Academic Advancement & Promotions Committee

2018/19

Guidance
<table>
<thead>
<tr>
<th>Timeline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPC formally opens for applications</td>
<td>Monday 26th November 2018</td>
</tr>
<tr>
<td>Closing date for applications to be submitted to HR</td>
<td>Monday 11th February 2019 (no later than mid-day)</td>
</tr>
<tr>
<td>HR Provide Faculty Panels with applications and data to dean of faculty for consideration at stage 1 faculty promotions panel</td>
<td>Friday 22nd February 2019</td>
</tr>
<tr>
<td><strong>Stage 1 - Faculty Promotions Panel (Prima Facie meeting)</strong></td>
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<tr>
<td>Faculties to convene a promotions panel to consider cases on a prima facie basis.</td>
<td>Monday 25th February – Friday 15th March 2019</td>
</tr>
<tr>
<td>Prima Facie outcomes provided to applicants and HR Services</td>
<td>Monday 18th March 2019</td>
</tr>
<tr>
<td>HR Services request references and request a refresh of Research Data Report where necessary</td>
<td>w/c Monday 18th March 2019</td>
</tr>
<tr>
<td>Deadline for referee reports and Research Data Report to be received by HR Services</td>
<td>Friday 12th April 2019</td>
</tr>
<tr>
<td>Applications provided to AAPC members for formal consideration</td>
<td>w/c Monday 29th April 2019</td>
</tr>
<tr>
<td><strong>Stage 2 - AAPC Committee Meeting</strong></td>
<td>Thursday 16th May 2019</td>
</tr>
<tr>
<td>Outcomes from AAPC meeting to be communicated to candidates</td>
<td>Friday 24th May 2019 (at the latest)</td>
</tr>
<tr>
<td>AAPC Procedures Review Meeting</td>
<td>Wednesday 12th June 2019</td>
</tr>
<tr>
<td>AAPC Procedures Debrief Meeting</td>
<td>Wednesday 18th September 2019</td>
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</table>
1. Introduction

1.1 The University of Stirling is committed to enhancing its reputation as an international, research led University and to maintaining a level of academic discipline and achievement that is respected worldwide. We are numbered among the top 50 new universities in the world; a reputation that has been gained through the quality of our research, its impact on society, and the skills and competencies of our graduates.

1.2 The Academic Advancement and Promotions Committee (AAPC) guidelines set out the principles that underpin a fair and transparent advancement and promotion process for all eligible academic staff. The process is designed to recognise and reward excellent performance that supports the delivery of University strategic objectives. These are measured by an individual’s ability to demonstrate excellence over a sustained period, and evidenced by the significance of their contribution and impact across the full range of academic duties and responsibilities.

2. Equality of Opportunity

2.1 The University is committed to promoting equality of opportunity for all staff and ensuring a working environment where everyone is valued and difference is respected.

2.2 Each application will be considered and judged on its merits in accordance with the promotion criteria detailed in Appendix 1. The quality of contribution and impact will be judged relative to an individual’s career stage.

2.3 AAPC will give due consideration to additional information as noted in Section D of the application form that may have impacted the applicant’s contribution.

2.4 The University’s Equality Steering Group monitors the outcome of applications for promotion. This continual review of career development trends and statistics ensures that the criteria against which decisions are taken, remain objectively justifiable and lawful in accordance with equality legislation.

3. Principles

3.1 The University makes every effort to ensure that all applicants are treated fairly and that the criteria, based on individual merit, are applied consistently.

3.2 The University recognises that promotion is an aspiration for every member of staff and undertakes to foster this aspiration by developing an individual’s career through regular appraisal and achieving success discussions and the provision of development opportunities.

3.3 Academic promotion should be based on consistent progressive criteria, applying from probation to Professor level as outlined in the promotion criteria (Appendix 1), and rest on a strong evidence base that includes faculty level assessment.

3.4 Applicants must demonstrate clearly and unambiguously that they meet the promotion criteria applicable to the promoted post that is being sought.

