

Academic Progression – Guidance Document

Introduction

These guidelines explain the progression process and promotion criteria applicable to academic staff. This supportive and developmental process provides feedback on performance and relevant career development advice. In addition, the process will identify a small number of staff who are ready for promotion.

To be clear, this process is primarily about career progression, rather than promotion. Progression is a vital part of staff development and the Departmental Progression Committees (DPC) have a key role to play in supporting staff.

Decisions regarding progression are based on merit, and considered against the [Education Benchmark](#), [Research and Education Benchmark](#), [Research Benchmark](#) and with due regard to university policies including equality, diversity, and inclusion.

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Progression Process

The annual timeline is set out in the [summary timeline](#). Heads of Department should communicate department specific timelines to all relevant members of staff.

Supporting documents, including: the university progression benchmark criteria; full guidance notes; FAQs and template documents (e.g., DPC feedback form), can be found here: [Reward Hub - Academic Progression Guidance \(sharepoint.com\)](#)

Scope

From academic year 2024/25 there will no longer be a fixed mandatory/non-mandatory rotation cycle and instead eligible colleagues will be required to submit to the annual Academic Progression process at least once every two years. Colleagues must submit Form A as well as Form B to the process in order to obtain constructive feedback on their performance, career development support and advice. Submission of Form B in particular facilitates a productive and supportive conversation around career development and performance.

Please note that the process includes staff on Professorial Bands 1, 2 and 3. Staff who submitted in 2023/24 are not obliged to submit in the 2024/25 process. We highly encourage Form B submission to support ongoing career discussions.

The Departmental Progression Committee (DPC) will review the progress of staff on non-fixed term contracts against the university benchmark criteria and will evaluate their progression and readiness for promotion.

Those on fixed term contracts, with employment in their current role (or alternate comparable role) of more than 24 months, can also be considered for promotion.

Fixed term staff with less than 24 months employment in their current role, on 31 October each year, are not required to submit a Form A as part of this process. These colleagues should have an [Annual Development Review](#) instead (see HR website or speak to your line manager or Head of Department for further information).

Submission of Forms

During this year's process eligible staff who did not submit in 2023/24 should submit the university's standard Form A and Form B. Individuals who submitted in the previous year, may submit to the process again this year if they wish, or submit Form B alone to seek feedback on their current performance and future career aspirations.

- Form A ([Education](#), [Research and Education](#), [Research](#)) is for you to provide evidence of your activity in relation to the Citizenship, Research and Education benchmarks (further information below), as appropriate to your role, using the indicative criteria for each. Form A will be evaluated by the DPC and forwarded to the FPC if colleagues are considered ready for promotion.

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- [Form B](#) provides you with the opportunity to outline your future objectives and career development plans and consider any support you might need. Form B will not be submitted to the DPC or FPC and will only be seen by your Head of Department or their delegate, who will provide feedback on your progress based on discussions at DPC and the content of Form B and will support you in working towards your future development and career ambitions. You may also wish to share Form B with your mentor.

Please ensure that you use the correct Form A based on your track for all submissions from October 2024.

Before submitting Form A we strongly encourage colleagues to seek feedback on their Form A from either a mentor or a DPC delegate prior to submitting. Additionally, staff should take advantage of the upcoming DPC workshops which provide helpful information and support in how to effectively complete submissions.

Within Form A, members of staff should provide evidence against each of the relevant benchmark criteria. The citizenship benchmark is of equal importance to the research and education benchmarks. It is important that every section of the Form A is completed.

Each of the three benchmarks (citizenship, research and education) includes a university benchmark, along with a list of indicative criteria that can be used to assess whether the benchmark has been met. This allows for flexibility, noting that there are multiple ways to evidence the achievement of quality in citizenship, research, and education and that our framework should accommodate the diversity of colleagues' profiles. It is especially important for DPCs to exercise flexibility when interpreting the indicative criteria for staff in roles such as Head of College and other split roles. In these roles staff may have a limited opportunity for teaching or research or may meet the benchmarks in ways other than the indicative criteria listed, which are not intended to be exhaustive.

