

Please Note: The letter below is recommended, but **its content is not prescriptive**. Since Departments may administer the initial process differently from each other, the letter should be amended/edited to suit the requirements of your Department.

Draft Letter from Head of Department

Memorandum

To: All Academic and Senior Learning & Teaching and Research

Staff From: The Head of Department

1. Initial Timetable

The procedure for the consideration of promotion to Senior Lecturer (non-clinical), Reader, Associate Professor (Business School only), Professor, Professor of Practice (honorary), Associate Professor of Education/Reader in Education, Professor of Education, Senior Research Fellow and Principal Research Fellow, in the current session has now been initiated.

(Note: Promotion is not possible to Non-Clinical Lecturer or Clinical Senior Lecturer; appointment to these posts is on the recommendation of the appropriate Selection Committee.)

All proposals (whether by Departmental recommendation or self-application) will be considered by a Departmental Panel. In addition to me, there will be a minimum of five members of the Department: three of whom will be a Professor, a Reader or Associate Professor; a Senior Lecturer; and one elected Departmental representative. The Panel that considers promotion to Professor and Professor of Practice will include five Professors in addition to me and the appropriate Section Head where applicable. For Reader in / Associate Professor of / Professor of Education, a senior member of the Department with educational responsibilities will substitute for one of the Departmental panel members.

(a) Departmental Proposals

The Departmental panels will meet on **[date]** to identify candidates to be put forward by the Department. These candidates will be notified by me before **[date]**.

(b) Personal applications

Members of staff intending to make a personal application for promotion should inform me by letter no later than **[date]** of their intention, and should indicate the promotion they are seeking. I would be happy informally to review any intentions to apply for promotion with individual staff members in advance, should this be of interest.

Please note: honorary staff may not make personal applications, and must be supported by the Head of Department.

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

Please note: applications for promotion cannot be considered in isolation from matters connected with an employee's probation or general employment. If a member of staff is at the informal, oral or any other stage of the disciplinary/capability procedure, the application will be put on hold. 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 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, their appointment will be confirmed (subject to the individual fulfilling any compulsory criteria that are in place e.g. attendance at compulsory development programmes).

Deans and College Consuls do not take part in the Departmental process and any Faculty level panels are advisory only.

2. Referees

References in the academic promotions exercise are taken up centrally. Candidates for promotion or conferment of title should nominate one referee. Personal candidates may submit the names of two referees.

Applicants are encouraged to consult widely about a suitable choice for a referee, particularly where work is at the border of various disciplines. In selecting a referee, candidates are advised to seek a referee who has as much detailed knowledge about the candidate's field as possible, while simultaneously being themselves of high academic standing. Candidates should not nominate me. **Candidates must ascertain that a referee is willing to act, prior to naming the referee.** Referees currently at Imperial College or referees that the Candidate have been closely associated with, or may have co-published with, in the last five years are not appropriate. This applies to both personal and Departmental referees (see Section E of the Guidance Notes). The Faculty referee selection panel will reject inappropriate recommendations.

A sample of the standard letters sent to referees is attached for your information.

All candidates for promotion (whether put forward by the Department or self-applicants) should let me have the details of their personal referee(s) on page two of the Application Form by **[date]**. The Department will complete the Departmental Form, which includes those referees chosen for candidates. The Department will forward both forms to Human Resources.

3. Documentation required

Candidates should complete and submit to the Department by [date] the following:

- a) An electronic version of the **Application Form** (see attached). A Word version is available on the College's HR website.
- b) Personal applicants should provide a brief statement outlining the grounds for promotion or conferment of title. If appropriate, in addition to teaching, research and administration achievements, reference should be made to "good citizenship" activities and leadership qualities. The statement should concentrate on key contributions. With regard to teaching, examples might include: sustained excellence in teaching practice and delivery, evidenced by student success and progression, qualitative student feedback, peer observation and commendations by external examiners; the effective and/or innovative management of educational programmes; design of new modules and/or programmes or redesign of existing modules and/or programmes. In the case of administration/management, examples might include innovative contributions which have had a tangible effect on the efficient running of the Department, and contributions to pastoral care and student support. In the case of research, a statement of your most influential and significant contributions and your research plans should be included.
- c) In the case of candidates put forward by the Department, I will provide a supporting Departmental statement.
- d) The Department will also submit a statement from the Director of Undergraduate/Postgraduate Studies outlining the teaching responsibilities and achievements of each candidate.

The above documentation will be submitted by the Department to the Academic Promotions Team by the dates advised in the College Guidance Note document.

Please check the Academic Promotions website for the relevant deadlines:

<https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/promotions/academic-promotions/>

In line with the relevant deadlines, Candidates submit to Central HR the following documents, to this e-mail address ac.pro@imperial.ac.uk:

- e) Four significant publications.
- f) A summary (maximum one side of A4 paper) explaining the importance and originality of the selected publications.
- g) **SOLE** teaching evaluation reports, which include free text comments and numerical data from teaching evaluation questionnaires. These should relate to the last two years.

4. Interviews and Outcomes

Candidates will be interviewed between **February to May (June where unavoidable)**. Our Faculty's interviews are scheduled to be held during the month of **Xxxxx**. Details of who sits on the interview panels are provided in the Guidance Notes on the HR website. The Head of Department, or a suitable representative, may attend these interviews as an observer. In the case of applicants not supported by the Departmental panel, the Head of Department may attend only with the candidate's permission. If a personal applicant does not wish me to be present at the interview, the candidate may choose an alternative representative. Daljeet Birdy in Human Resources, and I, should be informed.

Promotion to Senior Lecturer:

The process for 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. They may seek additional advice on applications as appropriate. Interviews will be held at the applicant's request or if the Faculty Dean and Faculty Consul decide that an interview would be beneficial. If personal applicants are to be interviewed, the panel will comprise a Vice-Provost, or a Dean from another Faculty, and the Faculty Consuls.

If an interview is arranged, the Head of Department or a nominated representative will be present as observer. In the case of applicants not supported by the Departmental panel, I may attend the interview only with the candidate's permission. If a personal applicant does not wish me to be present at the interview, the candidate may choose an alternative representative. Daljeet Birdy in Human Resources, and I, should be informed. The Promotions Administrator or nominee will be present at all interviews to take minutes.

Notification of Outcomes:

I will be informed after final decisions have been made.

HR will write directly to personal applicants. Unsuccessful candidates are strongly encouraged to approach the Faculty Dean for further information on the reasons for the Committee's decision.

Candidates have the right of appeal against a decision by the Academic Promotions Committee, but only on the grounds of an alleged defect in procedure. Details are given in the Guidance Notes on the College's HR website.

5. Criteria for Promotion

Please refer to the Academic Promotions webpages for all information relating to the process and criteria, and ensure you are familiar with the Appendices and Guidance Notes:

<https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/promotions/academic-promotions/>

6. Conclusion

The above should provide staff with the necessary information relating to the academic promotions exercise but I would be happy to discuss aspects of the procedure, or any other related matter, with members of staff personally.