



Edinburgh Napier
UNIVERSITY

Promotions Framework for Researchers

Guidance for Applicants

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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)

Getting started

Begin by talking to your line manager and your Dean of School. This will help you make a realistic assessment of your readiness for promotion before you invest time in preparing your application. Of course, their endorsement is not a guarantee of success, but could highlight the areas you need to work on should you decide to proceed.

If you applied last year and were unsuccessful, you will need the approval of your Dean before completing a new application.

Promotion criteria for research staff

The promotion criteria for researchers are defined in terms of:

i. Esteem

Recognition of your reputation and profile. At grades 6 & 7 this is expected to be at national level.

ii. Innovation & Impact

Evidence of knowledge creation and sharing from your own research outputs (as an independent researcher at grades 6 and 7), professional collaborations and networking; and the impact of these on public policy, industry and professional bodies.

iii. Contribution to research funding and culture

Evidence of successful funding bids (as PI or Co-I for 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

Providing guidance and support to staff and students thus contributing to building the research capacity of the University. At higher grades mentoring staff, postgraduate research supervision, leading research projects and networks.

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

Diversity & Inclusion

The promotion and award of title process recognises the importance of developing a diverse University community underpinned by our [Inclusion Strategy](#) and an environment where selection is based solely on merit. The promotions panel is gender balanced and members come from a range of academic disciplines and backgrounds. The Panel's assessment will be solely based on the evidence presented in the application.

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.

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.

DORA

As a signatory of the [San Francisco Declaration of Research Assessment](#) (DORA), the University recognises the importance of using a range of qualitative and quantitative measures to evidence the intrinsic value of research outputs. Applicants for promotion should clearly explain the context and significance of their work and not rely solely on journal impact factors and citations.

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 five parts to the application itself:

1. **Application form** for recording your evidence against the criteria
2. **Worktribe CV** which is generated by colleagues in RIO
3. **Short form CV** to capture information which is not recorded on Worktribe, such as employment history
4. A copy of your most recently completed **My Contribution** review.
5. A **Statement of Support** from your Dean of School

All of the above evidence will be assessed by the Promotions Panel.

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 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 be a maximum of **4000 words** in length including appendices and footnotes.

2. Worktribe CV

Details of research outputs, funding and a range of esteem factors will be extracted from Worktribe. RIO (Research & Innovation Office) run regular seminars and surgeries for staff looking for assistance (see the Intranet home page under Learning Events) on how to update their information on Worktribe and the RIO blog also has regular updates on support for staff.

The final version of your Worktribe CV will be generated by staff in RIO, however applicants are responsible for making sure their Worktribe information is up to date. You can generate a draft of your Worktribe CV up to a week before the submission deadline so that you can check all your information is there.

3. Short form CV

Applicants should also complete a short form CV template which captures information not recorded (or partially recorded) on Worktribe such as employment history, leadership positions and impact case studies.

4. My Contribution

Please attach a copy of your mid-year review (including your manager's comments). You can do this by printing page 18 of the My Contribution review.

5. Statement of Support from the Dean of School

A completed [Statement of Support](#) should be provided as part of your application. Contact your Dean of School as early as possible to discuss your application and request the statement of support.

Mitigating factors

Candidates are encouraged to indicate any personal circumstances that may have affected their performance by reducing the volume or range of activities they were able to undertake. Normally time losses of less than 6 months in total would not be reported to the Promotions Panel.

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

- Absences due to maternity, adoption, parental or carers leave
- Periods of 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 (i.e. career breaks)
- Special leave of absence or secondment to other organisations.

This is not an exhaustive list. If candidates have any personal circumstances which they consider to have had an impact on their output these should be detailed in the relevant section of the application form. You need to explain how your circumstances have affected your output and may be required to provide evidence to support the application. This information will be seen only by members of the mitigation panel. The mitigation panel will then advise the main promotions panel on how this may have affected your application.

Submitting your application

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

1. Email all sections of your application by 5pm on Monday 4th May 2020 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 candidates will be offered a one to one feedback meeting with a member of the panel and their Dean of School. A written summary of the feedback will be provided in advance of this meeting. Feedback is designed to support your future personal development and inform your career plan within the My Contribution process. Discuss your feedback with your line manager and others who can support you in the achievement of your objectives.

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. 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 (using the appropriate appeals form) should be 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 Grade 10 (or above) members of staff 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 will be 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.