3.5 Applications cannot normally be submitted to AAPC within the first two years of appointment to the University.

3.6 Applicants are responsible for ensuring their application is submitted to HR Services (AAPC@stir.ac.uk) within the timescales specified.
3.7 If an application for promotion does not gain support at Stage 1 of the process and the applicant does not agree with that outcome, they can make a request for their application to be formally considered by AAPC by writing to the chair of AAPC at AAPC@stir.ac.uk.

3.8 It will be at the discretion of the AAPC as to whether an unsupported application will be considered.

3.9 The dean of faculty is responsible for verifying applications in terms of their factual correctness. If amendments are required to the application these should be detailed within the faculty evaluative report.

3.10 In the event of a dispute over factual content which cannot be resolved between the applicant and the dean of faculty, brief separate statements indicating the disputed facts should be submitted to HR Services at AAPC@stir.ac.uk for the consideration of the AAPC.

3.11 After two consecutive unsuccessful applications, staff should not normally apply in the following year unless there has been a substantial material change to the application and should only do so with the agreement of the chair of AAPC.

3.12 In the case of research posts, applications for promotion may be submitted providing that the current contract extends beyond the recommended promotion date (normally 01 August) and the grant holder or dean of faculty certifies that funds are available for the establishment of a position at a higher grade and, if relevant, that the granting body has been consulted. This information must be included in the faculty evaluative report (in the case of promotion).

4. AAPC Remit and Composition

4.1 AAPC will consider all applications for internal academic advancement. The composition of AAPC will be mixed gender as follows:

The Principal (Chair & ex officio)
Two Deputy Principals
One lay member of the University Court
Two members appointed by the Academic Council (to normally include at least one non-professorial member). These members are appointed for 3 years and their positions are renewable for a further three years.
Two dean of faculties – nomination to rotate triennially

In Attendance
University Secretary
Deans of Faculties
Director of HR & OD
Deputy Director of HR & OD

5. Application for Promotion

5.1 Applications are invited from academic staff for promotion to:

Professor
Associate Professor
Senior Lecturer
Senior Research Fellow

5.2 A promotions flowchart that illustrates academic promotion routes (T&R, Research, T&S) can be found at Appendix 2.

5.3 Further guidance on how to complete an application for promotion can be found at Appendix 3.
6. **Stage 1 - Faculty Promotions Panel (Prima Facie Meeting)**

6.1 Applications for promotion will, in the first instance, be considered by the faculty promotions panel. Applicants should submit an application form to HR Services (AAPC@stir.ac.uk) by the published closing date.

6.2 The faculty promotions panel will consider all applications on a prima facie basis to determine whether a case should progress to AAPC for formal consideration.

6.3 All applicants will be provided with feedback from the dean of faculty as to whether their application is being supported or not by the faculty.

6.4 Following the faculty promotion panel (prima facie meeting), the dean of faculty should update HR Services with a completed referee form (to enable references to be sought) and faculty evaluative report for each applicant progressing to the formal AAPC stage which has been agreed by the faculty promotions panel.

6.5 The faculty evaluative report should provide commentary on the applicant’s strengths and areas of distinction in relation to the promotion applied for and critically assess the degree to which the applicant meets the promotion criteria (Appendix 1).

6.6 The report should provide, as appropriate to the promotion criteria, benchmark indicators of research grant awards and income, research studentships and publication quality against discipline norms, evidence of teaching activities, performance and student evaluative information.

6.7 The report should comment on the evidence upon which the faculty promotions panel’s judgement of the applicant’s performance is based, indicating the faculty panel’s view of the relative merits of the application.

6.8 The dean of faculty should share and discuss the contents of the faculty evaluative report with each applicant before submitting and uploading to Box.

7. **Research Data Report and References**

7.1 To be considered for promotion, applicants must obtain an individual Worktribe report (Research Data Report) and submit this alongside an application.