Completed Form A and Form B should be submitted to the departmental progression contact by 31 October at the latest, who will upload it to the relevant SharePoint file.

The submission of forms will be monitored by the department, and eligible members of staff will receive a reminder to submit if there is failure to do so.

Further advice on completing the forms is available here:

[Education](#)

[Research and Education](#)

[Research](#)

Please also look at the following presentation:

[Academic Progression Staff Training Slides - 2024](#)

Members of staff should ensure that their online staff profile is up to date on their web page.

By submitting the forms to the progression process, colleagues are confirming that the content is a true and accurate reflection of their achievements.

Evidence of Sustained Achievement is Required for Progression

To be promoted, colleagues are expected to demonstrate sustained achievement at Durham. Evidence in support of the indicative criteria can be offered since the last promotion. However, DPCs and FPCs will need to be satisfied that the individual's overall trajectory and current performance is at the level for which the promotion is sought. A recent and sustained trajectory in Citizenship, Research, and Education, as appropriate to the track, must be demonstrated. Promotion is defined solely as an increase in grade for which further information can be found here: [Portability](#).

To be considered for promotion, colleagues must demonstrate they are consistently operating at the next level. Staff who have been very recently appointed are normally expected to have demonstrated sufficient progress since appointment. **It is envisaged that a reasonable period of time will be required in order for staff to demonstrate an upward trajectory in meeting the benchmark criteria, and it is not expected that this would be possible within a year of promotion.** As such, staff are unlikely to be considered for promotion within their first academic year in Durham.

Departmental Progression Committee (DPC)

The Faculty Executive Dean will oversee membership of the DPC, and appointment to the Committee will be made subject to internal advertisement and open competition. Terms of Reference for the DPC can be found at [DPC Terms of Reference](#).

The DPC is responsible for providing career development feedback and assessing whether members of staff are ready to be considered for promotion by the Faculty Promotion Committee (FPC) and University Academic Promotion Committees (UAPC) (including Professorial progression within Grade 10).

The members of the DPC / Head of Department will:

- Remind all eligible colleagues that it is Senate policy that they submit a Form A and Form B to the process at least every two years.
- Ensure that the timescales for the DPC and therefore the deadlines for submission of any documents are effectively communicated to all relevant staff in a timely manner, taking cognisance of the parameters set by the [university timeline](#).
- Review and monitor the submission forms of all eligible staff against the benchmark criteria.
- Agree which members of staff should proceed to FPC for consideration. This may be determined on a majority basis if required.
- The DPC will be mindful of previous feedback provided, which will be available on SharePoint for their information.

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- For those to be progressed to FPC, the DPC will complete the additional section of the [DPC Feedback and Recommendation Form](#) and include the external assessor details.
- Staff being progressed to FPC **must not** make any amendments to their Form A. Any advice on the content of the form should be provided prior to the October submission.
- Ensure that Form As are completed accurately and in full prior to uploading to SharePoint (this includes checking the right Form A relevant to the track is completed).
- Appropriate written feedback must be provided to all staff assessed as part of the DPC process via the DPC Feedback and Recommendation Form by 31 January, at the latest.
- A meeting to provide feedback to colleagues and to discuss objectives, career development and future plans, using the content of Form B, should be arranged with an appropriate colleague (not necessarily the HoD) for each member of staff submitting Form A to the process.
- Appropriate ongoing mentoring arrangements should be put in place for all staff and staff submitting to the process should seek feedback from their mentor prior to submission
- Undertake these activities in a fair manner taking into consideration issues relating to equality, diversity and inclusion.
- Provide a copy of the DPC meeting minutes to the HR Reward Team by emailing reward.team@durham.ac.uk.

For those progressing to FPC, the [DPC Feedback and Recommendation Form](#) should be submitted with the additional sections for the FPC completed, including:

- Any additional information or disciplinary context that the DPC might feel to be pertinent. If the DPC feels that no additional information is required, please include a statement to this effect. While the maximum word count for this section is 500 words, there is no expectation of this being met;
- Names and addresses of 6 suggested external assessors.

