Edinburgh Napier
UNIVERSITY

Promotions Framework for Research Staff
Guidance for Applicants

Introduction

As a signatory of the Concordat, the University recognises the importance of providing structured career progression opportunities for our research staff. This framework sets out the promotions criteria, along with the process for applying for promotion, for research staff who want to pursue a research career.

Scope of this framework

This framework covers promotion to Research Fellow (Grade 5), Senior Research Fellow (Grade 6) and Principal Research Fellow (Grade 7) and is open to staff on research only contracts.

Getting started

If you are considering applying for promotion you should talk to both your line manager and your Dean of School in the first instance. An application for promotion will require a significant amount of effort and by talking to your managers and trusted mentors you can make a realistic assessment of your readiness for promotion before investing a lot of time in preparing your application.

This does not mean that their endorsement is a guarantee of success as you will still have to convince the promotions panel. But it might help you avoid wasting time and energy on an application which has little chance of success and it will almost certainly help to highlight what areas you need to work on should you decide to proceed.

Promotion criteria for research staff

The promotion criteria for researchers are defined in terms of:

i. Esteem
    Recognition of your reputation and profile expected to be at national level for Grades 6 and 7.

ii. Innovation & Impact
    Evidence of knowledge creation and sharing from your own research outputs (grades 6 and 7), professional collaborations and networking; and the impact of these on public policy, industry and professional bodies.

iii. Contribution
    Evidence of successful funding bids as PI or Co-I (grades 6 and 7) and contributing to sourcing, applying and securing these. Also evidence of contributing to the research culture of the University through participation in relevant committees and groups.

iv. Academic Leadership
    Mentoring staff, postgraduate research supervision, leading research projects and networks (grade 7); providing guidance and support to staff and students thus contributing to building the research capacity of the University.

The promotion criteria are described in the Promotions Framework for Researchers. Your application for promotion must provide relevant and specific evidence for all the criteria and sub-criteria shown.

An Inclusive Process

The University's promotions process for research staff recognises the importance of developing an inclusive community underpinned by our Inclusive Statement and Strategy. These seek to uphold our values as being essential to everything we do by aiming to create an inclusive environment where promotion is based solely on merit.

The UK Concordat to Support the Career Development of Researchers also highlights key principles relating to inclusive processes for staff at all stages of their career and the University is committed to upholding these.

All applicants are asked to complete an anonymous survey which helps us monitor the diversity & inclusion of the process. Responses are confidential and the information gathered is only used in aggregated form.

Mitigation

Where applicants have personal circumstances that have affected their performance they can request mitigation. This applies in situations where circumstances have resulted in a reduction in the volume or range of activities that you were able to undertake. Mitigation cannot be applied where there has been an impact on quality.

A range of personal circumstances can be taken into account. Some examples are as follows:

- Absences due to maternity, adoption, parental or carers leave

- Part-time working

- Breaks in employment due to non-consecutive fixed term contracts

- Disability, including temporary incapacity that lasts for more than six months

- Absence due to ill-health or injury

- Absences for more than six consecutive months (e.g. career breaks).

Normally time losses of less than 6 months in total would not be reported to the Promotions Panel. Applicants requesting mitigation should complete the Request for Mitigation form. You should explain how your circumstances have had a material impact on your outputs or the range of activities you were able to undertake. Applicants should be aware that this information will be shared with members of the mitigation panel who will then advise the main promotions panel regarding your request.

Reasonable adjustments

We recognise that there may be some aspects of this process which applicants with a disability may find challenging. Please let us know as early as possible if you wish to discuss a request for reasonable adjustments.

DORA

As a signatory of the San Francisco Declaration of Research Assessment (DORA), the University recognises the importance of evaluating research based on the intrinsic value and impact of the work and not placing undue emphasis on where and how it was published.

In practice this means using a range of qualitative and quantitative metrics to evidence the intrinsic value of research outputs. Applicants should explain the context and significance of their work and not rely solely on journal impact factors and citations. Further information is available on the RIO blog.

The Application Process

The promotions process for researchers runs in parallel to the promotions and award of title process for academic staff. A communication to staff will provide dates for applicant briefings (giving details of the application process) and the deadline for applications.

There are four parts to the application:

- Application Form
- Worktribe CV
- Statement from your Dean of School.

In addition, applicants who have previously applied unsuccessfully are required to provide a covering letter – see below. All of the above evidence will be assessed by the Promotions Panel.

Documentation templates can be found on the Promotion & Award of Title intranet page.

1. Application Form – evidencing the criteria

This forms the core of your case for promotion. You should ensure that the evidence you present against each of the criteria directly addresses the areas described so that panellists can clearly see how the evidence relates to the criteria in question. A restatement of the CV or evidence which is presented in a more general nature is unlikely to be successful.