7.2 Research data that pre-dates an applicant’s last promotion or appointment to Stirling may not be considered by the committee.

7.3 HR Services will request references for all applicants progressing to the Stage 2 – AAPC Committee meeting

7.4 A referee should be an expert in their relevant academic or professional discipline who can provide the faculty panel and AAPC committee with an independent and balanced assessment of an applicant’s achievements when considered against the relevant promotion criteria. Perceived, potential or actual conflicts of interest must be avoided when selecting referees.

7.5 The University attaches considerable importance to the role and independence of references. Referees can provide useful insight into all aspects of an applicant’s work, but are especially important in assessing the applicant’s contribution and standing in scholarship and research. References are subject to the strictest confidentiality and are requested with explicit reference to the relevant promotion criteria.
7.6 Application forms, and copies of the University promotion criteria will be made available to referees.

7.7 Deans of faculty should provide details of referees that are external to the University and above the grade of promotion that the applicant is applying for (except in the case of promotion to professor where referees should be the equivalent of professor level). This should be done in consultation with the faculty promotions panel and the applicant (who can normally nominate one referee). The dean of faculty should ensure the referee details form is completed and submitted to HR Services with the names of the referees, email contact details and a short biography providing comment on the academic status of each referee.

7.8 Referees will be asked, using a template reference form, to provide an independent assessment as to whether the application meets, in their view, the required criteria for promotion.

7.9 The total number and type of referee required for each level of promotion is noted below:

<table>
<thead>
<tr>
<th>Applications for Promotion to:</th>
<th>Referees Required (up to)</th>
<th>Number of which should be Overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Senior Lecturer or Senior Research Fellow</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

7.10 Referees will be given 4 weeks to respond during which time HR Services will send a reminder to encourage response rates.

8. Stage 2 - AAPC Formal Meeting & Outcomes

8.1 AAPC will meet to consider all applications presented to them.

8.2 Deans of faculty are invited to be in attendance at AAPC.

8.3 AAPC may ask for supplementary reports from applicants and/or deans of faculty. Applicants will normally be invited to give a supplementary report if clarification is sought regarding information contained with the application form, summary CV or faculty evaluative report.

8.4 AAPC are responsible for determining, recording and conveying decisions in writing to all applicants.

8.5 Deans of faculty are responsible for providing feedback to applicants within their faculty.

8.6 The University will publish the names of members of staff who have been successful in the promotions process.

8.7 Equality data will be considered by the committee and reported to the University’s Equality Steering Group.
9. **AAPC Appeals**

9.1 The AAPC appeals panel considers written appeals on promotion decisions. Appeals can only be admitted on procedural grounds and must be submitted no later than 2 weeks following notification of the outcome.

9.2 The composition of the AAPC Appeals panel, supported by HR Services, will be:

- The Senior Deputy Principal (Chair)
- A deputy principal who has not been involved in the promotions process in a given year
- A Lay Member of Court who has not been involved in the promotions process in a given year

9.3 The AAPC Appeals Panel operates as follows;

- An applicant is required to submit their case in writing;
- All documents available to the AAPC will be made available to the AAPC Appeals Panel
- Information relating to activities that occurred after the date of the applicant’s original application cannot be considered by the panel
Appendix 1 – Promotion Criteria

University of Stirling Academic Role Profiles

The University of Stirling’s academic role profiles set out the role requirements for all academic roles. Applicants must demonstrate clearly and unambiguously how they meet the academic profile for the grade they are applying for and how they exceed their faculty’s academic standards relevant to their current grade. The profiles relevant to each level of promotion are as follows:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Grade</th>
<th>Relevant Role Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>10</td>
<td>Teaching and Research level 4</td>
</tr>
<tr>
<td>Professor</td>
<td>10</td>
<td>Teaching and Scholarship level 4</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>9</td>
<td>Teaching and Research level 3</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>9</td>
<td>Teaching and Scholarship level 3</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>9</td>
<td>Research Level 4</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>9</td>
<td>Teaching and Research level 3</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>9</td>
<td>Teaching and Scholarship level 3</td>
</tr>
<tr>
<td>Senior Research Fellow</td>
<td>9</td>
<td>Research level 4</td>
</tr>
<tr>
<td>Research Fellow</td>
<td>7</td>
<td>Research level 2</td>
</tr>
</tbody>
</table>