Please note that internal reading documents should not be uploaded for the FPC. Instead, the DPC should provide information on the quality of the outputs and how this was assessed in the DPC Feedback and Recommendation Form to the colleague and FPC.

Consideration of the Head of Department by DPC

The Head of Department will submit their Form A to the DPC in the normal way. The DPC will complete sections 1 and 2 of the DPC Feedback and Recommendation Form. Comments in Section 2 will be factual only with no recommendation made by the DPC. A copy of the form as well as Form B should be submitted to the FPC contact by the DPC contact. The FPC contact will then arrange for the case to be considered by the Executive Dean and Provost. When a decision has been made the Executive Dean will complete

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section 3 and 4 of the DPC Feedback and Recommendation Form and return this to the FPC contact who then notifies the HR contact (reward.team@durham.ac.uk). As soon as possible after the recommendation is made, the Executive Dean should arrange for a meeting with the Head of Department to provide feedback on their submission. If the criteria are deemed to have been met, external assessors will be sought. The FPC will be responsible for determining whether there is a case for promotion and the Executive Dean will provide the appropriate feedback afterwards.

Consideration of Split Roles (i.e. one part of the role is Department-based and the other is not e.g. a Head of College).

Please note - this process does not apply to colleagues with two separate part-time roles in an academic department or across two academic departments.

Form A has a section to capture the detail of a split role, and the fraction of FTE associated with each aspect of the role.

The process for those with split roles of **20% or less** will be the same as colleagues with no split role. These staff will be assessed by the DPC as normal.

The process for those with split roles **greater than 20%** includes the [DPC Feedback and Recommendation Form](#) and the [Split Role Feedback and Recommendation Report – Line Manager](#) for the non-Department part of the role. The **Split Role Feedback and Recommendation Report – Line Manager** should be sent to the line manager along with Form As as soon as possible after submission on 31st October 2024. Both completed reports should then be submitted to [DPC area of SharePoint](#) and the Reward Team notified by emailing reward.team@durham.ac.uk once complete. The Reward Team will then share the information with Deputy Provost for consideration on whether the relevant university benchmarks have potentially been met. If so, the Department will be informed by the Reward Team and if the case is to progress sections 3 and 4 of the DPC Feedback and Recommendation Form will need to be completed by the Department. The DPC contact then uploads both forms to the [FPC SharePoint site](#).

The self-sponsored route is available should a colleague disagree with the decision of the Deputy Provost not to progress their case to FPC. The deadline for self-sponsored applications is **14th February 2024**; however, due to the extra step for colleagues with split roles, this deadline may be extended to two weeks after the date they have been informed of a decision.

For further guidance on the Split Role Process please see [Split Roles Process](#) flowchart

Progression between Grades

The DPC will make an assessment based on the staff member's Form A against the benchmark criteria. External assessors will not be sought for progression between grades 7 and 8, which applies to the Research Track only.

Progression between Grades 7 and 8 – 'Research Track Only'

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Progression between Grades 7 and 8 applies to individuals on the Research Track only. The criteria and benchmarks for progression between Grades 7 and 8 can be found here: [Progression from Grade 7 to Grade 8 guidance](#)

The Form A for the appropriate track should be submitted in the normal way and will be considered by the DPC against the relevant criteria. Those deemed potentially ready for promotion will be considered at the FPC meeting and any resultant promotions will be effective from 1 July.

Progression to Associate Professor (Grade 9), Professor (Grade 10) and within the Professorial bands

The DPC will make an assessment based on the member of staff's Form A against the benchmark criteria.

Initial Assessment of Staff/ Internal Readings

The Head of Department, in consultation with members of the DPC will, where they deem it appropriate, identify member(s) of staff to undertake internal reading(s). This can be a colleague from outside of the DPC or, if relevant, from a cognate department. It is important to ensure that the internal readers selected are not the PhD supervisor of the candidate and will not normally have collaborated with the candidate on joint work in the last four years.

