



LEEDS
BECKETT
UNIVERSITY

Promotion and Regrading Procedure

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Procedure

1. Introduction

- 1.1 The Pay Policy sets out the arrangements for salary and pay progression for staff at Leeds Beckett University (hereafter the University). This procedure underpins our Pay Policy including the following key principles:
- The application of common gradings across all groups.
 - The allocation of staff to the pay and grading structure on the basis of job evaluation which enables transparent, consistent and fair judgments to be made.
 - The University is committed to the principle of equal opportunity in employment and will ensure that all staff receive equal pay for work of equal value, for work rated as equivalent and for the same or broadly similar work.
- 1.2 The Performance and Development Review (PDR) process is designed to ensure that all staff have the opportunity to have a discussion about their development and consider what they might need to do to make them better placed to progress to a higher grade when a vacancy or other route to progress to a higher grade is available. Some development activities that might be put in place on a temporary basis at the request of the reviewee following the PDR discussion might not form part of the core role requirements and will not necessarily be taken into account as part of this procedure.

2. Eligibility

- 2.1 All staff up to Grade 8 that have been in post for 12 months at the time of the application have the opportunity to apply for regrading through this procedure.
- 2.2 Our University recognises that many staff are highly committed to their jobs and make a significant contribution every year. However, this process is designed to review the grade and size of jobs that staff are undertaking, not their level of contribution within the role. Where appropriate, individuals who have made a significant contribution in their role over the course of the year should be considered in relation to our University's Contribution Reward Scheme rather than applying for a review of their job grade under this process.
- 2.3 Potential applicants should be aware that promotion and regrading can take place in a number of ways as outlined below and this is not the only route.
- The Promotion and Regrading Procedure set out in this document.
 - Applications for vacancies at a higher grade.
 - The operation of internal promotion rounds which may take place from time to time at the discretion of the Vice-Chancellor where the need for additional senior appointments is identified.
 - Management led regradings as a result of organisational restructurings and job redesign.
 - The operation of 'linked' grades in relation to specific job roles for the purpose of professional and career development e.g. the promotion of Lecturer to Senior Lecturer. Details of how this process operates are provided in Appendix A.

- Temporary secondments to cover vacancies.

3. Making an Application

- 3.1 The employee is required to submit their application in writing using the relevant proforma (which may be varied from time to time) to the People Team. Whilst an employee may submit an application for regrading at any time in the year after being in post for 12 months there must be a minimum gap of at least twelve months between any subsequent applications.
- 3.2 The employee will be required to provide evidence in their application that the scope of their job has substantially increased since it was last graded and evidence of their achievements and activity at this level. As a result, this process focuses on the work the employee is already undertaking.
- 3.3 If an employee has made an unsuccessful application in the past then they may not submit what is essentially the same application (or evidence/contents/case) in subsequent years unless there has been a significant change in duties or responsibilities since the last application.
- 3.4 If an employee has made a previous application (in the last 3 years) then in addition to the usual application proforma they will be required to submit a second proforma detailing the changes in duties and responsibilities which have taken place since the previous application (Appendix B). The employee's line manager who is deemed to be the Verifier for the purposes of this procedure will also be required to sign this proforma to confirm that significant changes have taken place to the responsibilities of the role.
- 3.5 The application process only applies to existing jobs that have changed or evolved over time and anybody that would like to be considered for more senior roles/career progression will need to apply for these jobs as and when they are advertised.
- 3.6 The employee's manager (or Verifier) is not involved in the decision making process and so there is no concept of them supporting or not supporting an application. However, the manager is required to sign the application to verify the accuracy of the content and can provide additional commentary if they do not consider the application to be a fair and accurate record of the applicants role.

4. Consideration of Applications

- 4.1 The evidence provided in each application will be considered in relation to the Higher Education Role Analysis (HERA) job evaluation scheme by trained analysts.
- 4.2 If the analyst requires any further information they will contact the role holder and/or line manager. Any further evidence needs to be agreed as accurate by both the role holder and their Verifier before it can be included as part of the case for consideration.

- 4.3 The People Team will then convene a Promotion and Regrading Panel to consider the recommended outcomes. The panel will be made up of two University managers from outside the applicant's work area and a member of the People Team with relevant experience. All members of Promotion and Regrading Panels will be trained in the HERA scheme and the principles of job evaluation.
- 4.4 If the Promotion and Regrading Panel requires further clarification in relation to any specific application the case will be deferred to a later date or separate panel to allow the necessary information to be requested from the individual and their line manager before a final outcome is determined. The applicant and their manager (Verifier) will not be required to attend the Panel which will focus on the application and interpretation of the HERA scheme in relation to the information provided.
- 4.5 The purpose of the Panel is not to conduct a detailed re-evaluation of each application but to consider any anomalies or apparent inconsistencies of scoring or outcome. These will be identified and explored by the Panel. The Panel will either endorse the recommendations of the People Team or identify an alternative appropriate grade based on the agreed job evaluation profile.

