

**Terms of Reference and Membership for the University Promotions Committee
Reviewed and Approved @ Senate: October 2022**

MEMBERS

Chair: Provost & Senior Vice-President
Pro-Vice-Chancellor, Academic
Pro-Vice-Chancellor, Research & Innovation [vacant]
Chief People Officer or HR Director
A minimum of one External representative
One internal senior research-active academic

In Attendance

Secretary to the Committee
Pro-Vice-Chancellor, Executive Dean (to present cases put forward by their Faculty (x3))

TERMS OF APPOINTMENT

Ex-officio members remain a member for the term of their appointment.

The external member will serve for one academic year which, on completion, may be renewed for one further year. The internal member will serve for one academic year and should be independent from membership of the Faculty Promotions Committee. The appointments are made following the agreement of the Chair and the Chief People Officer.

TERMS OF REFERENCE

1. To ensure criteria and processes relating to academic promotion are fair and transparent, and in alignment with the overall University Strategy defined by the Executive Board.
 2. To oversee the effective running of said processes in the Faculties with respect to Promotion to Senior Lecturer, Senior Lecturer (Clinical), Senior Research Fellow, Lecturer B and Research Fellow B.
 3. To receive recommendations from the Faculties with respect to promotion to Professor, Professorial Research Fellow, Associate Professor and Principal Research Fellow, and make decisions whether to ratify such recommendations after due evaluation through a centrally run process.
 4. To consider appeals against applications for Professor, Professorial Research Fellow, Associate Professor and Principal Research Fellow which are not supported at Faculty.
-

PROCEDURES

Quorum

The quorum for the University Promotions Committee shall be not less than two-thirds of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of Meetings

At least one meeting per year. Exceptional meetings may be held at the discretion of the Chair.

Reporting Arrangements

The University Promotions Committee reports to Senate on decisions made and wider contextual matters as appropriate.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.