



UNIVERSITY OF
CAMBRIDGE

Academic Career Pathways 2023 (Research & Teaching)

Applicant Guidance
2022-2023

V1.2: September 2022

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Other Available Guidance

Applicants are also encouraged to review the following guidance documents:

- [General Information \(Applicable to all\)](#)
- [Assessment and Scoring](#)

If you have specific queries about your application, you should contact the appropriate Faculty Committee Secretary. Any general enquiries about the scheme / process should be directed to ACP R&T Inbox: acp@admin.cam.ac.uk

Eligibility

As a member of academic staff you are eligible to apply for promotion/progression unless an exclusion or exception applies (see below). If there is any doubt as to the eligibility of a prospective applicant, the Chair of the Human Resources Committee will rule on the matter on behalf of the [GB](#). Exceptionally other staff may be eligible to apply (see below).

When considering making an application you should seek appropriate mentoring and advice from your Head of Institution, or appropriate senior academic colleague. You should discuss whether it is the right time to make an application and how you meet the [Assessment Criteria](#).

You would normally be expected to have been in your current post for at least 12 months before making an application. Exceptionally, this period may be waived where you are considered ready for promotion by your Head of Institution. Any exceptions require approval from the [FC](#) and support by the [SC](#).

If you were unsuccessful in an application in one year's exercise you may reapply in a subsequent exercise, on the basis that each application must be

judged on its own merits and a maximum of two applications in any rolling three-year period is permissible. An exemption to this rule may be granted in exceptional circumstances, provided that it has the support of your Head of Institution and Head of School.



Exclusions

The University aims to be a leader in driving an inclusive culture of mutual respect and in promoting a positive working environment for all in its community. High standards of conduct are therefore expected from all staff. Formal sanctions may be taken into account when assessing an applicant's suitability for promotion; those with a live disciplinary warning on file may be excluded from applying for promotion.

The ACP R&T - Pay Progression Scheme B does not apply to clinical academics who remain on their current clinical award scheme, which is subject to NHS consultant salary progression pay rules.

Further Eligibility Information

Professorships (Grade 11 and 12)

Holders of University offices whose duties are primarily concerned with research/scholarship or teaching and research/scholarship are eligible for promotion to these offices. Exceptionally, holders of University offices whose duties are not primarily concerned with either teaching or research or both may be eligible for consideration if they are known to have made a significant contribution to research in addition to fulfilling the duties of the office they currently hold.

A person who does not hold an office listed in the Schedule to Special Ordinance C(i) 1 of the Statutes would only be promoted to a personal Professorship on condition that their duties after promotion remain principally those of the office from which they have been promoted.

Associate Professorships (Grade 10)

Only established Assistant Professors or Associate Professors (Grade 9) may be considered for promotion to established Associate Professorships (Grade 10). The holders of unestablished posts whose contracts of employment specify the title "Assistant Professor" or "Associate Professor (Grade 9)" may be considered for promotion to the unestablished post of Associate Professor (Grade 10). The period of the appointment would be from the date of the promotion to the end date of their current tenure. Holders of these posts should discuss the matter of their possible promotion with their Head of Institution before deciding whether or not to submit an application for promotion.

In all cases, institutions should ensure that sufficient funding is identified to support applications for promotion and ongoing salary costs. Queries

concerned with funding should be raised with the relevant School Finance Manager in the first instance.

Research staff

The normal promotion route is to the post of Principal Research Associate (Grade 11) or Director of Research (Grade 12). (See updated Senior Researcher Promotions (SRP) scheme procedure and guidance to be issued and made available on the HR Division website shortly). Advice in relation to particular cases can be obtained from the relevant HR Schools Team.

The Head of Institution should provide an opportunity for discussing the appropriate way forward with members of staff whom they consider to have a reasonable prospect of promotion, whether through an application under the ACP R&T Scheme or under the SRP scheme.

If there is any doubt as to the eligibility of a prospective applicant, the Chair of the Human Resources Committee will rule on the matter on behalf of the General Board.



Application for Promotion

You are responsible for preparing and submitting your application to the Secretary of the FC for the institution to which your office or post is assigned via the online portal and by the deadline date specified in the Timetable. You should complete the relevant online application and provide evidence and examples that best support your case for promotion / progression and clearly demonstrate how you meet the **Assessment Criteria**, referring

to the **Indicators of Excellence** for guidance. This section sets out certain requirements relating to the form and basic content of required information.

Those who applied for the same office in the previous year's exercise (2022) will be considered re-applicants. Please refer to the section on references for further details.

