

## 'Out of Round' Promotion Policy and Procedures

**Approved by:** Academic Board on 5 July 2006

**Date of effect:** 6 July 2006

### 1. Policy Statement

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This policy permits a Head, Dean, Director, the Provost and Deputy Vice-Chancellor or the Vice-Chancellor to initiate an 'out of rounds' promotion procedure where a valuable staff member has been offered an appointment at another institution and the University wishes to offer promotion as a retention strategy.

### 2. Submissions

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A submission for 'out of round' promotion is prepared by the Head and comprises:

- The application for employment that was originally made by the academic staff member to the other institution.
- The referee details that were part of the above application.
- A case for retaining the academic staff member prepared by the Head in consultation with the Dean, taking into account the specific criteria for the Level to which promotion is being sought and including arguments for an 'out of rounds' promotion process in the particular case.

Once endorsed by the Dean the submission will be submitted to the Out of Rounds Committee (via the Academic Promotions Unit, Room L3.02, Main Quadrangle, A14) for consideration.

### 3. Out of Round Meetings

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A Dean, Director, the Provost and Deputy Vice-Chancellor or the Vice-Chancellor may request the Out of Rounds Committee meet to consider an academic staff member for promotion at any time.

The Committee will comprise:

**Promotion to Level C or D:**

- Provost and Deputy Vice-Chancellor or nominee (Chair)
- Chair of the Academic Board or nominee
- The relevant Dean or nominee

**Promotion to Level E**

- Vice-Chancellor or nominee (Chair)
- Provost and Deputy Vice-Chancellor or nominee
- Chair of the Academic Board or nominee
- The relevant Dean or nominee

If the request to consider a submission originates from the Dean, the Provost and Deputy Vice-Chancellor or Vice-Chancellor a nominee must be appointed.

## 4. Procedures

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- 4.1 The Chair must be satisfied that a genuine offer has been made.
- 4.2 The Chair circulates the submission to Committee members within 48 hours of receipt. The Chair may request a response electronically but must call a meeting if the responses of the members are not unanimously in favour of offering a promotion;
- 4.3 The Committee will consider cases expeditiously and will assess submissions against the requirements for [Assessment of Applications by the LPC](#) (including the relevant standards of teaching, research/scholarship/creative/ professional work portfolio and service) in the Promotions documentation for the current promotion year and will complete the Out of Rounds Committee Report Form and forward this recommendation to the Chair.
- 4.4 The Committee may invite the academic staff member to attend a formal interview before a final decision is made.
- 4.5 The Chair may request additional information (which could include assessors' reports and/or written confirmation of the offer of appointment at another institution) and then provides a report of the outcomes to the relevant Dean or Director or the Vice-Chancellor and copies this to the HR Manager,
- 4.6 Where the promotion is supported and an offer of promotion is to be made:
  - 4.6.1 The Chair of the Committee will refer the recommendation to the Provost and Deputy Vice-Chancellor (for positions below Level E) or to the Senate Chair Appointments Committee (for positions at Level E) for approval;
  - 4.6.2 The Dean informs the academic staff member of the outcome,
  - 4.6.3 Human Resources issues an updated employment contract on the advice of the Chair of the Committee,
  - 4.6.4 Promotion will be effective from the first pay period commencing on or after the updated contract is signed by the staff member.
- 4.7 With regard to all submissions:
  - 4.7.1 only one offer will be made; and
  - 4.7.2 appeals against either the decision or the process will not be considered.