

ACADEMIC PROMOTIONS 2024 PROCESS

1. Introduction

- 1.1. This document sets out the process for the Academic Promotions for 2024. Promotion's criteria and guidance for making an application are available on the [Academic Promotions webpages](#).
- 1.2. The promotions process will apply to those on the University's three career pathways for Academic staff:
 - The Education and Research Pathway: Lecturer A to Lecturer B; Senior Lecturer; Reader and Professor
 - Education and Scholarship Career Pathway: Lecturer A to Lecturer B; Senior Lecturer; Reader and Professor
 - The Research Fellow Career Pathway: Research Fellow A to Research Fellow B; Senior Research Fellow; Research Professor (No Reader position available on Research)

4. Individual Circumstances

- 4.1. The University recognises that equality of opportunity does not mean treating everyone the same and some applicants for promotion will need to be assessed differently in order for

- 5.1. In the interests of transparency, since 2022 schools are required to publish the names of all those who will sit on the SPC. Applicants may refer to this list and where they believe a committee member may have a conflict of interest they should declare it using the [Conflict of Interest Form](#) and send it to academic.promotions@sussex.ac.uk along with their application for promotion.
- 5.2. On the form, applicants must detail how they believe a conflict of interest would arise should the panel member in question evaluate their application for promotion. Applicants are also asked to declare whether or not the cause of the conflict of interest has already been formally raised.
- 5.3. A Human Resources Business Partner will share the form, in confidence, with the relevant Head of School (except where the Head of School is the subject of the form, in which case the Provost will assume the Head of School role for the purposes of this process).
- 5.4. Where the declaration form regarding conflicts of interest relates to an issue concerning Equalities, Diversity or Inclusion issues, the HR Business Partner will liaise with the PVC

- Where there are doubts about whether or not an application meets the criteria, take advice from the Head of School and HR Business Partner about whether any individual circumstances have been submitted and whether these are supported (see section 4).
- 7.3. At the meeting, the Secretary will record the decisions, reasons, and feedback points in the outcome's spreadsheet. It will not be necessary to take separate minutes of the meeting. It is vital that accurate records are kept as this will form the basis for any feedback that an applicant requests on their application.
- 7.4. In order to facilitate the efficiency of the process, those applying for Senior Lecturer or above on the Education and Research or Research only pathway will submit a list of Independent Assessors

- 8.4. The HR Co-ordinator will request Independent Assessments by email, copied to the Head of School. The HR Co-ordinator will request assistance from the Head of School in the event that it is necessary to chase up responses or to provide additional assessors if required.
- 8.5. For those applying for promotion under the Education & Scholarship pathway, their application will be assessed by a panel of Independent Assessors selected by the Pro-Vice Chancellor for Education and Students. The panel will provide feedback on the applications.
- 8.6. When Independent Assessments are received, the HR Co-ordinator will upload them to the School Promotions Box File.

9. School Promotions Committee Second Meeting & Head of School statements

- 9.1. The Chair of

9.6.