

To: Heads of Academic Departments/Schools

From: Nerys Bradley, HR Business Partner

Date: 8 January, 2018

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Cc: PVCs, Heads of College, Heads of Corporate Services Divisions



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## MEMORANDUM

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### HUMAN RESOURCES DIVISION

Key Points	
Heading:	<b>ANNUAL REVIEW 2017/2018 – Academic and Senior Research Staff</b>
Executive Summary:	Details of the arrangements and timetable for promotion to <b>Professor</b>
Of Interest to:	Heads of Academic Departments/Schools
Deadline:	<b>16 February, 2018</b> – for the submission of completed applications to HR from Heads of Departments/Heads of Schools
Key Words:	Academic Promotions

I write on behalf of the President and Vice-Chancellor to advise you that details of the University's arrangements for promotion to Professor are now available on the Division of Human Resources' web site via the following link: <https://www2.le.ac.uk/offices/hr/pay/ann-review/chair>.

In 2016/2017, following extensive consultation, the University made significant changes to the academic promotion process with the introduction of the Leicester Academic Career Map. Detailed guidance is available on the web page above. We have made some key changes to the process as a result of feedback from colleagues who participated in the new process last year.

The changes we have made are:

- Introduced an academic CV template for candidates to complete.
- Provided an opportunity for candidates to declare special circumstances confidentially to the Chair of the Committee, or the HR Adviser who supports the Committee.

As you are probably aware, across the University, only 22% of our professors are female. Last year, we were disappointed that, following the introduction of the new Leicester Academic Career Map, only 3 of the 21 applications for promotion to Professor were from female colleagues. We are committed to changing this, and want to achieve a position where we have an equal number of applications from women and men. The number of unsuccessful applicants was also considered as part of the review of the new process, and it was decided that we should strongly encourage those applicants who were unsuccessful to take a fallow year. This will allow candidates an opportunity to address the Committee's feedback.

Academic staff's career progression is the outcome of an ongoing engagement through the Performance Development Discussion (PDD). Contributions, achievements, and career enhancement are a result of effective coaching, mentoring and successful leadership. Please can you, therefore, review the academic and senior research staff within your area of responsibility and make submissions for promotion in line with the

guidance in the link above. Please note candidates can also choose to submit a self-initiated application; the same process applies to both self-initiated and department-identified/supported applications.

Candidates will submit to you the following documentation by **2 February, 2018**:

- 1) Cover Sheet.
- 2) Template CV.
- 3) Candidate Referee Nominations Form.

You are requested to review the documentation and prepare the Head of Department/School statement, and the Head of Department Referee Nominations Form. Templates for these can be found on the HR website at <https://www2.le.ac.uk/offices/hr/pay/ann-review/chair>.

All completed submissions should be returned in **electronic format, via the Head of Department's/School's university email account**, to the Division of Human Resources by **5.00 pm on 16 February, 2018 to [promotions@leicester.ac.uk](mailto:promotions@leicester.ac.uk)**. **Submission via the Head of Department's/School's university email account is required to validate applications.**

All applications for promotion will be considered at the Committee meeting on 19 March, 2018. References will be requested for those candidates who proceed to the next stage. The next stage will be an invitation for the candidate and their Head of Department/School to discuss the application, and future plans, with committee members. These have been scheduled to take place on **10, 15 and 17 May, 2018**. In the event that you are supporting a promotion case within your area, or are aware of a self-initiated case, please reserve these dates in your calendar.

The effective date for all promotions will be **1 August, 2018**.

Should you have any queries in relation to the process, please do not hesitate to get in touch with me.

Best wishes,

*Nerys*