Publications

You should include details of your publications, as follows:

- An up-to-date list of publications, set out in accordance with the conventions of the relevant academic discipline.
- The publication list should include only work that has been published, is in the public domain, and is available for consideration.
- Work in progress or completed but not yet published, including proofs and pre-prints, must not be included;
- Citation data, in disciplines where this is appropriate, may be included; consideration of an application will not be prejudiced if citation data are not included.
- Copies of publications must **not** be included.
- The publication list should be in a clear chronological order, stating for each publication (including any books) the year of publication, and page numbers and number of pages (where available*). Peer-reviewed publications should be listed separately. Where relevant, it would be helpful if you could clearly mark publications since your last promotion.

Definition of "published":

Work is regarded as published if it is traceable in ordinary catalogues and if copies are obtainable at the time of application, or at some previous time, by members of the public through normal trade channels; proofs of papers and pre-prints not yet published are not submissible.

The list can include work published electronically where it is regarded as published in the same formal sense as a journal or book. This includes free electronic journals that are refereed and accessible to the public. Placing a paper on a University web page does not count as publication but electronic publication of invited and/or contributed talks published as part of the proceedings of a Higher Education Institution or related body is acceptable provided hard copies are available in published form.

Non-standard contributions :

For disciplines where the communication of research results is not, or is only partly, in the form of conventional scholarly publication, other forms of contribution should be listed.

**It is recognised that page numbers and numbers of pages may not be available for online publications.*

Teaching and/or Researcher Development

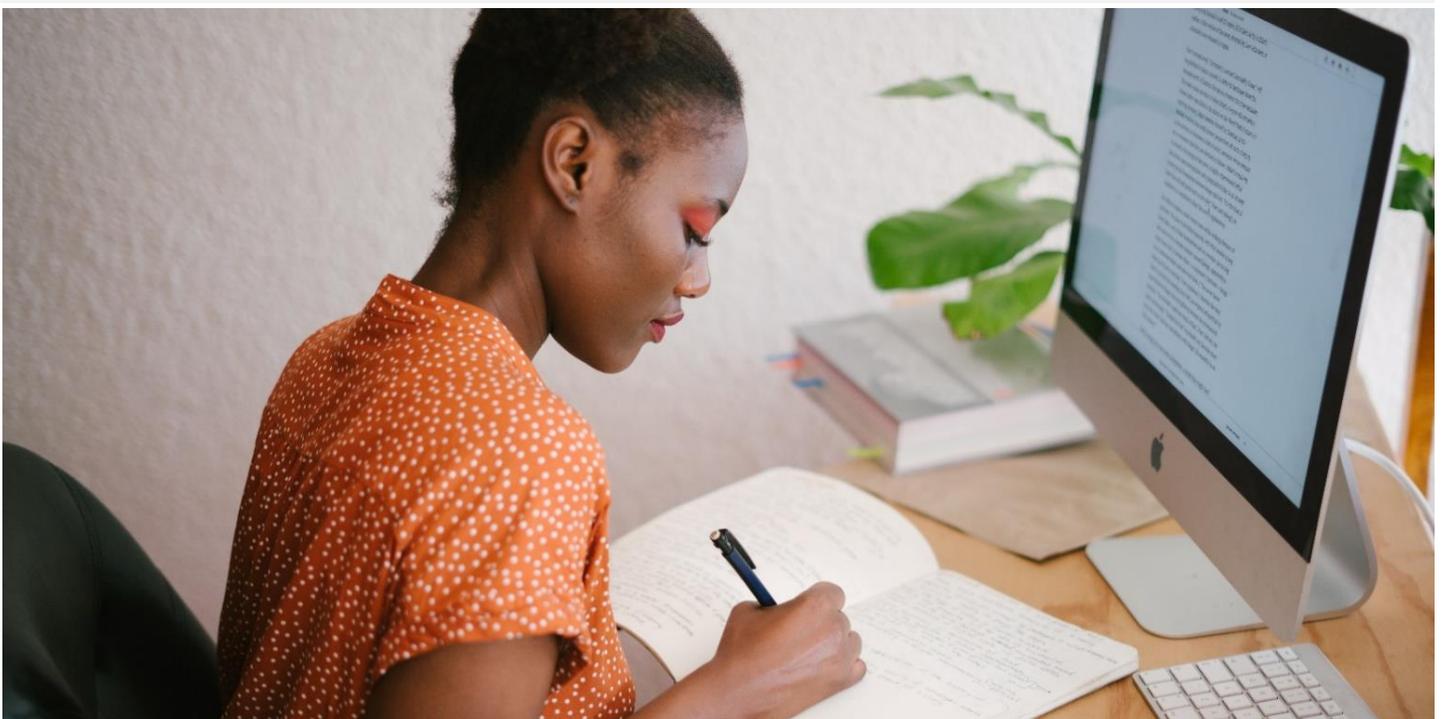
Evidence of teaching and/or researcher development (to the extent relevant in each case) should include:

- A record of all under and postgraduate courses taught over such a period as to demonstrate evidence of fulfilment of the teaching criteria (normally not less than three years).
- The annual number of hours of teaching undertaken in your Institution (stint).
- Details of administrative work that the Institution has agreed to be equivalent to part of the annual teaching stint.
- Details of any regular and substantial contribution to the teaching programmes of other Institutions.
- An up to date list of postgraduate students formally supervised, including results, over the period of employment.
- Details of research groups over such a period as you consider necessary;
- Summary of examining duties.

Samples of course descriptions, hand-outs, bibliographies, summary evidence of student and/or researcher feedback may be included, up to a **maximum** of ten sides of A4.

If your duties do not include teaching, or you have been formally dispensed from discharging teaching duties on a temporary basis, you should make this clear in your application, giving the reasons and dates.

If you have been formally dispensed from discharging teaching duties on a temporary basis, but wish your teaching contribution to be assessed, you should make this clear in your application to allow your teaching contribution to be assessed by the Committees. You should provide evidence of this contribution while in employment at the University and/or in Colleges over at least the previous three years prior to the dispensation.





College Teaching

You may include details of College(s) teaching and work undertaken as a College Director of Studies, in which case the name and College of the Senior Tutor should be given.



Clinical Work and Postgraduate Medical Teaching and Training

If you hold an Honorary NHS consultant contract, you should provide details of your contribution to postgraduate medical education and training. Information provided in relation to teaching will be considered under the teaching criteria and information provided in relation to clinical duties will be considered under Service to the University and Academic Community.



Clinical Veterinary Work and Postgraduate Veterinary Teaching and Training

If you are engaged in veterinary clinical work, you should provide details of your contribution to postgraduate veterinary teaching and training. Information provided in relation to teaching will be considered under the teaching criteria and information provided in relation to clinical duties will be considered under Service to the University and Academic Community.

Service to the University and Academic Community

You should provide a list of contributions other than in teaching and research undertaken in your Institution/School/University and any service to the academic community outside the University that you wish to have considered. This service may include public engagement work.

If you hold an Honorary NHS consultant contract you should include details of your participation in regional and national committees (e.g. Royal Colleges, General Medical Council) and bodies concerned with undergraduate and postgraduate medical education, as well as details of your clinical duties.

If you are engaged in clinical veterinary work you should include details of your participation in regional and national committees and bodies concerned with postgraduate veterinary education, as well as details of your clinical duties.

Personal Statement

You must include a personal statement* in support of your application, which demonstrates how you meet the [Assessment Criteria](#) of the office to which you are applying. Where applicable, you should highlight information about your achievements since your last promotion.

With regard to the evidence provided of research/scholarship, you should make clear your role and contribution in large, multi-author publications. You might also wish to highlight key advances set out in your papers. If your research results do not take the form of conventional scholarly publications, you should provide information about this. With regard to researcher development (where applicable) you should include a self-assessment of the impact of your work on your research team.

If you consider your teaching and/or research to be [interdisciplinary](#) you should explain clearly the interdisciplinary aspects of your work and indicate which of the University institutions your work mostly concerns.

Student feedback is an important factor in assessing the effectiveness of teaching, course development and innovation. Therefore, your self-assessment should take into account student feedback on the courses you have taught or are teaching. The Head of Institution may comment on this self-assessment in the Institutional Statement. With regard to teaching duties (if applicable), you should include a self-assessment of the impact of your work on students.

You are encouraged to record any [Contextual Factors](#) that have affected your performance over the last five years. Contextual factors may include, but are not limited to: part-time working, ill health, disability, caring responsibilities and periods of prolonged leave such as maternity, parental leave or bereavement. These details should be provided in the separate Contextual Factors section, which has a word limit of 500 words.

The University recognises that many research and teaching staff will have faced difficulties in carrying out their usual duties during the COVID-19 pandemic. We therefore welcome a [COVID Impact Statement](#) (word limit of 1,000 words) from you detailing the impact on your current or future work. This may include access to labs and other resources due to building closures, access to primary data or opportunities to travel abroad to disseminate research or other circumstances. It may also include impacts as a result of caring responsibilities for children and/or other dependants, mental health issues such as heightened stress and anxiety over this period, or other disability related impacts.

*Please note, the personal statement has a word limit of 1,000 words.