In addition, evidence of contribution, impact and excellence in relation to the criteria listed below for each promoted position is required to support a successful application. These criteria are indicative of the kind of activity that will be considered relevant by AAPC and are a non-exhaustive list of exemplars.

AAPC considers each case on its merits, taking into account the balance of each applicant’s record of achievement. It does not apply criteria rigidly nor does it proceed formulaically.

1. PROMOTION TO PROFESSOR (Teaching and Research Level 4)

Promotion Criteria/Performance Evaluation

In evaluating applications, AAPC will look for demonstration of excellence in the following areas:

a. Research and knowledge exchange: a sustained and substantial body of new knowledge evident in regular research outputs that would be judged of internationally excellent standing against the REF criteria for the relevant discipline; success in attracting external research funding judged against the norm for the subject area (data for which will be in terms of history of research spend over a sustained period); successful initiatives in developing knowledge exchange opportunities; highly innovative research; innovation related to product development; significant research impact; initiative, influence and effectiveness as an academic leader, including leadership of research projects and teams and collaborative work on major proposals for externally funded research; recruitment and supervision of doctoral students; artistic and creative outputs (where applicable).

b. Academic leadership and managerial responsibility: significant leadership responsibility at faculty level; taking responsibility for policy and strategy in a specific area; developing and/or promoting a clear vision of a team’s strategic direction; leading a team of senior colleagues; organisational contribution at institutional level; responsibility for large-scale research projects and teams; evidence of successful leadership initiatives.
c. Teaching and pedagogy: excellence and innovation as a teacher; evidence of positive student progress; evidence of positive student evaluation of teaching contribution; a significant contribution to pedagogical research; curriculum design and development; initiative in identifying and meeting new opportunities for educational provision and student recruitment; promotion of academic quality and standards; contribution to national fora such as the QAA and HEA and to the QAA’s external Quality Enhancement Framework. Engagement with the UK Professional Standards Framework and recognition at Senior or Principal Fellow level with the HEA could provide evidence for this criterion.

d. Professional practice and development: participation in professional networks; membership of professional bodies and/or learned societies; consultancy and advisory work; the shaping of sectoral, local and national policy; the development and marketing of programmes and events in the relevant area of professional practice; CPD activities; revenue-generating initiatives.

2. PROMOTION TO PROFESSOR (Teaching and Scholarship Level 4)

Promotion Criteria/Performance Evaluation

In evaluating applications, AAPC will look for evidence of excellence in the following areas:

a. Academic leadership and managerial responsibility: substantial evidence of academic leadership; significant leadership responsibility at faculty and/or inter-faculty level; taking responsibility for policy and strategy in a specific area; developing and/or promoting a clear vision of a team’s strategic direction; leading a team of senior colleagues; a sustained contribution at institutional level; evidence of successful academic leadership in higher education teaching at an international level, such as the development of economically successful trans-national or in-country (non-UK) outputs, including discipline-based textbooks and on-line materials.

b. Teaching and pedagogy: excellence and innovation as a teacher; evidence of positive student progress; evidence of positive student evaluation of teaching contribution; a significant contribution to internationally rated pedagogical research; curriculum design and development; initiative in identifying and meeting new opportunities for national and international educational provision and student recruitment; specific knowledge exchange activities both within and external to the UK promotion of academic quality and standards; contribution to national and international fora such as the QAA and HEA, the QAA’s external Quality Enhancement Framework; international standing and impact. Engagement with the UK Professional Standards Framework and recognition at Senior or Principal Fellow with the HEA could provide evidence for this criterion.

c. Professional practice and development: leadership in international professional networks; membership of professional bodies; consultancy and advisory work; the shaping of sectoral, local and/or national/international policy; the development and marketing of programmes and events in the relevant area of professional practice; CPD activities and relevant revenue-generating initiatives.

