Edinburgh Napier
UNIVERSITY

Academic Promotions
Guidance for Applicants

Introduction

Eligibility

Colleagues on academic contracts at Grade 6 Lecturer and above can apply for promotion through this process. Grade 7 Senior Lecturers can also apply for the Award of Title of Associate Professor. While not a promotion the Award of Title recognises that successful applicants meet the criteria for the Associate Professor role. In all cases applicants should have a minimum of one year's service at Edinburgh Napier.

Getting started

Begin by talking to your line manager and your Dean of School. You should do this as early as possible as this will help you make a realistic assessment of your readiness for promotion before you invest time in preparing your application. 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'll need the approval of your Dean before completing a new application.

Academic Appointment and Promotion Framework

There are four academic pathways that you can align to:

- Research
- Learning and Teaching
- Enterprise
- Professional Practice.

Academic pathways help academics focus their careers around well-defined progression routes. When selecting your pathway, consider the best fit for your academic profile to date and your future career aspirations. It's also important to seek guidance from your Dean of School, line manager and other trusted mentors when making your choice. Candidates should choose only one pathway.

An Inclusive Process

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.

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

There are four parts to an application for promotion or award of title:

1. Application form for recording your evidence against the academic criteria

2. Worktribe CV

3. A 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 academic criteria

Applicants are required to evidence their academic achievements against each of the criteria for their chosen pathway on the application form.

To evidence the criteria, you should:

1. Ensure your evidence addresses each of the criteria directly so that panellists can clearly see how the evidence matches the criteria

2. Make it clear what your role was in any examples cited and the difference your contribution made

3. Describe the impact of your activities and achievements

4. Make it clear, when listing grants, what your share of the total grant award was

5. Applications should be self-contained; applicants should not assume that panellists will view URL links.

This section of the application should be a maximum of **3000 words** in length including appendices and footnotes. Applicants should note that each pathway has a different number of criteria under the headings of Esteem, Innovation & Impact, Contribution and Academic Leadership. Any lines on the application form which are not required should be deleted.

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 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.

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 attend their feedback meeting with a panel member first.

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.

Failure to have followed the application process correctly will not be grounds for appeal. Appeals not submitted in time, or which do not comply with the grounds for appeal, will not be taken forward.

Appeals panel

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

Appeals process

The appeals panel will consider the appeal and, if they believe there are no grounds for appeal, the applicant will be informed in writing, with the reasons why. 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
- The appeal is upheld, and there is no change to the applicant's status i.e., the circumstances presented in the appeal are judged to have 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*

Type	Examples and recommended title format (for clear web display)
Non-executive Directorship	**Non-executive Directorship:** Company name, dates
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

Guidance on evidence

Evidence should demonstrate impact and influence, benchmark against best practice and include measured outcomes such as grant income.

There may be some overlap in evidence across each of the criteria headings (esteem, impact and innovation, contribution and academic leadership). For example, learning and teaching academics may demonstrate *innovation* through curriculum development. Evidence of these practices being transferred and achieving *impact* might include presenting the practices through internal University forums, invited keynote speeches (esteem) and writing up findings in a journal article. Mentoring of colleagues and students in these practices would be evidence of *academic leadership* and a successful grant application to carry out follow on research would show *contribution*.

The following are examples of evidence you may use to demonstrate how you meet the academic criteria. They are intended only as a guide and do not reflect every type of achievement.

Research

Evidence for research esteem could include:

- Awards – international awards and fellowships, national awards from academies and learned societies, University awards (early career, research excellence award etc.)
- Invitations – keynote addresses; displays of work, curatorial invitation, invited symposia, seminars at other universities; serving on external high level selection committees, visiting appointments held at other institutions
- Editorial and industry board memberships and book series editorships
- Membership and influence of professional associations and government bodies
- Invitations to provide expert comment or consultation from professional bodies
- Postdoctoral fellows attracted
- Conference presentations
- Achievement of specialist qualifications (e.g. Fellowship of professional bodies) achieved by examination or election
- Invitations to join expert panels
- Invitations to judge competitions relevant to research/creative field.