Associate Professor Grade 10 Progression / Promotion Scheme A

You must indicate in your application whether you want your application to be evaluated by reference to Option 1 weighting (research-weighted) or Option 2 weighting (teaching-weighted). These Options are explained in more detail at Scoring: Associate Professors. You are advised to discuss this issue with your Head of Institution and/or CV mentor.

References

You are required to provide names, titles and contact details of nominated referees and must declare any conflict of interest or areas of collaboration. Your PhD supervisor or academics with whom you have collaborated on their research may be nominated as referees, as appropriate, but they will be required to declare their interest as set out in the letter requesting the reference.

A referee's input is critical in enabling a full and objective assessment of an applicant's contribution. Referees are therefore requested to comment across the entire range of your duties with explicit reference to the relevant [Assessment Criteria](#) and to provide a full and frank appraisal of your suitability for promotion/progression.

Referees can provide useful insights into all aspects of your work, but are especially important in assessing your contribution and standing in scholarship and research.

Referees' reports are subject to the strictest confidentiality; however, referees will be made aware that in providing a reference, they give their explicit permission for the use of that reference for consideration under the ACP R&T scheme. Confidential references normally are exempt from disclosure to the applicant under the terms of data protection legislation. Despite this, we often receive requests from applicants for copies of their references. By default we will not disclose references without checking with the referee first.

Additional references might be sought in the case of an interdisciplinary application or internal nomination from cognate subject areas.

Application	Applicant nominates	Faculty Committee nominates	Total Referees
Professorship (G11 and G12)	2 (+ 1 reserve)	3 (+ 1 reserve)	5
Associate Professor (G10) (Progression / Promotion Scheme A)	1 (+ 1 reserve)	1 (+ 1 reserve)	2

Table 2: Summary of first time application referencing requirements

Re-applicants

For re-applicants, i.e. those who unsuccessfully applied for the same office in the ACP R&T 2022 round, the references from the previous round are carried forward and additional references are required, as set out in Table 3 below.

A referee cited in a previous application should only be requested to update the earlier reference if there have been significant changes

in the applicant's publication record or other circumstances relating to the case for promotion since the referee was last approached. Updated references are counted as additional references. References relating to the previous application for the same office should be listed and carried forward.

Application	Applicant nominates	Faculty Committee nominates	Total Referees
Professorship (G11 and G12)	1 (+ 1 reserve)	2 (+ 1 reserve)	3
Associate Professor (G10) (Progression / Promotion Scheme A)	1 (+ 1 reserve)	1 (+ 1 reserve)	2

Table 3: Summary of re-applicant referee requirements (additional to the references carried forward from the previous year)

Statements

In certain circumstances, additional statements will be sought in support of an individual's application, as follows:

- If an applicant requests that their **College teaching or work as Director of Studies** be taken into account, an additional statement will be required from the Senior Tutor of the College at which the applicant has regularly undertaken the greater part of their College teaching (the details of which the applicant should provide in their application). The statement should provide a factual description of the scope and amount of such teaching work, and comment on the effectiveness of the applicant's contribution.
- For clinicians who hold an **honorary clinical NHS consultant contract**, an additional statement will be requested from the appropriate NHS Trust to provide comment on the applicant's role and effectiveness of their contribution to clinical work and postgraduate medical teaching and training.
- For applicants engaged in **clinical veterinary work and postgraduate veterinary teaching and training**, an additional statement will be required from the relevant Clinical Manager to provide comment on the applicant's role and the effectiveness of their contribution to clinical work, including postgraduate veterinary teaching and training. The information provided in relation to teaching will be considered in relation to the teaching criteria, and the information provided in relation to clinical duties will be considered in relation to the service criterion.

Promotion to a Professorship (Grades 11 and 12)

Referees for promotion to a Professorship (Grades 11 and 12) should normally be external to the University but there may be circumstances where it is appropriate to nominate referees from cognate subject areas in the University.

In choosing your nominated referees, you should note that referees are expected to be international leaders in their field, research active and familiar with your field of research. At least one of the referees should be able to comment on your service to the academic community externally.

Progression to Associate Professor Grade 10 (Associate Professor Progression / Promotion Scheme A)

For progression / promotion to Associate Professor (Grade 10), two references are required, at least one of which should be internal and one of the referees should be able to comment authoritatively on the quantity of teaching and service to the University and academic community. In choosing your nominated referees, you should note that referees are expected to be leaders in their field, research active and familiar with your field of research. You must supply the details of one internal referee and one reserve and the FC will provide the details of one referee and one reserve.

Mentoring and the ACP CV Scheme

The ACP CV Scheme is available to all staff considering applying for promotion. This Scheme plays a particular role in supporting women and academic staff from other underrepresented groups.