A high level of achievement should be demonstrated over a sustained period (normally three years) since appointment to Stirling or since a previous promotion.

3. PROMOTION TO (OR CONFERMENT OF) ASSOCIATE PROFESSOR (Teaching and Research Level 3)

Associate Professorship (Teaching and Learning Level 3) is conferred in recognition of exceptional distinction in research and knowledge transfer or the creative arts, in addition to
the discharge of an appropriate level and range of other academic duties.
In evaluating applications AAPC will look for evidence that demonstrates an exceptional level of achievement, contribution and impact in the following areas:

a. **Research and knowledge exchange**: a sustained record of research achievement, including regular outputs that would be judged of internationally excellent standing by the REF criteria for the relevant discipline; success in attracting external research funding judged against the norm for the subject area (data for which will be in terms of history of research spend over a sustained period); successful initiatives in developing knowledge exchange opportunities; innovation related to product development; demonstrably highly innovative research impact; initiative and effectiveness as an academic leader including leadership of research projects and teams; recruitment and successful supervision of doctoral students; artistic and creative outputs (where applicable).

b. **Academic leadership and managerial responsibility**: a range of administrative responsibilities at faculty; programme administration and delivery; an organisational contribution at institutional level; leadership initiatives.

c. **Teaching and pedagogy**: innovation and effectiveness as a teacher; evidence of positive student progress; evidence of positive student evaluation of teaching contribution; contribution to pedagogical research; curriculum design and the development of new educational products; promotion of academic quality and standards. Recognition at Fellow or Senior Fellow with the HEA could provide evidence for this criterion.

d. **Professional practice and development**: effective participation in professional networks; membership of professional bodies; consultancy and advisory work; development and marketing of programmes and events in the relevant area of professional practice; CPD activities; revenue-generating initiatives.

4. **PROMOTION TO (OR CONFERMENT OF) ASSOCIATE PROFESSOR (Teaching and Scholarship Level 3)**

Promotion Criteria/Performance Evaluation
In evaluating applications, AAPC will look for evidence of excellence in the following areas:

a. **Academic leadership and managerial responsibility**: evidence of academic leadership responsibility at faculty and/or inter-faculty level; taking responsibility for policy and strategy in a specific area; developing and/or promoting a clear vision of a teaching team’s strategic direction; a sustained contribution at institutional level; evidence of significant standing in scholarship at an international level in their discipline such as the development of internationally published outputs such as textbooks or online materials.

b. **Teaching and pedagogy**: excellence and innovation as a teacher; evidence of positive student progress; evidence of positive student evaluation of teaching contribution; contributions to internationally rated pedagogical research; curriculum design and development; initiative in identifying and meeting new opportunities for national and international educational provision and student recruitment; specific knowledge exchange activities both within and external to the UK promotion of academic quality and standards; international standing and impact in their discipline. Recognition at Fellow or Senior Fellow with the HEA could provide evidence for this criterion.

c. **Professional practice and development**: membership of international professional networks; membership of professional bodies; consultancy and advisory work; contributions to sectoral, local and/or national/international policy; the development and marketing of programmes and events in the relevant area of professional practice; a sustained record of contributions to professional education through CPD and other
forms of knowledge exchange; relevant external funding (for example for curriculum innovation) and other revenue-generating initiatives.