Evidence for research innovation and impact could include:

- Publications – papers in high quality journals, books, chapters, monographs, published refereed conference papers, edited books, special journal issues
- Scholarly impact of your outputs
- Original compositions, works of art or design, performances, creative writing, exhibitions and scholarly translations
- Patents; technical and commissioned reports
- Commercialisation of research: patents, royalty licences, spin-off companies, successful technology transfer activities
- Research collaborations: major industry, government, profession, business, not-for-profit organisations and community partnerships
- Impact of trial outcomes on practice, commercial investment etc.
- Community or government adoption of work and development of policy from work
- Demonstrated public engagement with end-users of your research, including community, industry and government groups.

Evidence for research contribution could include:

- Income from successful grant applications (make it clear what your share of the total award was)

- Competitiveness of granting bodies from whom funding has been obtained, level of contribution to grant and funding amount

- Significance of research collaborations: interdisciplinary initiatives; major international collaborations; quality/profile of collaborators

- Leadership of research-related professional associations

- Evaluation of sustained high teaching performance evidenced through module and programme evaluations (%improvement etc), verifiable feedback from students; robust peer review; student nominations for teaching awards, comments from external examiners

- Evidence of excellent student outcomes e.g. improved module marks

- School leadership positions, contribution to university committees, academic board, university court etc.

Evidence for research academic leadership could include:

- Capacity building through the support, mentoring and leadership of academic colleagues

- Leadership and innovation in the development of new procedures/techniques and extent of adoption by the profession and industry

- Leadership and project management in major projects

- Supervision of honours and higher degree students

- Conducting research projects as principal investigator.

Learning and teaching

Evidence for learning and teaching esteem could include:

- Recognition of teaching through commendations/awards for teaching or supervision excellence
- Active involvement with professional bodies to support development of national curricula
- Invitations to deliver teaching elsewhere including evidence of quality where available
- Invitations to be an external examiner
- Editorial and industry board memberships and book series editorships
- Membership of government committees and advisory boards
- Community or government adoption and development of policy
- Leadership and influence of professional associations and government bodies
- Postdoctoral fellows attracted.

Evidence for learning and teaching innovation and impact could include:

- Publications – papers in quality journals, books, chapters, monographs, published refereed conference papers, edited books, teaching materials, special journal issues
- Scholarly impact of your outputs
- Integration of research with teaching and learning evidenced through peer review, external examiner comments
- Awareness and application of good practice in teaching and learning developed by others or developing and publicising of good practice
- Sustainable innovative approaches to teaching that demonstrably enhances student learning (evidenced by external examiner's report, improved recruitment of students, improved student satisfaction, improved employability, more efficient use of resources)
- Curriculum development with evidence of beneficial results (e.g. improved recruitment of students, improved student satisfaction, improved employability, more efficient use of resources)
- Evidence of influence on national debates on teaching and learning e.g. conference presentations; dissemination of good practice in respected journals
- Benchmarking of the course or programme against similar courses or programmes to improve content and delivery
- A clear and reflective philosophy of teaching, evidenced in self-reflective teaching

or evidenced in teaching practice.

Evidence for learning and teaching contribution could include:

- Evaluation of sustained high teaching performance evidenced through module and programme evaluations (%improvement etc), verifiable feedback from students; robust peer review; student nominations for teaching awards, comments from external examiners
- Evidence of excellent student outcomes e.g. improved module marks
- Evidence of grants for teaching and learning activities, including details of awards and evidence of impact
- Results for independent and University approved teaching evaluations
- Engagement with students as an academic advisor and sustained support for student bodies
- Contributions to the development of learning communities amongst students; contribution to teaching students with special needs
- Contribution to the development of reliable and valid assessment tools
- Contribution to mentoring and peer review of colleagues in learning and teaching
- HEA Fellowship (at senior or principal levels for higher grades)
- Engagement with the Students as Colleagues project
- Engagement with the Edinburgh Napier Teaching Fellows community – sitting on the steering committee, research grants panel, teaching conference panel
- Support for ENroute as a mentor or assessor
- School leadership positions, contribution to university committees, academic board, university court etc.

Evidence for learning and teaching academic leadership could include:

- Support, mentor and lead academic colleagues to build capacity
- Leadership and project management of major projects
- Evidence of attending development and training opportunities and good practice sessions
- Effective management of teaching programmes with evidence of impact (e.g. improved student recruitment; improved student feedback)
- Supervision of honours and research higher degree students
- Demonstrating exemplary learning and teaching practice by example.

