

## Applicant Guidance – Frequently Asked Questions

### **I have more than one post with the University. Do I need to do anything differently?**

Yes. Prior to making an application, you should arrange to speak to your College Head of People & OD to discuss the best way to apply, which will depend on factors such as whether the posts are in the same College, career track and job role.

When you log into the Academic Promotion system and click on 'create a form', there will be an option to apply for promotion on all posts or a selected post. Where you are applying for promotion on more than one post and your HoPOD has advised that it will require separate applications, your local POD team will request for a Word version of the application form to be sent to you which should be submitted to your HoS via email. Please note, that the same deadlines will apply.

This should only be done after discussion with your Head of People and OD.

### **Does the application need to be supported by HoS/VP&HoC?**

The decision to apply is that of the applicant, whether supported or not by HoS/VP&HoC, however, the Head of School is required to provide a statement of support/progress and state whether they support the application.

Applicants should be mindful that an unsuccessful outcome will normally prevent a further application being made the following year without the support of their Vice Principal & Head of College.

### **I have missed the deadline but I want to apply for promotion what should I do?**

The Academic Promotion round occurs once a year with fixed deadlines. You should discuss with your Head of School applying for the next round.

The fast-track promotion procedure will only be applied in exceptional circumstances of retention as deemed appropriate by the relevant Vice Principal & Head of College, in consultation with the Head of School as appropriate. This will not be used in place of missing the annual promotion round deadline.

### **I wish to withdraw my application, how can I do this?**

This must be done via email to [Make an enquiry](#).

It is also recommended that you discuss withdraw of your application with your Head of School prior to doing so.

### **Will part-time working be taken into account when reviewing my application?**

In making their assessments, the Committee will take into consideration the amount of time that has been available to candidates for the completion of their duties and make pro-rated adjustments for the expected quantity of outputs.

Applicants can apply for promotion at any stage of their career insofar as a preponderance of criteria for any role is met.

All applicants are required to meet and are assessed against the quality standards at each grade for appointment and promotion, with the quality of output judged relative to an individual's career profile.

Equality-related adjustments do not allow committees to lower the bar when assessing quality. Instead, these adjustments require that committees recognise where a candidate has faced additional

barriers in achieving specific promotion criteria and adjust accordingly, for example, by recognising there has been an impact on the quantity of activity undertaken (e.g., number of publications). In these circumstances' committees still require the candidate to demonstrate the same quality standard as other candidates in terms of the quality of their contribution.

### **I am on/due to go on /or have returned from maternity leave, can I still apply?**

Yes, the committee will take into account periods of maternity leave provided the impact on output is outlined clearly in the application and a preponderance of criteria is met.

You should ensure that you reference this on your application under the "Additional Circumstances" section with the dates recorded in the "Periods of Leave" section.

### **Do I need to have been here for a certain period of time before I can apply?**

Irrespective of employment type or funding source, academic colleagues will be eligible to apply for promotion in accordance with this policy.

Normally, colleagues will be eligible to apply for promotion after twelve months in post however, this requirement may be waived in exceptional circumstances by the Vice Principal and Head of College, particularly in the interests of recruitment and retention considerations.

### **Can I apply if I was unsuccessful last year?**

Applicants should be mindful that an unsuccessful outcome will normally prohibit a further application the following year, unless exceptionally supported by the relevant Vice Principal & Head of College. This, following consultation with the Head of School to confirm that there is the potential for a different outcome within the shorter timeframe.

### **I am applying for a Professor position, is there a different process to follow?**

No, all applications for promotion follow the same process, however, different criteria and forms exist for application to each grade. For a Professorial application, your Head of School is required to consult with and have commentary informed by key Professors within the relevant subject discipline before the submission of the supporting statement.

It will be made clear to those involved in the consultation that an objective view is being sought of the applicant, their portfolio of activity and track record of performance relative to the promotion criteria. The statement from the Head of School should provide commentary on the range of views expressed and should list the professors with whom there has been consultation.

### **How many years award generation data should be included?**

PGR and income data for promotion purposes is usually assessed over a 4-to-6-year period for Grades 7 to 9 and over a 6-year period (averaged) for Reader and Professorial applicants.

Periods of absence such as maternity leave will be taken into consideration when considering your application.

### **When will I be notified of my outcome?**

All applicants will be notified in line with the [timetable](#).

### **When are successful applicants promoted?**

The effective date for all promotions is the 1<sup>st</sup> August and your annual incremental salary increase date will be the anniversary of your promotion, where appropriate.

### **What salary increase will I receive?**

A successful application for promotion will normally result in salary placement on the first point for the new grade unless the applicant is already being paid within the contribution zone. In such circumstances, salary placement will be one incremental point above the level of salary prior to promotion.

In the case of promotions to Readership, salary will be increased to the top of the substantive scale for grade 9.

### **I am in receipt of a market supplement, will this increase if I am successful?**

No, this will be reviewed in line with the current review period as previously notified of. In line with the Market Supplement policy, supplements are paid when the University's pay and grading system is unable to match the rates as part of basic salary. Wherever possible, market supplements will be consolidated into base pay as a result of promotion.

### **I'm unhappy with my outcome who should I speak to?**

In the first instance you should discuss with your Head of School who attended the College Promotions Committee.

### **Can I appeal the outcome?**

The decision made by the College Promotion Committee and Board of Review is final, there is no right of appeal. An unsuccessful applicant may appeal to the Executive Director of People & OD in circumstances where they can demonstrate that due process was not followed, and that this failure has affected the outcome. The appeal should be made in writing, stating the perceived breach of procedure and detailing the way in which this has influenced the outcome. More details are provided in the policy.

### **What happens to my application after the process is complete?**

It is the University's policy, in accordance with GDPR Principles <https://www.gla.ac.uk/myglasgow/dpfoiooffice/gdpr/principles/> to retain each application, and associated correspondence, in an individual's personal file, including references, where relevant, sought for successful applicants. References sought for unsuccessful applicants will be held for twelve months and then securely destroyed.