5. **PROMOTION TO (OR CONFERMENT OF) ASSOCIATE PROFESSOR (Research Level 4)**

**Promotion Criteria/Performance Evaluation**

In evaluating applications, AAPC will look for evidence of excellence in the following areas:

a. **Research and knowledge exchange**: a sustained record of research achievement, including regular outputs that would be judged of internationally excellent standing by the REF criteria for the relevant discipline; success in attracting external research funding judged against the norm for the subject area (data for which will be in terms of history of research spend over a sustained period); successful initiatives in developing knowledge exchange opportunities; innovation related to product development; demonstrably highly innovative research impact; initiative and effectiveness as an academic leader including leadership of research projects and teams; recruitment and successful supervision of research students; artistic and creative outputs (where applicable).

b. **Academic leadership and managerial responsibility**: evidence of academic leadership responsibility at faculty and/or inter-faculty level; taking responsibility for policy and strategy in a specific area; developing and/or promoting a clear vision of a research team’s strategic direction; a sustained contribution at institutional level; evidence of significant standing in research at an international level in their discipline.

c. **Professional practice and development**: membership of international professional networks; membership of professional bodies; consultancy and advisory work; a sustained record of contributions to knowledge exchange.

6. **PROMOTION TO SENIOR LECTURER (Teaching and Research Level 3)**

In evaluating applications, AAPC will look for evidence that demonstrates a high level of achievement, contribution and impact in the following areas:

a. **Research and knowledge exchange**: a sustained record of research achievement, including outputs that would be judged of internationally excellent standing by the REF criteria for the relevant discipline; success in attracting external research funding judged against the norm for the subject area (data for which will be in terms of history of research spend over a sustained period); successful initiatives in developing knowledge exchange opportunities; innovation related to product development; demonstrably highly innovative research impact; successful supervision of doctoral students; artistic and creative outputs (where applicable).

b. **Academic leadership and managerial responsibility**: a range of administrative responsibility at faculty level; programme administration and delivery; an organisational contribution at institutional level; leadership initiatives.

c. **Teaching and pedagogy**: innovation and effectiveness as a teacher; evidence of positive student progress; evidence of positive student evaluation of teaching contribution; contribution to pedagogical research; curriculum design and the development of new educational products; promotion of academic quality and standards. Recognition at Fellow or Senior Fellow with the HEA could provide evidence for this criterion.

d. **Professional practice and development**: effective participation in professional networks; membership of professional bodies; consultancy and advisory work; development and marketing of programmes and events in the relevant area of professional practice; CPD activities; revenue-generating initiatives.
7. PROMOTION TO SENIOR LECTURER (Teaching and Scholarship Level 3)

In evaluating applications, AAPC will look for evidence that demonstrates a high level of achievement, contribution and impact in the following areas:

a. **Academic leadership, administrative and managerial responsibility:** a range of activities which provide evidence of high quality academic leadership, administrative and managerial responsibility at faculty and/or inter-faculty level; effective programme administration and delivery; strategic leadership contribution at faculty and institutional level; international engagement and visibility; proactive contribution to the development and management of teaching quality and learning within and beyond the University.

b. **Teaching and pedagogy:** significant and effective teaching contribution across a range of types and levels of modules and programmes; evidence of positive student progress; evidence of positive student evaluation of teaching contribution; support for student learning; innovation and effectiveness as a teacher; contribution to rigorous pedagogical research; leadership in curriculum design and development at programme level; successful promotion of academic quality and standards; evidence of standing and impact nationally and internationally. Recognition at Fellow or Senior Fellow with the HEA could provide evidence for this criterion.

c. **Professional practice and development:** effective participation and leadership in professional or policy networks; membership of professional bodies; consultancy and advisory work; development and marketing of programmes and events in the relevant area of professional practice; revenue-generating initiatives; personal professional development and a contribution to the professional development of others.

A high level of achievement should be demonstrated over a sustained period (normally three years) since appointment at Stirling or since a previous promotion.