Enterprise

Evidence for enterprise esteem could include:

- Invitations – keynote addresses; displays of work, curatorial invitation, invited symposia, seminars at other universities; serving on external high level selection committees, visiting appointments held at other institutions

- Awards – international awards and fellowships, national awards from academies and learned societies, university awards (early career, research excellence award etc.)

- Invitations to judge events and competitions relevant to research/creative field

- Conference presentations and organisation

- Research collaborations and contracts

- Postdoctoral fellows attracted

- Expert panel memberships

- Providing advice and services to start-up companies

- Invitations to provide expert comment or consultation from auspicious community and professional bodies, significant media commentary

- Achievement of specialist qualifications (e.g. Fellowship of professional colleges) achieved by examination or election.

Evidence for enterprise innovation and impact could include:

- Scholarly impact of your outputs

- Other publications – books, chapters, monographs, published refereed conference papers, edited books, special journal issues

- Original compositions, works of art or design, performances, creative writing, exhibitions, and scholarly translations

- Undertaking innovation and commercialisation activities such as seeking venture capital and other funding

- Development of intellectual property and its protection

- Patents; technical and commissioned reports

- The extent of commercialisation of research: patents, royalty licences, spin-off companies, successful technology transfer activities

- Research collaborations: major industry, government, profession, business, not-for-profit

organisations and community partnerships

- Development of innovative approaches to research and enterprise

- Leadership and innovation in the development of new procedures/techniques and extent of adoption by the profession, and industry

- Leadership in innovation and commercial development of University intellectual property; or demonstrated outcomes of commercialisation.

Evidence for enterprise contribution could include:

- Contributions to the development of enterprise

- Independent reviews of publications and creative work

- Competitiveness of granting agencies from whom funding and capital has been obtained, level of contribution to grant, capital and funding amount

- Significance of research collaborations – interdisciplinary initiatives, major international collaborations, or quality/profile of collaborators

- Leadership of research-related professional associations, and/or

- Demonstrated engagement with end-users of your research, including community, industry and government groups

- Community or government adoption of work and development of policy from work

- School leadership positions, contribution to university committees, academic board, university court etc.

Evidence for enterprise academic leadership could include:

- Support, mentor and lead academic colleagues to build capacity for delivering enterprise projects

- Leadership and project management of major enterprise related projects

- Integrating entrepreneurship strategically into the curriculum

- Supervision of postgraduate research students and students for professional qualifications.

Professional practice

Evidence for professional practice esteem could include:

- Awards – industry, government, public sector and community awards and prizes, national awards from professional associations

- Invitations – keynote addresses; displays of work, curatorial invitation, invited symposia, seminars at other universities; serving on external high level selection committees, visiting appointments held at other institutions

- Editorial and industry board memberships and book series editorships

- Provision of expert advice, technical reports and consultancy services to community, industry, government bodies, public sector services and other groups

- Leadership and influence of professional associations and government bodies

- Achievement of specialist qualifications (e.g. Fellowship of professional colleges) achieved by examination or election

- Invitations to provide expert comment or consultation from auspicious community and professional bodies, significant media commentary

- Postdoctoral fellows attracted.

Evidence for professional practice innovation and impact could include:

- Publications – books, chapters, monographs, published refereed conference papers, edited books, special journal issues

- Independent reviews of publications and creative work

- Community or government adoption of work and development of policy from work

- Significance of collaborations: interdisciplinary initiatives; major international collaborations; quality/profile of collaborators

- Demonstrated engagement with end-users of your professional practice, including community, industry and government groups (e.g. Media comment, series of public lectures, outreach initiatives etc.)

- Leadership and innovation in the development of new procedures/techniques and extent of adoption by the profession, and industry.

Evidence for professional practice contribution could include:

- Contributions to the development of learning and change in professional practice amongst students, the University, government or society

- Contributions to the development of reliable and valid professional practice assessment tools

- Impact innovations on the practice of others

- Contribution to mentoring and peer review of colleagues in professional practice.

Evidence for professional practice academic leadership could include:

- Capacity building through the support, mentoring and leadership of academic colleagues, helping them develop their professional profile and networks

- Leadership and innovation in the development of new procedures/techniques and extent of adoption by the profession and industry

- Postgraduate supervisions

- Evidence of influencing School and University policies.