

Faculty of Medicine and Health

Guidance to the Promotions Process

This guidance supplements the information available on the main HR website, and explains how the promotions process is managed in this Faculty.

Thinking about promotion?

1. Look at the promotions criteria on the main HR website to ensure that you can evidence how you meet the criteria. Make sure you look at both the criteria headings and the additional guidance notes; the latter explains in a little more detail what each criterion is trying to demonstrate. University wide criteria is supplemented by local criteria for academic staff within the faculty. This is under development for this faculty and information and links will be provided when it is complete.
2. Discuss your situation with your line manager and develop a job description (JD) to reflect your new duties; NB there are template JDs for most roles, and your HRM or HRO will be able to advise you. While discussions about job descriptions normally take place during the SRDS process you can talk to your manager and apply for promotion at any time. Normally we would not expect someone on probation to apply for promotion. This can be done on an exceptional basis and, if successful you would be considered to have passed your probation period
3. Submit your JD to your HRM/HRO for role analysis.
4. Faculty HR team run promotions workshops on a regular basis. Please ask your Faculty HRM/HRO for upcoming dates

Completing your application

1. There are separate application forms for academic, and support, professional and managerial staff. Please make sure that you complete the correct form, and read all the instructions.
2. The first section of the form asks you for some basic information about yourself and the grade you are applying for; please complete this section accurately.
3. The main section of the form asks you to address the promotions criteria for the grade you are applying for. This is in 2 sections; Section A is essential criteria, all of which you must address; Section B asks you to select a number of specific criteria pertinent to your role.
4. It is essential that you provide evidence for each of the criteria. The criteria and guidance notes are set out for each grade and must be read in conjunction. The panel will be looking for specific evidence against the criteria so that they can make a judgement as to whether or not you meet the criteria for promotion. The panel will base their decisions solely on your application form so you will need to show how you meet each criterion by including specific examples of the work you are doing. Your application is the only evidence available to the panel (NB an interview will be required for promotion to grade 10) so you must make sure that your application clearly sets out how you meet the criteria.
5. Ideally you should present different evidence for each criterion; however we do appreciate that elements of work do not fall into neat sections so you can use the same evidence to

cover more than 1 criterion, and amalgamate sections. You must make it clear to the panel if you are doing this. For example

“Criteria A1 and A5; I am addressing both criteria A1 and A5 in this section”

You may not wish to combine two criteria into a single section, but may wish to use the same activity to demonstrate that you meet more than one criterion; this is acceptable as long as you demonstrate how the activity explicitly meets the two or more criteria.

6. Ideally your application should be no longer than 4000 words or 6 sides of A4; a concise application is best and you can use bullet points as long as you provide enough information to enable the panel to understand your application and make a decision. Though there will be a panel member with close knowledge of your activity, bear in mind that other panel members, including the Chair, may not be familiar with some of the terminology, abbreviations, or technology that you may refer to, so provide brief explanations where necessary to assist panel members in their understanding of your application.
7. You do not need to submit any additional documentation with your application however the panel do find it helpful to see your up to date job description and a structure chart as this helps them to understand your job and to set it in context.
8. Please double check your form for spelling and typos before submitting it.
9. Once you have completed your application form you need to send it to your HR Manager/Officer for them to forward to the Verifier. You can send the application direct to the Verifier if you wish, however the role of the HR Manager is to double check that you have completed the correct criteria and completed all sections of the form. This can also be done after the Verifier has completed their sections, but if the form is found to be incomplete at a later stage it will need to be amended by you and then returned to the Verifier.
10. The Verifier is normally the Head of School or their nominee, and their role is to ensure accuracy of the information given on the form. An assurance of accuracy does not imply support for the application or that the application meets the criteria for success.
11. Once the form has been verified you should send the form to your HRM/HRO. They will check that you have completed the form correctly. For support, professional and managerial staff it is assumed that the relevant manager will have ensured that Finance is aware of the application and will have discussed how the promotion is to be funded.
12. Once all the signatures are in place the application will be forwarded to Sharon Scouller Head of Faculty PA team who will arrange for the application to be considered at the next available panel meeting.
13. If the application is successful the date of promotion will be the first of the month following the date you submitted the application i.e. the date you put in section 4 if you are a professional, support and managerial applicant or section 6 if you are an academic applicant.
14. Applications will be assessed on the basis of contracted hours only; i.e. a part time member of staff will not be expected to have the same number of outputs as full time members of staff, and their evidence will be considered in line with their working hours.
15. Promotions are not dependant on finance. However for support professional, and managerial staff the Verifier will have to state that there is a need for the job at a higher level on an on-going basis. – **see paragraph 11**
16. The criteria for promotion is set at the entry level to the grade, that is the level we would expect from any new starter in the job.

