ANNUAL REVIEW ARRANGEMENTS FOR PROGRESSION FOR
CLINICAL EDUCATORS TO GRADES CE03 AND ABOVE
2016 – 2017

Overview

1. Human Resources will invite the Head of Department to identify those Clinical Educators whom they consider to merit progression to grades CE03 and above of the Clinical Educator scale. A general invitation will be circulated to staff currently employed in grades CE02 to CE05 to review their own position in the context of this exercise, in line with the arrangements agreed by the Staffing Committee in 2006.

   NOTE: Progression to grade CE01 is normally after 12 months, based on satisfactorily completing the first years’ probation. Progression to grade CE02 is on the recommendation from the relevant Head of Department. Progression is in accordance with the procedure in the attached document.

   (a) Individual members of staff may submit a self-initiated proposal for progression to grades CE03 and above. Self-initiated proposals should be submitted directly to the Head of Department in sufficient time to meet the submission deadline. The Head should ensure that the proposal is forwarded in the same way as any other cases being brought forward by the Department for consideration under this exercise.

   (b) Heads of Department should advise individual members of staff in those cases where he/she intends to submit a positive recommendation for progression to grades CE03 and above.

2. Where staff are funded from external sources, proposals must be cleared in advance with the appropriate funding body and confirmed by the College of Medicine, Biological Sciences and Psychology. If a case has not been cleared in advance with the funding body, any approved change will be conditional upon the funding being made available. Where external funds are not available to support the proposal for promotion then, in the event of a successful application, the funding will have to be found by the Department from within its existing budget provision.

3. Where a member of staff works in the same role across two or more departments, the relevant Heads of Department concerned should agree the lead department from which the submission will be made and both/all Heads should sign an agreed departmental report.

4. Assessment of cases for progression to grades CE03 and above will be qualitative, taking into consideration a statement of current duties, which demonstrate the expected competencies and attributes as set out in the grade descriptors, the Head of Department’s supporting statement (or an individual’s factual statement plus the Head’s accompanying statement in the case of self-submissions), and the candidate’s CV.
5. For each promotion case, the following documentation should be prepared or collated by the Head of Department. For a self-initiated proposal, the individual member of staff will prepare the documentation set out in paragraphs (a) to (d) and then forward to their Head of Department for completion of section (e).

(a) A current *curriculum vitae* prepared by the individual member of staff in accordance with the standard format for Curriculum Vitae, as provided. *Curriculum vitae* should not be of undue length, that is, not exceed six sides of A4 (plus a list of publications and grant details, if applicable).

(b) A statement of current duties, which demonstrate the expected competencies and attributes as set out in the grade descriptors.

(c) A detailed organisational chart placing the job in departmental context and providing clarification on the span of control exercised by the post-holder.

(d) The name and contact details of referees (two nominated by the candidate and two nominated by the department). The candidate, before nominating referees, should check in advance that the referees they put forward are willing to serve in this capacity if approached by the University. The Head of Department shall ensure that the candidate shall have no input into the selection of referees nominated by the department.

(e) A report (maximum two sides of A4) from the Head of Department commenting specifically upon (i) why the change in the role has occurred, when the change took place and how it fits within the organisational context of the Department; (ii) which changes to the role reflect the requirement for progression and (iii) all the principal aspects of the candidate’s contribution to the role. The report should be compiled following formal consultation with senior colleagues whose names must be listed in the report.

6. Reports will be requested from referees (where appropriate). One out of the two referees nominated by the candidate, and one out of the two nominated by the department will be contacted with a request for reports. The University will normally hold one name from each list in reserve in case it becomes necessary to substitute the originally selected referee. The referees should be chosen from the point of view of being able to comment upon most, if not all, aspects of a candidate’s case and should be external to the University. (The Head of Department may not serve in this capacity by virtue of having written the Departmental report).

7. In reviewing the applications the following individuals will be involved in assessing the case for promotion and the decision:

   - Provost (Chair)
   - Pro-Vice-Chancellor and Head of College
One professorial member of staff from the College of Medicine, Biological Sciences and Psychology, nominated by the Provost College HR Business Partner

(In addition, an independent external representative from Health Education East Midlands will provide comments to ensure that the application meets the required standards for promotion in accordance with the Clinical Educator grade descriptors).

8. The above individuals will exercise their judgement to determine the outcome of each case.

9. The above individuals will provide sufficient comments to enable written feedback to be given to unsuccessful candidates.