

Terms of Reference for Promotions Committees

PROMOTIONS COMMITTEES ESTABLISHED FOR DIFFERENT STAFF CATEGORIES

Scope

The implementation of Council policies in all matters concerning the remuneration of individual members of staff.

All Promotions Committees operate in accordance with policies and procedures established by Council and they have authority to make recommendations on the progression, re-grading and remuneration of University staff (within previously agreed financial limits), such recommendations to be made to Council. Promotions of academic staff require the prior approval of Senate.

Promotions Committees are serviced by the Human Resources Department. Council may appoint 1 or 2 additional members of Promotions Committees in order to comply with established equal opportunities procedures.

(a) ACADEMIC PROMOTIONS COMMITTEE

Scope: The promotion of all academic staff, excluding those covered by Professorial and Readership Promotions and Senior Remuneration Committees.

(Receives and considers recommendations from Faculty Promotions Sub-Committees.)

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

Constitution:

Vice Chancellor (in the chair)

Deputy Vice Chancellor and Provost

Deans of the Faculties (3)

Pro Vice-Chancellors (2)

Total: 7

Frequency and timing of meetings

Normally 1 (March)

(b) FACULTY PROMOTIONS SUB-COMMITTEES

Constitution:

Dean of Faculty (in the Chair)

Pro Vice-Chancellor (non-Faculty)

Heads of Schools (from relevant Faculty)

Research Institute Directors/Faculty Research Directors (including those from another Faculty where appropriate)

Frequency and timing of meetings

Normally 1 for each Faculty (November/December)

(c) PROFESSORIAL AND READERSHIP PROMOTIONS COMMITTEE

Scope: The conferment of personal chairs and readerships.

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

Constitution:

Vice Chancellor (in the chair)

Deputy Vice-Chancellor and Provost

Pro Vice-Chancellor (Research and Enterprise)

Pro Vice-Chancellor (Education)

2 professors from each Faculty, to include the Dean if of professorial status (appointed by the Senate) (6)

Total: 10

Frequency and timing of main meetings

Normally 3 (October, December*, February)

*Professorial Second Stage Interviews

*Frequency and timing of Professorial Second Stage Interviews – usually at December meeting but may be arranged on a case-by-case basis as and when required

Please note that all other job grades are reviewed at Faculty/Directorate level via the Job Grade Review Procedure.

(d) SENIOR REMUNERATION COMMITTEE

Scope:

1. Annual review of the remuneration of the Vice Chancellor, on the basis of recommendations brought forward by the Chair of Council.

2. Annual review of the remuneration of staff on professorial or Grade 10 salaries, on the basis of recommendations brought forward by the Vice-Chancellor.

3.* Determining the remuneration for new professorial and Grade 10 staff, executive authority being delegated to the Vice-Chancellor who will circulate the information to the Senior Remuneration Committee.

4.* Taking appropriate action when necessary in relation to the retention of a valued member of staff, executive authority being delegated to the Vice Chancellor, with a requirement to report back to the Senior Remuneration Committee in writing.

5. Overseeing arrangements for early retirement and voluntary severance for staff on professorial or Grade 10 salaries, or other staff as required by HEFCE.

The Vice-Chancellor has delegated authority under items 3 and 4 (*starred).

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

Committee members must consider the public interest and the safeguarding of public funds alongside the interests of the institution when considering all forms of payment, reward and severance to the staff within its remit.

Constitution:

3 Lay Members of Council (one in the chair)

Pro-Chancellor

Honorary Treasurer

Total: 5

The Vice-Chancellor may attend except where their own remuneration and/or severance is under consideration

Secretary: Director of Human Resources

Quoracy: For the transaction of business, not less than three (3) members must be present.

Frequency and timing of meetings

Twice a year, (usually November and March)