Internal readers will be provided with copies of the research outputs by the Committee Administrator. They will not be asked to review the applicant's Form A. Internal Reading Reports should not be submitted to FPC for those candidates being progressed. Instead, the quality of the research should be indicated in the DPC Feedback and Recommendation Form.

The role of the internal reader is to comment on the outputs to help inform the decision of the DPC and to enable meaningful feedback to be provided to each member of staff.

Internal readings are no longer required to be completed as part of this process but in many cases remain an effective means to assess performance against the benchmarks.

Where internal readings are not carried out, the DPC should determine the most appropriate way to evidence the quality of outputs in each case and will be required to provide the rationale for their choice within the DPC Feedback and Recommendation form for any colleagues progressing to FPC.

DPCs will be required to provide detail as to how they have determined that the output/paper is of the standard required, e.g. the evidence used to arrive at an assessment that an output is 'world-leading'.

The university benchmark criteria should be used as the basis against which to assess outputs. If internal readings are to be undertaken, departments are encouraged to read

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outputs once and assess at the same time, for [DPC and Research Excellence Framework \(REF\)](#).

External Assessors

Upon determining which staff should progress to FPC, Heads of Department will nominate three external assessors, and the individual will nominate three external assessors. For staff on the 'Research and Education Track' or 'Research Track' at least three should be international. Staff on the 'Education Track' should include at least one international assessor.

Full guidance on the criteria for selection of referees can be found at: [Assessors Guidance](#).

The Head of Department should provide the Executive Dean with a full list of the six suggested assessors, for each candidate progressing to the FPC, noting the guidance document. The Executive Dean will approve the six suggested assessors and forward to the HR Reward Team (reward.team@durham.ac.uk) who will contact the six named individuals and request a written assessment. Once received, HR will upload the assessment to the Individual's FPC Share Point folder.

Individuals and Head of Departments should ensure, as far as practicable, that nominated assessors do not have a conflict of interest that may influence or be perceived to influence the independence of their assessment. If it appears that assessors who have been put forward have a conflict of interest, the Executive Dean may request an alternate assessor.

The FPC may contact further assessors, in addition to those suggested by the individual and department, where it is deemed necessary to obtain additional specialist input to fully consider a case.

Staff should not contact any assessor and provide additional material or influence the content of their assessment.

Optional Declaration of Contextual Factors

Durham University recognises that not all careers follow a standard, uninterrupted route.

Information on any part-time working should be provided in section 1.1. Contextual Factors of Form A. This section should also be used to detail any individual circumstances that a member of staff wishes to disclose so that these may be taken into consideration. **Note that any information provided on Form A will be seen by the DPC and, if the case is progressed, by external assessors and FPC members. See below for information on disclosing contextual factors confidentially.**

Members of staff are encouraged to raise any circumstances, which may be impacting their work, in a timely manner with their Head of Department or an alternative manager so that any relevant support can be provided. They should not wait for the progression process and the submission of their Form A to raise issues of concern.

If you would prefer to keep contextual circumstances confidential, or wish to provide additional confidential details of your contextual factors, then please complete the [Declaration of Contextual Factors form](#). This form should be submitted directly to the Head of Department and will only be shared with the Chair and HR representative for each committee at the DPC and with the Provost at the FPC. The Declaration of Contextual Factors form is not shared with external assessors. Staff may also wish to seek advice from their HR Business Partner in such circumstances.

It should be noted that any personal or exceptional circumstances that are brought to the attention of the Chair of FPC (the Provost), may also be shared in confidence with the Vice-Chancellor (as Chair of UAPC), and the Director of HR.

More detailed guidance (including Covid related contextual factors) can be found here: [contextual factors](#).

Faculty Promotion Committee (FPC)

The Provost will oversee membership of the FPC. Appointment to the Committee will be made subject to an internal advertisement and open competition. Terms of Reference for the FPC can be found [here](#).

The FPC is responsible for reviewing the external assessments received and determining whether applicants have met the benchmark criteria and will be recommended for promotion, subject to endorsement of the UAPC.

