

## **Appendix 6 - University Promotions Committee**

### ***Terms of reference***

1. To ensure criteria and processes relating to academic promotion are fair and transparent, and in alignment with the overall University Strategy defined by the Executive Board.
2. To oversee the effective running of said processes in the Faculties with respect to Promotion to Senior Lecturer, Senior Lecturer (Clinical), Senior Teaching Fellow, Senior Research Fellow, Teaching Fellow B and Research Fellow B.
3. To receive recommendations from the Faculties with respect to promotion to Professor, Professorial Teaching Fellow, Professorial Research Fellow, Professor in Practice, Associate Professor/Reader, Principal Teaching Fellow and Principal Research Fellow, and make decisions whether to ratify such recommendations after due evaluation through a centrally run process.
4. To consider appeals against applications for Professor, Professorial Teaching Fellow, Professorial Research Fellow, Professor in Practice, Reader, Principal Teaching Fellow and Principal Research Fellow which are not supported at Faculty.

### ***Membership***

#### Chair

Provost & Senior Vice-President

#### Ex-officio members

- Pro-Vice-Chancellor, Research & Innovation
- Pro-Vice-Chancellor, Academic
- Chief Operating Officer, or HR Director or nominee
- A minimum of one External representative

#### In attendance

- Committee Secretary
- Pro-Vice-Chancellor, Executive Dean (to present cases put forward by their Faculty (x3))

#### Period of appointment

Ex-officio members remain a Member of the University Promotions Committee for the term of their appointments.

The external member will serve for one academic year which, on completion, may be renewed for one further year. The appointment is made following the agreement of the Chair and the Director of HR.

### ***Operation***

#### Quoracy

The quoracy requirements shall be not less than two third of the current members. In the case of an equal vote, the Chair shall have a casting vote.

#### Frequency of meetings

Meetings are held at least once per year. Exceptional meetings may be held at the discretion of the Chair.

#### Decision making outside the meeting

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

#### Reports to Senate