

DEPARTMENTAL PROMOTIONS COMMITTEES

1. ***Composition of the Committee***

Head of Department, Dean of Faculty and the Professoriate.

2. ***Purpose of the Committee***

To consider **all** cases in the Department. This should be an annual review of **all** academic staff, whether or not staff are being considered for promotion. There is a requirement to consider all cases for discretionary awards, additional increments and all promotions. All members of the Committee are to be provided with a list of all academic staff and current grade at least three days prior to the meeting.

3. ***Natural Justice***

Staff on the Committee should leave the room when they have a personal interest in the case under discussion.

4. ***Recording***

Confidential and brief minutes should be produced with circulation to the Dean of Faculty and Head of Department only. The minutes must be made available to the Dean at least three days prior to the meeting of the Academic Staff Review Group. Under normal circumstances, minutes will be taken by the Head of Department.

5. ***Timing***

The meeting should take place early in the Autumn term to allow for recommendations to be passed on in time for the Academic Staff Review Group meeting held in November.

6. ***Alternative Routes***

Staff can submit a request for consideration directly to the Academic Staff Review Group, via the Director of Personnel, if the Department does not support their case, although the views of the Head of Department will be sought by the Academic Staff Review Group.

7. ***Meaningful size of Committees***

Smaller departments such as Modern Languages may need to be conflated for this purpose.

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