The members of the FPC will:

- Ensure that the timescales for the FPC and therefore the deadlines for submission of any documents and recommendations are effectively communicated to Departments in a timely manner.
- Review the submissions for progression, utilising SharePoint to consider supporting documentation as required.
- Review external assessments for those applicants progressed from DPC or any self-sponsored applications
- The FPC will not consider written or verbal submissions from external individuals whose views have not been solicited.
- Agree which members of staff should be recommended for promotion subject to the endorsement of UAPC, having reviewed the external assessments, the DPC feedback and having assessed applicants against the benchmark criteria. This may be determined on a majority basis if required.
- The Executive Dean will provide a report to UAPC to outline those candidates recommended for progression and the rationale for not supporting those that are not to be progressed.
- Decisions will be communicated to all candidates, including feedback for unsuccessful candidates, after UAPC has met in June.

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- Undertake these duties in a fair manner taking into consideration issues relating to equality, diversity and inclusion.
- Provide a copy of the minutes to HR.

Self-Sponsored Applications

The FPC will also consider any self-sponsored applications for promotion. Any members of staff who disagrees with the decision by the DPC not to progress their application should submit their Form A and a completed [self-nomination form](#) to the FPC Administrator by **14th February 2024** for their case to be considered. The [self-nomination form](#) should take full account of the university progression benchmark criteria and should capture the reasons for a self-sponsored application, e.g. a perceived factual error or that contextual factors or evidence have not been given full consideration. The Form A must be the same version that was considered by the DPC – **no amendments are allowed** – and the [self-nomination form](#) should not include additional evidence not already provided in Form A. Both forms will be shared with the relevant Head of Department and the DPC will be asked to complete sections 3 and 4 of the [DPC Feedback and Recommendation Form](#).

This process **cannot** be used as an alternative to submitting a Form A to the DPC in the normal way.

When completing the Feedback and Recommendation Form to notify of their intent to self-sponsor an application, individuals must include the details of three assessors external to Durham. The relevant Head of Department will then also submit 3 additional assessors following receipt of the form. The external assessors are not made aware that this is a self-sponsored application.

The FPC Administrator will ensure that the submission is added to SharePoint and that HR and FPC members are made aware of it.

University Academic Promotion Committee (UAPC)

The UAPC is responsible for endorsing the recommendations of the FPCs and will deal with any disputes and borderline cases by exception.

Any feedback will be provided, as appropriate, to unsuccessful candidates who have been progressed to FPC, via the Executive Dean.

The UAPC is also responsible for oversight of the progression process, including relevant policy and procedure, and will monitor the effectiveness of the entire procedure.

Outcomes

Applicants will be informed of the outcome after the meetings of both the UAPC and the University Pay Panel in June/July. Successful promotions under this process will be effective from 1 July each year.

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It is possible that colleagues may not receive formal notification of their promotion until after 1 July. Any promotions will, however, be backdated to 1 July each year.

Members of staff who progress to Assistant Professor (Grade 8), Associate Professor (Grade 9) or Professor (Grade 10) will usually commence on the bottom of the appropriate pay scale.

Where staff are successful in gaining promotion within Professorial bands (band 1 to 2 and 2 to 3), pay will be determined via the Faculty Salary Review process.

Provision of Feedback/Setting of Objectives

All colleagues will be provided with written feedback by 31 January based upon discussions at DPC. Feedback should be provided on each relevant benchmark, according to the member of staff's role using the [DPC Feedback and Recommendation Form](#). Feedback should be clear and meaningful and structured in a way that clearly identifies any areas of improvement and/or professional development for each of the benchmarks to enable staff to work towards better evidencing the benchmark criteria for future applications. Feedback provided will be reviewed by DPCs/FPCs in future years when assessing further applications.

This written feedback will be followed up by a meeting with an appropriate individual (HoD or delegate) to allow for further face-to-face dialogue should the staff member wish. This meeting will include a discussion of the content of the Form B. A written summary of the discussion should be produced for the benefit of both parties. The follow-up meeting will also provide colleagues with an opportunity to raise any other issues of concern not addressed elsewhere.

