

To: Academic & Senior Research Staff
From: Nerys Bradley, HR Business Partner
Date: 8 January, 2018
Tel: 252 3002
Email: nb255@le.ac.uk



MEMORANDUM

HUMAN RESOURCES DIVISION

Key Points	
Heading:	ANNUAL REVIEW 2017/2018 – Academic and Senior Research Staff
Executive Summary:	Details of the arrangements for promotion to Professor
Of Interest to:	Academic and Senior Research Staff
Deadline:	2 February, 2018 – submit documentation to respective Head of Department/Head of School 16 February, 2018 - 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 pages. 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.

Please submit your completed documentation to your Head of Department by **2 February, 2018**. 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 no later than **5.00 pm on 16 February, 2018** to promotions@leicester.ac.uk. **Submission via the Head of Department's/School's university email account is required to validate applications.**

To apply for promotion to Professor you must submit the following documentation:

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

The documentation and guidance for candidates can be found at <https://www2.le.ac.uk/offices/hr/pay/ann-review/chair>.

You have an opportunity to declare any special factors or circumstances, which may have impacted on your contribution and output, in the cover sheet. Special factors may include disability, maternity leave, shared parental leave, carers' leave, or part-time working.

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 their future plans, with committee members. These discussions have been scheduled to take place on **10, 15 and 17 May, 2018**; these dates should be reserved.

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