

## Teaching Promotions Frequently asked questions

### **1. How was the deadline chosen?**

The deadline – 12 noon on 17 January 2025 has been determined to enable the process to run in alignment with the existing Academic promotions process.

### **2. Have departments been notified about the process?**

Yes: Heads of Department have been emailed to alert them to the deadline. As this is the second year that the new annual process will be running, some reflections from the first round have been shared with Heads of Department, and these will also be shared with staff at the briefing.

### **3. What are the timelines for staff not employed within faculties?**

The timeline and process for staff in central departments, such as the Centre for Languages, Culture and Communication, is the same as for the departments within the faculties.

### **4. Who makes the decisions about my application?**

Your department will make an initial decision about whether or not to support your application. If they decide not to support it, then you may still make a personal application, but you are encouraged to consider their feedback carefully before proceeding, since unsuccessful applicants may not reapply in the following round.

Decisions about applications submitted to HR are made by the Teaching Promotions Committee, whose membership is published on the Teaching Promotions webpage. Where relevant, interview panels are drawn from the membership of this Committee, but may also include other senior members of Academic and Teaching staff to provide the necessary expertise.

### **5. What do I do if I am unsure about where to include some information on the form?**

The application form includes a table that indicates how the criteria relate to the sections of the form. All information in the form will be considered against the criteria holistically, so if an activity could be relevant to more than one part, it will not matter where you include it. Please do not duplicate information within the form – you may include an internal cross-reference if necessary.

### **6. What do I do if I have nothing to write for some parts of the form?**

This is to be expected, and it is highly unlikely that any applicant will have relevant information for all parts of the form. It is perfectly OK to leave a part blank if it is not relevant to your role. For example, the tables of information about research grants and supervision have been included for staff who previously transferred from the Academic job family – they will not be relevant to most Teaching staff.

### **7. What do I do if I have no feedback from the MEQ?**

The Teaching Promotions Committee is aware that response rates for the Module Evaluation Questionnaire have been low and that some staff may have no attributable feedback to provide. You may optionally provide alternative evidence of attributable feedback if you wish, but your department citation will also comment on this aspect and be able to draw on a wider variety of evidence including peer observations, any internal surveys or feedback via student-staff committees.

**8. What are the required qualifications for promotion?**

The role profiles (Appendices 1–3 on the Teaching Promotions webpage) include a section on the expected qualifications for each grade. There is flexibility here, recognising that there may be variations by discipline and international qualifications. However, applicants are expected to have engaged in seeking recognition from professional bodies and gaining relevant qualifications, as appropriate for the grade they are applying for.

**9. Who are the external referees?**

Referees are normally senior academic or teaching staff from other universities and may include external examiners. Staff from other organisations (e.g. industry or the NHS) may be appropriate depending upon your role. They are not expected to know you personally or to be familiar with your work. They must be independent, i.e. they should not have worked with you on any activity that forms part of your case for promotion for the past five years. You nominate one referee (two if you are making a personal, unsupported application) and your department nominates a number depending upon the grade you are applying for. The Teaching Promotions Committee reviews all nominations to ensure they meet the criteria – if not, you or your department will be asked to make an alternative nomination.

**10. What are the external referees expected to comment on?**

The role of external referees is to assess some of the information in your application, not to add further information. See Appendix 5 (Request for Reference Letters) for further information. They are not expected to know you personally or to be familiar with your work. The Teaching Promotions Committee reviews the nominations and will seek to ensure that collectively the referees have the expertise to comment on the relevant parts of your application.