The outcome of this meeting, along with the written feedback from DPC, can, if the colleague wishes, be discussed further, and on an ongoing basis, with their mentor. The mentorship scheme combined with the provision here formally replaces the Annual Development Review (ADR) process for staff eligible for this process. It would also be helpful for colleagues to share their Form B with their mentor to facilitate career development discussions. (For those staff not eligible for this process, the ADR process should be followed).

Pay Awards – Discretionary Awards, Exceptional Contribution Payments and Grade 10 Merit Awards

There is a separate university process for determining [pay awards](#). However, to avoid duplication, evidence gathered as part of Academic Progression process may be used to inform the decision-making process.

Equality, Diversity and Inclusion (EDI)

A mindful and proactive approach to EDI is important for all aspects of our work at Durham University. A key driver for introducing the DPC process in 2017 was to create a more equitable process for promotion and progression. Staff experiences of the previous Annual Development Review system were also very mixed, with some staff finding the process unsupportive, inadequate, or biased. Previously, there was also little consideration of contextual factors.

The DPCs and FPCs are asked to place EDI at the forefront of their considerations when evaluating cases. Each Form A is considered very carefully and constructively in relation to the benchmark criteria. The DPCs also reflect on what steps the Department might take to support an individual's career progression. Contextual factors are taken very seriously and both the DPC and FPC reflect and evaluate the impact of these, especially for staff who may be very close to meeting the promotion benchmarks.

Members of staff are also required to evidence their contribution towards a more equal, inclusive and diverse work-place culture on Form A. It is important that colleagues do not simply repeat EDI statements from the University website or state their commitment to EDI without including firm evidence of how they have demonstrated this commitment in their academic practice. The EDI evidence provided in Form A may be relevant to any (or all) areas of academic activity and can be used to support the benchmark criteria.

The DPC should provide feedback that relates to the EDI section and should indicate where the staff member should seek to improve this area of their work. The staff member can discuss with a mentor the variety of ways in which they can contribute to a more inclusive culture at Durham. Examples might include contributions to EDI committees, adopting inclusive research leadership practices, or adjusting teaching to be more accessible and inclusive. When completing the EDI section, staff should not simply state the roles they have held, but wherever possible provide evidence of the impact of their work.

The DPC and FPC take this section of the form seriously. As inclusive university culture is the responsibility of all staff and is central to our [University Purpose and Values](#).

For further advice and information on completing this section of Form A please look at the following presentation:

[Academic Progression Staff Training Slides - 2024](#)

If after viewing the presentation staff would like more information on completing this section of Form A then they should talk to their Head of Department and/or mentor.

Unconscious bias

The term *unconscious bias* refers to the way in which we all, regardless of how 'fair' we believe we are, bypass rational and logical thinking and sort people into different groups.

Although we do this unconsciously this can impact on the conscious attitudes we have towards people, and therefore impacts on our behaviour towards them. This can lead us, for example, to favour people who look like us, sound like us or who share our interests, and to possibly overlook those that are different from us, but who may well be equally talented or qualified.

The impact of unconscious bias should not be underestimated when assessing candidates as part of the progression process. Research has shown that unconscious bias could potentially affect the recruitment, retention and progression/promotion of some groups of staff and students. It is essential that we strive to eliminate biases that negatively impact under-represented groups at Durham.

Further guidance on how we can limit the impact of unconscious bias during the progression/promotion process can be found in Appendix 18.

Unconscious Bias training must be completed by every member of the DPC and FPC. The training can be found on [Oracle - Unconscious Bias Training](#). Further information on the staff development available can be found on the [HROD Organisation Development Hub](#).

DPCs and FPCs members all undertake unconscious bias training and are reminded of the need to monitor themselves and others for unconscious bias at the outset of each meeting. Wherever possible, the Faculty Deputy Executive Dean for People and (Workplace) Culture/EDI Faculty Lead should be present at the DPC as an observer.

