

Academic Progression and Title Awards Sub-Committee – Terms of Reference

2023-24

Parent body

People, Organisational Development and Equalities Committee

Purpose

The Sub-Committee is responsible for making decisions pertaining to the promotion of academic staff to new academic roles and associated pay grades, and pertaining to the progression of academic staff within their existing pay grades.

Terms of reference

Authority

The Sub-Committee has delegated authority from the People, Organisational Development and Equalities Committee to:

1. Review strategy pertaining to matters of progression of academic staff and awarding academic titles.
2. Make those decisions which pertain to the pay and progression of academic staff where responsibility for making such decisions has not been specifically assigned to another body.

Duties

1. To decide on promotions of existing staff from Lecturer to Senior Lecturer.
2. To decide on the award of the title of Reader.
3. To decide on the award of the title of Professor.
4. To decide on the award of the title of Professorial Research Fellow.

5. To decide on the progression of academic staff within pay grades.
6. To decide on the progression of Professorial staff within and between Professorial pay bands.
7. To decide on promotions of existing Lecturer staff from grade 7 to grade 8.

The Academic Progression and Title Awards Sub-Committee will operate in accordance with procedures which have been approved by Human Resources Committee after consultation with Academic Board, and which have been published by the College before the beginning of the academic year in which they are to operate.

Meetings

- a. Terms of office for non-ex-officio members shall be three years, renewable for three further years.
- b. Members shall receive an induction to working on the committee before attending the first meeting.
- c. The committee shall have at least two meetings per year, which will be timetabled on an annual basis and will take account of the schedule of meetings for the Human Resources and Equalities Committee and the Council to ensure appropriate reporting.
- d. The minutes, agendas and papers for each meeting shall be sent to members at least ten working days in advance. Only exceptionally and with the agreement of the Chair will papers be tabled at meetings.
- e. The quorum of the Committee shall be as set out in Paragraph 4 of the Standing Orders.

Members

Composition	Member	Term
Chair: Warden or the Warden's nominee	Professor Frances Corner	ex officio
Pro-Wardens	Professor David Oswell	ex officio
	Professor Ernest Caldwell	ex officio

Composition	Member	Term
Heads of School	Dr Stephen Graham (A&H)	ex officio
	Professor Adam Dinham (C&S)	ex officio
	Mr Matthew Cragoe (PSST)	ex officio
Director, People and Organisational Development	Susan Edwards	ex officio
Arts and Humanities	Professor Alex Watson [History]	to 2024
Professional Studies, Science and Technology	Professor Farzana Shain [Educational Studies]	to 2025
Culture and Society	Professor Matthew Fuller [MCCS]	to 2024
Two Members Appointed by the Warden	Professor Lisa Blackman [MCCS]	to 2024
	Professor Stephen Johnstone [Art]	to 2024
Secretary	Dawn Foster	

eot – end of term

VERSION CONTROL

Full revision of ToR	September 2023	Governance Secretariat
Approval by Nominations & Governance Committee	20 September 2023	
Approved by Council	4 October 2023	
Updated membership	12 October 2023	Governance Secretariat