



LEEDS
BECKETT
UNIVERSITY

Academic Promotions Policy and Procedure

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Policy Statement

Purpose and Scope

The effective recruitment and progression of staff is important for the University's achievement of its strategic objectives and KPIs, including the aim to develop a community of great people. The award of Professorships and Readerships is designed to recognise and reward outstanding contributions to research, learning and teaching, and knowledge exchange.

This policy and procedure provide a framework for the award of Professorships and Readerships to employees of the University. It also supports the development of colleagues, providing feedback on performance and relevant career development advice.

Responsibility

Human Resources has responsibility for ensuring that this policy and procedure are communicated and applied throughout the University and for co-ordinating an annual promotion process.

All staff involved in the selection process are responsible for adhering to this policy and procedure.

Review

This policy and procedure do not form part of any employee's contract of employment and may be amended at any time. The policy and procedure will be monitored on an annual basis and reviewed every three years or sooner considering legislative changes and organisational requirements as appropriate.

Procedure

1. Criteria for Conferment

- 1.1. Decisions regarding promotion to Professor and Reader are based on merit and considered against the criteria in Appendix 1. Candidates are required to fulfil criteria within **one** of the following routes:
- Research
 - Learning and Teaching
 - Knowledge Exchange
- 1.2. Unsuccessful candidates cannot normally reapply within a 2-year period (i.e. until the second subsequent promotion round) to allow sufficient time to act upon feedback from the Promotions Board.

2. Process for the award of Professorships and Readerships

2.1. Conferment of Title on Appointment

- 2.1.1. A title may be awarded on appointment provided the Promotions Board is satisfied that the successful candidate fully meets the relevant criteria.

2.2. Annual Promotion Round

- 2.2.1. A promotion round will normally be held each year.
- 2.2.2. Colleagues will be invited to apply providing evidence of their experience and achievements, which demonstrate the individual's ability to meet the appointment criteria (Appendix 1). Guidance on what to include in the application is provided at Appendix 2. Applicants are strongly advised to discuss their intention to apply with their line manager (and if different, also their Dean) before they apply and to seek feedback on their proposed referees (see further Appendix 3).
- 2.2.3. References play an important part in verifying the academic standing of applicants in relation to the criteria for promotion. Applicants will be required to propose **three** external referees (including at least one international referee i.e. a referee from an institution outside the UK who can comment on the international standing of the applicant). Guidance on external references is provided at Appendix 3. If an applicant fails to follow the guidance on references, or otherwise fails to follow any aspect of the process, the Promotions Board reserves the right to decline to consider the application.
- 2.2.4. Deans will be asked by the Promotions Board to provide an internal reference for candidates from their School which makes clear whether the candidate's application is, or is not, supported by the Dean (and why). The reference will reflect input from appropriate members of staff e.g. Director of Research, Head of Subject etc, and contain advice on appropriate external referees.
- 2.2.5. In addition, the Promotions Board will ask Deans to consult with the relevant Director of Research (and any relevant member of the Professoriate) with a view to those colleagues agreeing and providing to the Promotions Panel the names of **three** external referees in respect of candidates from their School. Those nominated referees need to meet the requirements of the guidance set out in appendix 3.