5. Outcomes

- 5.1 All applicants will be informed of the outcome of their application in writing. If successful they will receive details of their new grade and salary, and job title if applicable. Revised grades will be implemented with effect from the 1st day of the month following the date on which the application was originally submitted to the People Team. If unsuccessful, applicants may request general feedback regarding the basis for the decision along with information about the appeals process.

6. Appeals

- 6.1 If an employee is not satisfied with the outcome of their regrading application they will have a right of appeal. Appeals must be made in writing within 10 working days of notification of the outcome of the application.
- 6.2 All staff who appeal will have the opportunity to attend a meeting with a trained HERA role analyst, who will provide feedback on their application and advice regarding the appeal process. Following the meeting, the applicant will submit a revised application which addresses any feedback raised by the role analyst (e.g. giving examples where these had been omitted) and include any additional information which they wish to submit. The appeal must be signed by the Verifier and the Verifier's manager, in order to confirm the accuracy of the contents.
- 6.3 The application will be evaluated and the recommended outcome will then be submitted to a Promotion and Regrading Appeal Panel. The panel will be chaired by a member of the People Team with relevant experience, and will also include one University manager from outside the applicant's work area (who was not involved in the original panel) and

a representative of the relevant Trade Union (UNISON or UCU). In all cases the role of panel members is to ensure the fair and consistent application of the HERA scheme and promotion and regarding procedure.

- 6.4 If the Promotion and Regrading Appeal Panel requires further clarification in relation to any specific application the case will be deferred to a later date or separate panel to allow the necessary information to be requested from the individual and their line manager before a final outcome is determined. The applicant and their Verifier will not be required to attend the Panel which will focus on the Record of Evidence and application of the HERA scheme.
- 6.5 The Promotion and Regrading Appeal Panel will not be required to conduct a detailed evaluation of the application but any anomalies or apparent inconsistencies of scoring or outcome will be identified and explored by the Panel.
- 6.6 The Panel will either endorse the recommendations of the People Team or identify an alternative appropriate grade based on the agreed job evaluation profile. The Panel's decision will be final and could result in the applicant's grade remaining unchanged, or moving up or down. The aim of the Panel will be to arrive at their decision through an agreed consensus. If the Panel is unable to reach a consensus view, the Chair will ensure that a decision is made by means of a majority view.
- 6.7 Applicants will be informed of the outcome of their appeal in writing. If successful they will receive details of their new grade and salary, and job title if applicable. If unsuccessful, applicants may request general feedback regarding the basis for the decision. There will be no further right of appeal against the outcome of this process.

Related Policies and Documentation

Promotion and Regrading Application Form (including notes of guidance)

Promotion and Regrading Appeal Form (including notes of guidance)

Pay Policy

Updated May 2019

PROMOTION FROM LECTURER TO SENIOR LECTURER

Promotion to a higher grade will operate through the application of a transparent and consistent process that is supported by the principles of equal pay.

There is an expectation that, when they reach the top of Grade 7, Lecturers will be promoted to Senior Lecturer positions at Grade 8 subject to the following criteria:

- They have a minimum service in post of more than 12 months as at 31 August.
- They have demonstrated satisfactory performance in the Lecturer position.
- They are undertaking HE level activities for more than 50% of their time
- They have completed any set probationary period.
- They have completed the first year of, and are continuing towards the Post Graduate Certificate in Higher Education (or have appropriate relevant experience).
- The Dean (or nominee) has provided confirmation that they will be capable of undertaking duties appropriate to Senior Lecturer (as described in the job description and generic profile AC8b).

The process will operate as follows:

The People Team will provide the Leadership team with a report detailing all Lecturing staff at the top of Grade 7 by 31 May. The Dean or nominee will assess each Lecturer against the progression criteria and make a recommendation to the Leadership team. The Dean or nominee will then confirm to the People Team which staff have met the criteria for progression who will notify them of the outcome of the review.

Where promotion to Senior Lecturer is approved the new post will become effective from 1 September.

Where a Lecturer has not been approved for promotion but thinks that they are already undertaking duties equivalent to the post of Senior Lecturer they can lodge an appeal by submitting a Promotion and Regrading application form to the People Team within 2 weeks of receiving written notification of the decision of the Leadership Team. This will be considered by the Promotion and Regrading Panel alongside other regrading appeals.

If that appeal is not successful, the individual can submit a second stage appeal (within 10 days of notification). The outcome of this evaluation process will be considered by the Promotion and Regrading Appeal Panel and the decision of the panel in relation to that second stage appeal will be final.

Lecturers can only apply for regrading of their post beyond Senior Lecturer through the Promotion and Regrading Procedure if they have already met the progression criteria other than where it is an appeal against meeting the progression criteria as detailed above.

APPLICATION FOR PROMOTION OR REGRADING

ADDITIONAL INFORMATION

This form must be completed if a previous application has been made during the past 3 years.

Name:	Current Grade:
Job Title:	Line Manager:

Additional duties/responsibilities since previous application:

Role Holder

Signed.....Date.....

Name.....Role Title.....

Verifier (Line Manager)

I confirm that the duties and responsibilities outlined above have been assumed by the role holder since the last application for regrading

Signed.....Date.....