal, but only on the grounds of a defect in the departmental and/or College procedure.

2. In the event of an appeal, the candidate should, within 30 days of receipt of the written decision, inform her/his Head of Department of the grounds of her/his complaint, and the Head of Department should forward this information to the Deputy Director of Human Resources.

3. In the case of a candidate whose application was not supported by the Department, he/she may write directly to the Deputy Director of Human Resources.

4. The Deputy Director of Human Resources, or her nominee, shall conduct an investigation of the complaint and will report to relevant members of the Academic Promotions Committee within 30 days of receipt of the appeal on whether there has been a defect in procedure which would materially affect its decision. The Academic Promotions Committee will then arrange for the appellant to be informed whether it has agreed to reconsider the appellant's case on the grounds of a defect in procedure. If the appeal is upheld, the Academic Promotions Committee will reconsider the case and may seek further information as appropriate and/or require the candidate to attend a meeting/interview.

5. If the appellant is dissatisfied because the Academic Promotions Committee has decided not to reconsider the case, or remains dissatisfied following the review of her/his case, he/she should inform Anna Demetriades, Promotions and Senior Appointments Manager, Human Resources Division, within 14 days of receipt of the Academic Promotions Committee's decision, stating in writing the grounds for the complaint. The time limit may be extended for good cause e.g. illness. The Promotions Manager will arrange for the Provost to appoint an Investigation Committee which will consist of three members of the College, one of whom will be appointed as Chair by the Provost and none of whom will previously have been involved in the case at departmental/divisional or College level. A member of the Human Resources Division will normally be Secretary to the Investigation Committee.

6. Within 14 days of the date of the hearing, the Chair of the Investigation Committee, on behalf of the Committee, will submit a report to the Provost, with the Committee's
judgement on whether a defect in procedure has occurred which would materially affect the decision of the Academic Promotions Committee.

7. The Provost will consider the Committee's report, and her/his decision on whether or not the case for promotion should be reconsidered will be conveyed to the appellant in writing within 28 days after the date of the hearing.

8. Every effort will be made to stick to the timetables given above, with the proviso that more time may be necessary on occasion because cases are considered by senior staff and over the summer period.