Sources of Advice

1. In addition to your Faculty HRM/HRO there are a number of people across the faculty who are knowledgeable and experienced in the promotions process who can advise you. Please contact your HRM/HRO for name; we aim to keep an up to date list of names on the Faculty website. Whilst the advisors cannot tell you whether or not your application meets the criteria they can advise on e.g. whether or not you appear to have provided sufficient supportive evidence for the level of the role you are applying for, and whether the application is clear. They will not make a judgement on whether or not the application is likely to succeed.

The Panel

1. Panel meetings are arranged normally every 4-6 weeks. We endeavour to consider your application at the next available panel meeting, however that depends on the number of other applications waiting to be considered and the availability of panel members.
2. The make up of the panel is determined by the grade of the post and whether academic or professional, support and managerial. All panels will include at least one independent representative so it is helpful to provide contextual information where you can.
3. All panels include a School/Service representative. They are full panel members and review and assess the application against the criteria in the same way as other panel members. They can provide clarification on the application and/or the context, however they must not provide new evidence or information which should have been included in the application itself.
4. The panel considers each of the criteria in turn and makes a decision as to whether or not evidence has been provided to show that the criterion is met. The panel may also find and use evidence for a particular criterion from elsewhere in the application or within your CV. However this is the exception as the information should normally be found in the appropriate part of the application or otherwise clearly signposted. Do not rely heavily on referring the panel members to your CV; it is preferable to include the relevant information/activity within the body of the application itself.
5. After reviewing all the criteria the panel may decide;
 - a. That the application meets the criteria for the higher grade, in which case the promotion is agreed.
 - b. The application does not meet the criteria for the higher grade and the application will be rejected. The School /Service representative on the panel will be asked to provide feedback to the applicant on the criteria on which the application failed
 - c. If the application is a borderline fail and the panel feel that additional information may help their decision they may ask the applicant to resubmit the application; this would normally only be in case of minor rewrite/clarification of 1 or 2 criteria; the panel may also decide to give the applicant a deadline for resubmission. In these circumstances the same panel will consider the resubmission.
6. Where an application has been rejected there can be no further application for a further 12 month period.
7. After the panel meeting the outcomes are sent to the central university recruitment and reward team who prepare the relevant letters. The effective date of the promotion is normally the first of the month following the submission of the application unless a good case can be made for backdating, e.g. the person has been acting up in the grade for a considerable amount of time.

8. Promotion will normally be to the bottom of the grade other than where someone is on the discretionary points of the scale which overlap with the grade being applied for. In these circumstances the promotion may be offered at the next point of the scale to ensure that the applicant receives a pay rise as a result of their promotion. The panel will also consider requests for promotion above the bottom point of the scale but this will be in exceptional circumstances for example where someone has been acting up. The normal incremental date will change to the effective date of promotion.
9. Normally there is no change to terms and conditions as a result of promotion, however successful applicants for promotion to Grade 7 will normally move to an academic related role with “no fixed hours” (37.5 full time notional hours per week for calculation purposes). This will also impact on the pay date, and individuals will move to month end pay. There will be different options available regarding pension arrangements and advice should be sought from the University Pensions team (pensions@adm.leeds.ac.uk).

Appeals

1. There is an appeal process for unsuccessful application and details will be provided in the outcome letter.

Top Tips:

1. Seek advice
2. Agree your JD and have it analysed
3. Use the right application form
4. Address each criterion and provide evidence; use facts and figures, and check both the criterion and the guidance notes to be sure that what you write meets the criterion
5. Be specific
6. Outline what roles you have in groups
7. When a criterion refers to decision-making or impacts of decisions, be explicit about your role in the decision and the impacts they will have
8. Reference what you **have** done not what you **will** be doing
9. Think about your audience
10. Cross reference, but double check that the information is consistent
11. Keep to 4000 words/6 sides of A4

For further advice and guidance on promotions please contact your Faculty HRM/HRO, local promotions advisor or trade union representative.