8. PROMOTION TO SENIOR RESEARCH FELLOW (Research Level 4) FOR STAFF ON GRADE 8

In evaluating applications, AAPC will look for evidence that demonstrates a high level of achievement, contribution and impact in the following areas:

a. **Research and knowledge exchange:** evidence of a sustained record of original research and high quality publication, including significant outputs of internationally excellent standing; development and delivery of research projects that are capable of making a highly innovative impact; innovation related to product development; attracting significant external funding to support research activities, and developing and delivering knowledge exchange activities; sustained track record of successful doctoral supervision.

b. **Leadership and management:** the ability to lead research projects and teams at all stages, to develop and deliver publications strategies, and to work with others on major proposals for externally funded research.

c. **Professional practice and development:** leading developments in professional networks and scholarly societies, organising programmes and activities in research development, significant contributions to prominent conferences, contributing to and managing the development of others.

9. PROMOTION TO RESEARCH FELLOW (Research Level 2) FOR STAFF ON GRADE 6

In evaluating applications, AAPC will look for evidence that demonstrates a high level of achievement, contribution and impact in the following areas:
a. **Research and knowledge exchange**: evidence of a record of research achievement including the effective conduct of independent research, production of research reports to the standard required, contribution to research publications, and effective contribution to research teams when appropriate.

b. **Professional practice and development**: evidence of participation in professional networks and scholarly societies, effective planning and management of own development.
Appendix 2 – AAPC Promotion Routes

Teaching and Research

Grade 6
Lecturer Teaching & Research 1 (T&R1)

Grade 7
Lecturer Teaching & Research 2 (T&R2)

Grade 8
Senior Lecturer Teaching & Research 3 (T&R3)

Grade 9
Associate Professor Teaching & Research 3 (T&R3)

Grade 10
Professor Teaching & Research 4 (T&R4)

Research

Research Assistant (Research 1)

Research Fellow (Research 2)

Research Fellow (Research 3)

Senior Research Fellow (Research 4)

Associate Professor (Research 4)

Teaching and Scholarship

Lecturer Teaching & Scholarship 1 (T&S1)

Lecturer Teaching & Scholarship 2 (T&S2)

Senior Lecturer Teaching & Scholarship 3 (T&S3)

Associate Professor Teaching & Scholarship 3 (T&S3)

Professor Teaching & Scholarship 4 (T&S4)
Appendix 3 – AAPC Application Guidance Notes

Presentation

Your application cannot exceed the number of pages set out in the application form. The text is set at font Calibri, size 11 and cannot be amended. Maximum character limit is clearly set out in each section, please note that this limit includes spaces.

Completing the Application form

We have identified a different user experience when completing an online application depending on the internet browser that is being used.

We recommend using the University default browser, which is Internet Explorer. However, acknowledge that a number of employees use Google Chrome instead. If using Internet Explorer the application form will open in an interactive pdf format (see screenshot below).

Alternatively, if using Google Chrome applicants will be required to download a copy of the application form first, before completing and submitting electronically (see screenshot below).

In both cases, we recommend that you download a copy of the application form as it is possible to save your document at any-time and complete it at a later date. To save a copy of your application whilst working on it, click the save icon and select the appropriate network location to save your working document.

Application view using Internet Explorer

![Internet Explorer Application View](image)
When completing the application form, it is important to ensure that the evidence you provide directly links to the delivery of the university strategic plan objectives.

**Section A – Personal Details**

Please type in your name, FTE and date of last promotion (or start date at Stirling) and then select the relevant option from the drop-down list for Faculty, Current Academic Title and Current Grade.

**Section B – Evidence of Meeting the Promotion Criteria**

Please describe your contribution and impact against each of the promotion criteria set out in the relevant application form. Promotion criteria for all promotion routes is outlined within the 2018/19 Guidance notes. Please provide evidence that links how your work is contributing to the University's Strategic Plan in relation to the three objectives – 25 50 100i.

**Section C – Supporting Information**

Detail the reasons why you believe you should be promoted and summarise the difference your future contribution and impact (aligned to the criteria) will make if successful.

**Section D – Additional Information**

Provide any other relevant information you believe the panel should take into consideration. This may include any exceptional circumstances the committee should be made aware of such as periods of extended absence, due to sickness, maternity, caring responsibilities etc.
**Section E – Public Engagement, External Recognition**

Give examples of any awards, invitations to speak, committee membership, contribution to teaching and learning strategy, research policy, membership of relevant bodies or textbooks and magazine articles published.