- 2.2.6. Where applicants are not located within a School or are at a more senior level, the Promotions Board will request an internal reference from an appropriate person (e.g. in the case of Deans of School applying for Professorial status) which makes clear whether the candidate's application is, or is not, supported by the appropriate person in question (and why). The Promotions Board will ask that appropriate person to consult with the relevant Director of Research (and any relevant member of the Professoriate) with a view to those colleagues agreeing and providing to the Promotions Panel the names of **three** external referees in respect of the candidate in question. Those nominated referees need to meet the requirements of the guidance set out in Appendix 3.
- 2.2.7. The Promotions Board will determine, in its entire discretion, which three referees (of the six provided) to take up. External references will be sought and provided in confidence, and the identity of the referees and written reference, once provided, will not be shared with the colleague making the application.
- 2.2.8. The Promotions Board will comprise the Vice-Chancellor, Deputy Vice Chancellors, Pro-Vice Chancellor, Professors (to be appointed by the Chair of the Promotions Board) and the HR Director (or nominee). Every effort will be made to ensure that the panel composition is diverse in terms of subject discipline, gender and ethnicity.
- 2.2.9. The Board will meet twice. At its first meeting it will determine if the applications it receives are of sufficient merit to be considered by external referees. It will do this by assessing the application and any internal reference against the published criteria for the role. It will also determine which three external referees it will consult, considering the nominations of the candidate and the Dean and / or Director of Research (or other relevant internal parties), the requirements set out in paragraph 2.2.3 above and the guidance set out in Appendix 3.
- 2.2.10. At its second meeting, it will consider the references sought and received from external referees and make a judgement about the case for promotion.
- 2.2.11. Following the first and second meetings of the University Promotions Board, all unsuccessful applicants will receive feedback explaining why their application has not been successful. In addition, unsuccessful applicants will be given the opportunity for ongoing support during the subsequent two-year period before they can apply again for promotion under this procedure.
- 2.2.12. All applicants will be notified of the outcome by the Chair of the University Promotion Board. Appointments made under this policy will normally be effective from 1 September following the promotion round.

3. Support for Applicants

- 3.1 Prior to the closing date for applications, sessions will be held to assist members of staff who are interested in making an application for either a Professorship or Readership.

4. Special Circumstances

- 4.1 The University recognises that not all careers follow a standard, uninterrupted route. For part-time members of staff (or those who have had a period of absence such as maternity leave or a career break), whilst there will be no difference in the level of achievement required, special consideration will be given to the volume/range of evidence and any gaps in output. Applicants should indicate any special circumstances, which they wish to be considered as part of their application.

5. Academic Promotions at other times of year

- 5.1 It is acknowledged that, from time to time, there may be specific circumstances which require promotion decisions to be made outside of the standard process. Any request for a promotion after the application deadline will only be considered at the request of the Dean of School with a rationale providing the relevant context. The nomination/recommendation should be sent to the Vice Chancellor as Chair of the Academic Promotions Board, copied to the HR Director. The Vice Chancellor will determine whether the recommendation warrants special consideration.
- 5.2 Where a recommendation is approved for special consideration, the individual will be required to provide evidence against the relevant Reader or Professor criteria and referees as set out above.
- 5.3 Any applications received through this route during the timescales within which the Academic Promotions Board meet, will be included in that process.
- 5.4 Requests that come forward outside of that timeframe, will be considered by the Vice Chancellor in the first instance, who will take advice as necessary, to determine whether references should be sought.
- 5.5 Where references are sought, these, along with the application will be reviewed by the membership of the Promotion Board by correspondence to determine whether the criteria for promotion have been met.
- 5.6 The effective date for any promotion awarded through this process will be determined by the Vice Chancellor.

6. On Appointment

- 6.1 On appointment, the specific role and responsibilities of each Professor and Reader will be determined in agreement with the relevant line manager, including development of a research plan and, for Professors, an inaugural lecture.

7. Withdrawal/Revocation of Title

- 7.1 In exceptional circumstances, the Vice Chancellor may revoke from an employee of the University the title of Professor or Reader. This may include revocation of title where the individual has brought the University into disrepute or where the required outputs are not achieved or sustained.
- 7.2 The salary of the individual will be adjusted to a level which would have been appropriate had the title not been awarded.
- 7.3 Professors will be required to submit evidence of their performance and contribution on an annual basis.

Reviewed December 2024

Criteria for the Award of Professorships and Readerships

All candidates for Professorships and Readerships must be qualified to Doctoral level, **or** be qualified at Masters level and possess appropriate professional qualifications.