You should also ensure that your role in any project or collaboration mentioned is explicit (e.g. PI, Co-I, project lead, co-ordinator etc) and that the impact of these and all your work cited in your application is made clear. Where you include memberships of professional bodies, networks and committees as evidence of esteem and/or contribution you should also describe your role and contribution. This section of the application should be concise and to the point and should not exceed 3000 words in length.

2. Worktribe CV

Details of research outputs, funding and a range of esteem factors should be extracted from Worktribe and presented using the Worktribe CV. RIE (Research, Innovation & Enterprise) run regular seminars and surgeries for staff looking for assistance on how to update their information on Worktribe and the RIO blog also has regular updates on support for staff. Guidance on how to generate your Worktribe CV is provided in Appendix A.

Applicants are responsible for making sure their Worktribe information is up to date and for submitting their Worktribe CV along with the rest of their application.

3. Statement from the Dean of School

As stated above staff considering applying for promotion should discuss their intentions with their line manager and Dean of School. A completed Statement should be provided as part of your application therefore it is recommended that you contact your Dean of School as early as possible to discuss your application.

4. Covering letter for previously unsuccessful candidates

If you have been previously unsuccessful for the same position you should attach a covering letter explaining how you have addressed the feedback received from the panel.

Submitting your application

It is the responsibility of the applicant to ensure that all paperwork submitted by them is complete and compliant with the guidance above. Applications cannot be modified after the application deadline.

Please email all sections of your application by 5pm on Friday 3rd May 2024 to: promotion_award@napier.ac.uk. You will receive an email acknowledgement to say that we have received your application.

Feedback on your application

Both successful and unsuccessful applicants will be provided with written feedback and unsuccessful applicants will be offered a feedback meeting with a member of the panel and their Dean of School. Feedback is designed to support your future personal development and inform your career plan within the My Contribution process. Once you have received your feedback you are strongly encouraged to discuss it with your line manager and others who can support you in the achievement of your objectives.

Disciplinaries and Grievances

Applicants who have a live disciplinary or grievance against them at the time of the submission deadline can apply but consideration of their application will be deferred subject to the conclusion of those processes.

Where a disciplinary or grievance arises after the submission date, consideration of the application will be deferred until the conclusion of those processes.

In both the cases above a special meeting of the panel may be convened for this purpose.

Appeals

Unsuccessful applicants wishing to appeal should first attend their feedback meeting with a panel member.

Grounds for appeal

Unsuccessful candidates have the right to appeal on the grounds of procedural irregularity only. It is essential to confine the written statement to the grounds for appeal. For the avoidance of doubt this means applicants should provide supporting evidence of how the process was flawed and how, in precise terms, they believe any flaw identified had a material effect on the outcome of their application and the panel decision.

Note: Appeals questioning the academic judgement of the panel will not be accepted.

Appeals should be made using the Appeals Form which can be downloaded from the promotions intranet page and sent to promotion_award@napier.ac.uk within 10 working days of having received both written and verbal feedback, whichever was the latter.

An applicant's failure to have followed the application process correctly will not be grounds for appeal. Appeals that are not submitted in time, or do not comply with the grounds for appeal will not proceed.

Appeals panel

Appeals will be considered by an appeals panel consisting of two panellists who were not involved in the original panel decision.

Appeals process

The appeals panel will consider the appeal and if they believe there are no grounds for appeal, the applicants will be informed in writing, with the reasons. If the appeals panel agree there are grounds for appeal the application along with the appeal paperwork will be referred back to the original panel to be reconsidered. Once considered the individual will be advised in writing of the panel's decision.

Potential decisions and outcomes

The following outcomes may apply:

- The appeal is rejected;
- The appeal is upheld, and the appropriate appointment is made if warranted on the evidence provided; or
- The appeal is upheld, and there is no change to the applicants status (i.e., the circumstances had no material effect on the application).

Written notification of the decision will normally be given in writing within 10 working days of the panel meeting, unless otherwise notified.

The decision of the appeals panel is final.

This section explains how to create a Worktribe CV for the Promotions & Award of Title exercise. Further information is available at the link below:

https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Training.aspx

CV export. Your CV can be exported from your Worktribe profile via the grey action button, and selecting templates, ALD_CV 2024 and download:

You should download a Word version of your CV to pull down the information from your Worktribe profile. There are other sections you will need to complete in the Word template where this information is not held in Worktribe such as work experience and positions of academic leadership in the University. The CV has been designed to make comparisons by the panel easier as all CVs follow the same format. You need to provide a copy of this CV with your application at the time of submission.

Sections in Worktribe profile:

Details Included in CV:

Biography. Your biography also populates your online research profile. It should detail the information you want others to know about your research career and research interests. You can include details about your teaching, but research information if appropriate should be first.