**Section F – List of Publications**

Within this section you should provide a list of all publications since your last promotion or start date at Stirling. Publications should be listed in date order under the following headings. Use an established method of referencing (such as Harvard, APA or Chicago) and provide all relevant details and weblinks.

Please be succinct and clear and clarify your contribution to publications:

- Monographs for which you are an author
- Journal articles for which you are an author
- Contributions to monographs for which you are an author
- Works for which you have an editorial responsibility
- Other publications for which you are an author
- Forthcoming publications

**Section G – Summary CV**

Within this section you should provide details on your present appointment, summarise previous appointments (from current position backwards) and academic qualifications.

**Section H – Research Data Report**

Within this section you are required to obtain, review and upload a copy of your research data report from Worktribe to your application form.

i. About the Research Data Report from Worktribe

Worktribe holds data on your name, job title, place of work, outputs, and projects.

Please note that legacy projects recorded prior to the implementation of Worktribe in December 2017 may appear on your Research Data Report. The ‘Cost to Funder’ field will be the same as ‘Price to Funder’ for your Legacy projects, and Partner cost/price were not recorded in addition to the Stirling value. In both scenarios, however, Price to Funder which represents the Stirling share of award value is correct.

Where there is additional information about projects that you would like to make clear, e.g. around legacy projects or collaboration details, you should include this in the narrative of your application under Section B.

The date that you run the report will provide data at that particular time. If you have pending records, there will be an opportunity to provide a refresh of your Research Data Report.

The report provides Worktribe ID numbers against each record. Where making reference to your research work in your application form, please ensure you refer to the Worktribe ID number. In the example below, you would refer to Worktribe ID 374614.

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**Example Record**

<table>
<thead>
<tr>
<th>Worktribe ID: 374614</th>
<th>Development of Change Assessment Manual - Scottish Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Discoverable</td>
<td></td>
</tr>
<tr>
<td>Output Type: Other</td>
<td></td>
</tr>
<tr>
<td>Date: 2017</td>
<td></td>
</tr>
</tbody>
</table>
ii. **How to download the Research Data Report from Worktribe**

**Step 1 - Login to Worktribe:** You can access Worktribe via the [Research Toolkit](#) or the Portal.

![Worktribe Accessing Research Support Makes the Difference](image)

**Step 2 - My Profile:** When logged into Worktribe, navigate to the top right corner, hover over your name where a drop down menu will appear, click on ‘My Profile’.

![Screenshot of ‘My Profile’](image)
**Step 3 - Templates:** When you are in ‘My profile’, select ‘Actions’ in the top right hand corner, then ‘Templates’

![Image of template selection](image)

**Step 4 - Downloading Report:** Click on the icon titled ‘Research Data Report’, then click ‘Download’.

![Image of report download](image)

**iii. How to Edit the Research Data Report for AAPC**

The report should include Research data that has been recorded since the last time you were promoted, or since you were appointed at the University. Please review each table item in the document and delete records which are not within this timeframe.

Please see [Appendix 1](#) for a detailed explanation of key fields within the report.

Please save your report.
iv. **Uploading your Research Data Report**

To attach your report to your application, please click on the “upload” button within section H and select your saved Research Data Report.

You can view your uploaded report, by clicking on the paperclip icon located on the left-hand side
Section I – Applicant Declaration

This is the final section of the application form. By entering your name and date of submission you are confirming that the information provided in your application is complete and true to the best of your knowledge and understand that deliberate incorrect statements could lead to your application being rejected.

Submitting your Application Form

We recommend that you save a copy of your application form for your own personal records. When you are ready to submit your application, click on the submit button within the application form (top right-hand corner as per screenshot below).

When prompted, please enter your email address and your Full Name, and then select “Send”. Your application will then be submitted.