All candidates are required to show evidence of:

- Contributions to the generation and flow of knowledge
- Contributions to the development of students and individuals
- Contributions to the wider research, knowledge exchange, pedagogic and/or practice-based community(ies)
- Contributions to broader society

Candidates are required to fulfil the criteria within one of the following routes: Research; Learning and Teaching; and Knowledge Exchange.

Research Route

Successful candidates through this route will normally demonstrate:

Professor	Reader
Contribution to the generation and flow of knowledge	
<ul style="list-style-type: none"> • Sustained track record of research outputs with evidence of originality, rigour and significance that is world-leading and/or internationally excellent • Evidence of securing competitive research grants at or above disciplinary norms 	<ul style="list-style-type: none"> • Sustained track record of research outputs with evidence of originality, rigour and significance that is internationally excellent or above • Track record of securing research grants
Contribution to the development of students and individuals	
<ul style="list-style-type: none"> • Sustained track record of timely doctoral completions • Sustained contributions to research-informed teaching and practice • Sustained and successful supervision, and/or mentoring & coaching of students, early- and mid-career researchers • Successful leadership of a research group or research theme 	<ul style="list-style-type: none"> • Track record of timely doctoral completions • Contributions to research-informed teaching and practice • Successful supervision, and/or mentoring & coaching of students and early career researchers • Development of a research group or research theme
Contribution to the wider research & knowledge exchange, pedagogic and practice-based community(ies)	
<ul style="list-style-type: none"> • Sustained track record of reviewing, editing, refereeing, examining or evaluation of research and researchers at local, national and international levels • Positive and impactful contributions to LBU's research community including but not limited to improving research integrity, EDI in research, 	<ul style="list-style-type: none"> • Track record of reviewing, editing, refereeing, examining or evaluation of research and researchers at local, national and international levels • Positive and impactful contributions to LBU's research community including but not limited to improving research integrity, EDI in research, research culture and researcher development

<p>research culture and researcher development</p> <ul style="list-style-type: none"> • Leading contributions to open research (data, methods, outputs) and open research policies and frameworks • Leadership and organisation of projects, programmes and/or events within or outside LBU 	<ul style="list-style-type: none"> • Evidence of contributions to open research (data, methods, outputs) and open research policies and frameworks • Organisation of projects, programmes and/or events within or outside LBU
Contributions to broader society	
<ul style="list-style-type: none"> • Sustained track record of engagement with, and evidence of impact on, beneficiaries of research • Participation in high-quality public, industrial and/or policy engagement activities linked to research. 	<ul style="list-style-type: none"> • Track record of engagement with beneficiaries of research • Participation in high-quality public, industrial and/or policy engagement activities linked to research.

Learning and Teaching

Successful candidates through this route will normally demonstrate:

Professor	Reader
Contribution to the generation and flow of knowledge	
<ul style="list-style-type: none"> • Evidence of sustained track record of outputs that advance research and scholarship in learning and teaching • Significant and sustained engagement with and leadership of L&T focused projects or programmes that had a demonstrable impact on student success 	<ul style="list-style-type: none"> • Evidence of a track record of outputs that advance research and scholarship in learning and teaching. • Significant engagement with L&T focused projects or programmes that had a demonstrable impact on student success.
Contribution to the development of students and individuals	
<ul style="list-style-type: none"> • Sustained impact through supporting and developing all students in their learning • Significant and sustained track record of academic leadership and development of colleagues in relation to pedagogic practice 	<ul style="list-style-type: none"> • Evidence of impact through a track record of supporting and developing all students in their learning • Evidence of a significant track record of academic leadership and development of colleagues in relation to pedagogic practice
Contribution to the wider research & knowledge exchange, pedagogic and practice-based community(ies)	
<ul style="list-style-type: none"> • Sustained improvements to course-, subject- or institutional-level student outcomes • Peer esteem in the field of L&T as evidenced through awards, fellowships and prizes within a disciplinary and institutional context • A sustained track record of reviewing, assessing, and evaluating research and scholarship in L&T through internal and external editorial and committee roles 	<ul style="list-style-type: none"> • Sustained improvements to course-, subject- or institutional-level student outcomes • Peer esteem in the field of L&T as evidenced through awards, fellowships and prizes within a disciplinary and institutional context • Reviewing, assessing, and evaluating research and scholarship in L&T through internal and external editorial and committee roles • Academic leadership, sustained engagement and contributions of