Qualifications. Any research degrees from Edinburgh Napier University are populated from SITS. You can add any other qualifications from your profile – ensure this includes date, University, Qualification name. If the organisation is not on the list contact RMSAdmin@napier.ac.uk

Research Degrees. This section details any research degree students you have been involved with at Napier – Director of studies, second supervisor, additional supervisor, Independent panel member, or Internal examiner. This data comes from SITS and should not be edited in Worktribe. If there are any issues these will need to be updated in SITS via the appropriate RD form.

Funding. Any awarded projects at the University will be displayed with project dates, your role on the project within the University (project lead, co-I), project title, funder and value. RIO competition funding will not be considered as highly as external funding by the panel.

Outputs. Will be displayed in order: Journal article, Book, edited book, book chapter, presentation/conference, conference proceeding, Exhibition/performance, report, patent, thesis, dataset, other. New outputs are added via the outputs menu (not in the profile). The CV will display the registered citation for Journals and books or create a mini citation from the information you provide for other output types. Types of outputs you can add are in the table below.

Output type	Article type description (lists are from dropdown boxes)
Journal	Article Book Review Commentary Conference paper (published in journal) Review Letter Addendum Meeting abstract Extended abstract Other
Book	Authored book Edited Book Monograph Scholarly Edition Other
Book Chapter	Book chapter
Conference Proceeding	(Published, but not in a journal) Edited conference proceeding Paper in conference proceeding
Dataset	Dataset
Digital artefact	Software Website content Image Video Audio Other
Exhibition/Performance	Exhibition Performance Other
Patent	Patent
Physical Artefact	Artefact Devices/products Other

Output type	Article type description (lists are from dropdown boxes)
Presentation/ Conferences	Conference paper (Unpublished) Lecture Speech Poster Keynote Other eg exhibition at a conference
Report	Confidential report Consultancy report Discussion paper Policy document Project report Research report Technical report Technical standard Other
Thesis	Thesis Dissertation
Working Paper	Working Paper
Other	Composition Design Experiment Manual/Guide Newspaper article Teaching Resource Other

Recognition. This part of the profile and CV covers the activities related to your research work and any projects or supervisions you may have completed at a previous University. The CV will display each type of recognition with the date range and title added to Worktribe for all items marked as 'realised'. It is important the title clearly covers all the information you want to be displayed – examples of how to get the most out of the tile for the different type in the table below.

Type	Examples and recommended title format (for clear web display)
Advisory Panels & Expert Committees/ witness	**Funding panel:** Carnegie Trust panel member **Review panel:** Member of project review panel for…. **Advisory board:** Member of advisory board for…. **Expert witness:** ……………………
Conference Activity	**Conference organiser:** [conference title, place, date] **Conference Chair:** [conference title, place, date] **Programme Committee Chair:** [conference title, place, date] **Programme Committee member:** [conference title, place, date]
Editorial activity	**Editorial Board member:** [name of publication/book] **Editor of Special issue:** [name of publication/book]
External validation: [qualification, organisation, date(s)]	**External Examining:** [qualification, organisation, date(s)] **External validation:** [qualification, organisation, date(s)]
Fellowships & Awards	**Fellow:** of xxx, **Best paper:** [conference details] **Nobel prize:** … This should not be used for awarded research and innovation projects
Invited Speaker	**Keynote speaker:** [event, location, date] **Conference talk:** [Conference, location, date] **Seminar speaker:** [University, location, date]
Media Activity	**TV appearances:** [story title, Program/broadcaster/channel info, date] **Newspaper articles:** [story title, publication, date] **Radio feature:** [story title, item type, broadcaster, date] *Blogs and online articles etc should be added to repository as digital artefact*
Non-executive Directorship	**Non-executive Directorship:** Company name, dates

Type	Examples and recommended title format (for clear web display)
Non-Napier PhD supervisions	**Supervision:** PhD student, [University, location, status, dates]
Pre-Napier Funded Projects	**Research Grant:** [Funder, value, title, grant reference, University & date of award] **Commercial funding:** [Funder, value, title, University & date of award]
Research Degree External Examining	**External Examining:** [qualification, organisation, date(s)]
Reviewing	**Journal reviewer:** [Journal title, date] **Grant reviewer:** [funder, panel, date]
Spin-outs and Licenses	**Spin-out:** ………………….. **Licence:** ………………….. *Patents are added to the outputs menu*

Examples of profiles:

Peter Barlow	https://napier-research.worktribe.com/record.jx?recordid=111054
Anne Schwan	https://napier-research.worktribe.com/record.jx?recordid=124103
Liz Aston	https://napier-research.worktribe.com/record.jx?recordid=111057
Kirsteen Grant	https://napier-research.worktribe.com/record.jx?recordid=110413