Promotion Committee

2021-10-02T00:00:00+01:00

## Composition

All the professors of the Department.

## Chair

The Chair of Promotion Committee is appointed by the Senior Management Team, **normally for two years**. The current Chair of Promotion Committee is Richard Chandler (since 2021).

## Brief

To consider all the academic staff of the department currently on a grade below Professor and recommend to the Head of Department which, if any, should be put forward for promotion in the next senior promotions round. The relevant promotions are Lecturer to Associate Professor, Associate Professor to Professor and Senior Teaching Fellow to Principal Teaching Fellow. Promotions from grade 7 to grade 8 are not part of the senior promotions round and are not included in the remit of this committee.

## Mode of operation

One of the aims in setting up this committee is that it should identify possible promotion cases where the candidates have been hesitant to put themselves forward. To achieve this, the committee will request CVs from academic staff identified through their appraisal as well as those who have expressed their interest in promotion. The CVs will be made available to committee members electronically so that all members have a chance to examine all of the CVs. In some cases further evidence may be needed, and may be requested from the staff member concerned. There will be a formal meeting of the committee to agree its recommendations. Those members who are unable to attend may send comments electronically to all committee members. Comments should be made in a constructive manner.

The committee will not only identify immediate promotion cases, but may also offer constructive feedback on aspects of the CV that need to be strengthened to those who are not quite ready yet, with the aim of going for a promotion in to a subsequent round. Some constructive feedback on the presentation of their CV may be given by the committee if appropriate. The feedback from the promotion committee members will be summarised by the Chair and the Head of the Department (HoD) for each individual case. The HoD will circulate the feedback or promotion recommendation to the relevant staff members.

## Timescale

The UCL senior promotions procedure currently opens in mid-September and closes early in November. To allow adequate time for cases to be prepared, and in particular for referees to be identified, CVs will be requested early in term 3 with a deadline of mid June, and the committee will report to the HoD by the end of July.

## Promotion procedure

None of this affects the actual procedure for submitting promotion cases to UCL. These will still require a strong support letter from the HoD, and anyone considering putting themselves forward for promotion or simply wanting advice is strongly encouraged to discuss this with the HoD at an early stage in the cycle.

#### Revised by GB/REC September 2021