<ul style="list-style-type: none"> Academic leadership, sustained engagement and contributions of evidence-based practice to the LBU DEAP community 	evidence-based practice to the LBU DEAP community
Contributions to broader society	
<ul style="list-style-type: none"> Significant and sustained impact of L&T projects, programmes and events outside LBU Sustained track record of L&T collaborations and engagements Sustained participation in and leadership of CPD programmes (or similar) at institutional, national and international levels, including professional bodies where appropriate 	<ul style="list-style-type: none"> Significant impact of L&T projects, programmes and events outside LBU Demonstrable track record of L&T collaborations and engagements outside LBU Significant participation in and contribution to CPD programmes at institutional and national level, including professional bodies where appropriate

Knowledge Exchange Route

Successful candidates through this route will normally demonstrate:

Professor	Reader
Contribution to the generation and flow of knowledge	
<ul style="list-style-type: none"> Sustained track record of outputs with evidence of their significance for knowledge exchange Sustained track record of funding for knowledge exchange as returned to HE-BCI 	<ul style="list-style-type: none"> Sustained track record of outputs with evidence of their significance for knowledge exchange Track record of funding for knowledge exchange as returned to HE-BCI
Contribution to the development of students and individuals	
<ul style="list-style-type: none"> Sustained contributions to research-informed teaching and practice Successful supervision, and/or mentoring & coaching of students and colleagues involved in knowledge exchange Successful leadership of knowledge exchange initiatives such as Continuous Professional Development (CPD) programmes, Contract or Collaborative Research, commercialisation or regional development programmes 	<ul style="list-style-type: none"> Contributions to research-informed teaching and practice Successful supervision, and/or mentoring & coaching of students and colleagues involved in knowledge exchange Development of knowledge exchange initiatives such as Continuous Professional Development (CPD) programmes, Contract or Collaborative Research, commercialisation or regional development programmes
Contribution to the wider research & knowledge exchange, pedagogic and practice-based community(ies)	
<ul style="list-style-type: none"> Substantive and sustained success in developing networks and partnerships with internal and external stakeholders that produce positive outcomes Positive and impactful contributions to LBU's knowledge exchange community including but not limited to responsible KE, EDI in KE, KE culture and colleague development 	<ul style="list-style-type: none"> Sustained success in developing networks and partnerships with internal and external stakeholders that produce positive outcomes Positive and impactful contributions to LBU's knowledge exchange community including but not limited to responsible KE, EDI in KE, KE culture and colleague Organisation of projects, programmes and/or events within or

<ul style="list-style-type: none"> • Leadership and organisation of projects, programmes and/or events within or outside LBU that develop the KE community 	<p>outside LBU that develop the KE community</p>
<p>Contributions to broader society</p>	
<ul style="list-style-type: none"> • Significant and sustained track record of engagement with non-academic partners as relevant to the subject or discipline • Demonstrable and sustained impact of KE as evidenced by the reach and significance of the benefits or changes 	<ul style="list-style-type: none"> • Significant track record of engagement with non-academic partners as relevant to the subject or discipline • Demonstrable impact of KE as evidenced by the reach and significance of the benefits or changes

Supporting Statement and Documents

Please ensure that you provide the following documents.

A written statement of no more than four sides of A4, providing evidence supporting achievement against the relevant criteria.

Academic Curriculum Vitae (CV) including usual biographical, education and career details in a standard sequence. Work, which is cited for promotion, must be in the public domain and only items which meet the criteria should be included in your CV. You may report items 'accepted for publication' or 'press' separately in your covering statement.

Applicants should also indicate any special circumstances that they wish to be considered as part of their application, including dates where relevant. For example, maternity leave or career break. Your CV should include as appropriate.