Respectful and collegiate behaviour

The University is committed to creating a positive environment whereby all members of staff demonstrate respectful behaviours so that others feel comfortable and are able to flourish. Being a collegiate and respectful colleague is an important component of any successful promotion case.

Respectful behaviours can be evidenced via collegiate activities, for example those detailed in the Citizenship Benchmarks. It is however recognised that a lack of respectful behaviour cannot always be measured from Form A. A HoD may be aware of issues and

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circumstances in relation to such behaviours that other members of the DPC may not be party to. Confidential advice should be sought from the HR Business Partner in such circumstances.

Membership of Department and Faculty Progression Committees

It is important that careful consideration be given to the gender balance of both Committees. Where this presents an issue within a department, it is possible to select a senior member of staff from a cognate discipline to be a member of the Departmental Progression Committee.

The Executive Dean will have oversight of the membership of each DPC and the Provost will have oversight of the FPC to ensure appropriate membership.

Equality Impact Assessment

An Equality Impact Assessment (EIA) has been completed for Durham's progression process. This highlights the positive impact the progression arrangements have had at Durham, and ensures equality, diversity and inclusion is embedded throughout the process.

The EIA will develop, along with the progression and promotion arrangements, to embed equality, diversity and inclusion at each stage of the progression cycle. Consultation with those involved and analysis of impacts will continue to inform good practice going forward.

Data Protection

The Durham University Progression and Promotion Process will comply with the General Data Protection Regulation. Information submitted will only be used for the purposes detailed within this procedure, including the provision of, and necessary actions resulting from, feedback. The university considers that the use of this data is necessary to fulfil the employment objectives between the university and its employees.

Everyone involved in the process (including external assessors and readers) will be reminded upon the provision of documents that the process should remain confidential.

In certain circumstances, for example, a dispute, grievance, legal proceeding or valid subject access request, records may be disclosable to third parties.

Duties and Responsibilities

Head of Department

Heads of Department will:

- Ensure the availability of appropriate career development and advice.
- Ensure support is in place from senior members of staff.
- Ensure the availability of mentoring.
- Ensure all eligible staff engage in the process and submit a Form A and Form B, when required.
- Be responsible for ensuring that the DPC process is effectively arranged and managed.
- Be responsible for providing submissions to FPC including Head of Department statements.
- Be responsible for providing feedback.
- Arrange administrative support for the DPC.
- Ensure the process is undertaken with EDI objectives and requirements within their department in mind.

Staff Members

All eligible staff will:

- Submit their Form A and Form B by **31st October** for consideration, ensuring that they have completed the correct Form A for their track and all sections have been completed.
- Ensure that their form is a true and accurate reflection of their achievements.
- Provide links to up to four publications or submit via an accessible means if no links are available.
- Familiarise themselves with the university criteria and values, considering how these impact upon their contribution.
- Seek and engage with appropriate mentoring opportunities.
- Take personal responsibility to seek further opportunities for development.
- Raise any difficulties/concerns at the earliest possible opportunity, not waiting for the progression process to do so.
- Ensure that all required learning has been completed otherwise they will not be granted promotion.

HR

HR Business Partners and/or the HR Reward Team will:

- Provide advice on the process to the committees as required and will be responsible for ensuring any necessary training is provided.
- Be responsible for arranging for external assessors to be gathered and for the administration processes for successful candidates.

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- Attend the DPCs and FPCs (as a non-voting member), to offer HR advice and oversight.

Further Information

Faculty of Arts and Humanities HR Business Partner:

Andrew Kirk. Email: andrew.kirk@durham.ac.uk

Faculty of Business HR Business Partner:

Libbi Boyce. Email: elizabeth.boyce@durham.ac.uk

Faculty of Science HR Business Partner:

Catherine Saxton. Email: catherine.saxton@durham.ac.uk

Faculty of Social Sciences and Health HR Business Partner:

Helen Symcox. Email: h.l.symcox@durham.ac.uk

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