Current Post	Title, School /Other, Date of Appointment
Career History	A full account of all previous employment in chronological order (most recent first), including employer, post title and dates.
Qualifications	Dates, awarding institution or body, title of qualification and subject, class/distinction or other record of standard achieved (most recent first). Level of HEA Membership.
Teaching and Learning	Summary information on teaching undertaken and evidence of teaching quality. Evidence of wider involvement in teaching and learning, including leadership and / or professional recognition. Evidence of dissemination of good practice, including conference presentations, scholarly / pedagogic achievements including a link to pedagogic outputs, external profile including external appointments. Any publications used in evidence should have a Digital Object Identifier (DOI) reference or a reference to the university repository (Symplectic) where the article may be found. All references in the CV must use the University's standard Harvard referencing style. Guidance on this can be found on the Libraries and Learning Innovation website.
Research	List of research outcomes including publications, grants etc. Information on externally funded research grants should be accompanied by the grant reference (where appropriate); the funder (EUFW, Research Council, Company, Government body, Charity or other) and the amount of the grant awarded to this institution, not including any payments to collaborating institutions. For research outputs, you must include information sufficient to enable the Promotions Board and Referees to know precisely what is being listed, whether it is of sole or multiple authorship and a link to where it may be found. A Digital Object Identifier (DOI) should be used if one has been created by the publisher, or a link to Symplectic where the research outputs are listed. Authors must be shown in the order in which they are credited in the work.

Applicants should identify clearly the top six publications upon which they base their case for promotion. All references in the CV must use the University's standard Harvard referencing style. Guidance on this can be found on the Libraries and Student Services website in [Quote Unquote](#).

Knowledge

Exchange

Evidence of enterprise and knowledge transfer activity, details of partnerships (internal and external), consultancy, other entrepreneurial activities, CPD delivery, and other commercial activities.

Evidence of securing external funding, explaining your role, whether sole income generation or in partnership etc. Grant references, with dates and durations, where appropriate, should be included and the amount of the grant awarded to this university, not including any payments to collaborators.

Research Degree

Supervision

Number of supervised PhD / Masters students indicating clearly the number of successfully completed students and the dates, indicating whether you were first or second supervisor.

Guidance on External Referees

Identifying Appropriate Referees

The input of appropriate referees is an integral part of the consideration of applications for promotion to Professor and Reader. Referees should be independent (see below) and have an excellent and demonstrable national and international reputation in their professional area.

Applicants are required to propose **three** external referees for Professor and Reader applications (including at least one international referee i.e. a referee from an institution outside the UK who can comment on the international standing of the applicant).

Colleagues applying for promotion should discuss their proposed referees with their manager, the Director of Research and the Dean to ensure that they are of the standard and reputation required.

Colleagues should ensure as far as is practical that referees that are nominated do not have a conflict of interest that may influence or be perceived to influence the independence of their reference.

The Promotions Board reserves the right to determine which referees to take up.

Additional considerations when nominating referees

- Referees from academic institutions should hold full Professorial status, not associate or assistant professorships. In some cases, for example, where the referee is from industry or an academic research institute where professorial titles are not generally awarded, an appropriate level of seniority is expected to be evident.
- The nomination of more than one referee from the same department within the same institution will not normally be permitted.
- Referees should not have co-authored or published with the applicant in the last 5 years.
- Referees should not include people who have acted as a PhD supervisor or examiner to the applicant.
- Referees should not normally have been employed by Leeds Beckett University in the last three years.

Requirement of Referees

External references will be sought and provided in confidence and will not be shared with the colleague making the application.

Referees may be provided with colleagues' research and other pedagogical outputs, where appropriate, and the criteria for promotion, and may be asked to comment specifically upon each of the publications selected by the candidate as evidencing their case for promotion, and on their overall research trajectory.

Referees may be asked to comment on specific aspects of the candidate's work if they have expertise in the area.