Mentors are senior academics who have extensive experience of the University's career development schemes and are willing to review the mentee's CV and/or application documentation and provide feedback in a confidential and supportive setting. Please contact the dedicated email address: ACP_CV@admin.cam.ac.uk for further information.

Further information on Mentoring can be found at: <https://www.ppd.admin.cam.ac.uk/professional-development/mentoring-university-cambridge>.



Submission

The completed application should be submitted to the Secretary of the FC via the [online portal](#) and by the deadline date stated in the [Timetable](#). Guidance on using the new ACP portal can be found in the [Applicant User Guide: Online System](#).

Outcomes

You will be notified of the outcome of your application after the GB meeting that considers ACP R&T recommendations.

Unsuccessful Applications

If your application is unsuccessful and wish to receive feedback you should request this from your Head of Institution by the deadline set out in the timetable.

You may ask for the feedback statement set out in the SC minutes to be carried forward for information to your next application under the ACP R&T scheme. This option is intended to help you demonstrate how you have responded to feedback and further strengthened your application.

Pay Progression Scheme B

Associate Professors (Grade 10)

Assistant Professors and Associate Professors at Grade 9 wishing to apply for progression/promotion to Grade 10 should use the ACP R&T Progression/Promotion Scheme A.

The ACP R&T Pay Progression Scheme B is for Associate Professors who are already at Grade 10 and wishing to progress to the higher salary spine points in recognition for significant and sustained contributions other than through research. The assessment of contribution by the Associate Professor (G10) should clearly relate to the institution's strategic plans and recognise the Associate Professor's achievements in teaching and service to the academic community that is likely to contribute to the future academic success of the University.

It should be noted that Scheme B will not apply to clinical academics who will remain on their current clinical award scheme and subject to NHS consultant salary progression pay rules.

Contribution increments may be awarded to applicants who can show outstanding and sustained excellence in teaching, and outstanding and sustained service and contributions to the University and the academic community beyond the University. The Head of Institution will be asked for a supporting statement and evidence to demonstrate how the applicant meets the criteria. Applicants are responsible for preparing and submitting their application to the Secretary of the FC for the institution to which their office or

post is assigned by the deadline date specified in the timetable for that year's scheme. Applicants should complete the relevant documentation providing evidence for their *sustained* excellence in teaching, and sustained general and/or administrative contributions and service in support of their institution's academic priorities. Applicants should provide examples and evidence in their application of any contribution they feel would support their case for progression.

Most successful proposals for Scheme B will result in the award of one contribution increment; exceptional cases would need to be made for the award of two increments (up to point 63). If a candidate is successful, this level of contribution then becomes the normal expectation for that Associate Professor and the same evidence will not attract additional contribution rewards in future. It would not normally be expected that an application for increments from the same Associate Professor Grade 10 candidate is made in two successive exercises. However, if one increment has been awarded in a previous exercise, an application can be made for an additional increment in a subsequent exercise.

Procedure

Potential applicants are expected to seek advice from their Head of Institution before deciding whether to apply. Heads of Institution, with the assistance of appropriate senior colleagues if necessary, should ensure they review the contributions of each of their eligible Associate Professors (Grade 10), so that all cases that meet the criteria are brought forward for consideration. The decision on whether to submit an application will ultimately sit with the individual; however, Heads of Institution should encourage applications from individuals that meet the criteria and discuss any perceived barriers that may be preventing an individual from applying. This ensures any Contextual Factors or COVID-related impacts that may have been overlooked are considered and promotes equal opportunities for all staff members, including those staff from groups that are underrepresented at senior levels.

Where there is more than one applicant from the Institution, supported applications should be ranked in priority order and an explanation provided to ensure a fair and consistent approach has been undertaken.

The Staff Review and Development (SRD) scheme, whilst remaining a separate and independent mechanism for reviewing personal contribution, should be used to discuss career aspirations and assess an individual's readiness for progression. It is essential that these types of discussions are taking place on a regular and ongoing basis throughout the course of an individual's career. Heads of Institutions are expected to undertake annual performance appraisals with staff as part of the SRD scheme, and it is recommended that

the appraisal undertaken in the last 12 months is used to support an individual's application.

Applications follow the same process and timetable as applications under the ACP R&T scheme and each application for Scheme B will progress through the same Committee stages. The Chair of the FC, supported by the Secretary, and seeking the advice from the members of Committee by circulation as appropriate, will decide in each case who should provide the Institutional Statement and the name of an internal referee. References will be sought following the closure of the application window, in time for consideration by the FC.

The FC will consider the documentation for each application for Scheme B and agree collectively the evaluation for each applicant, documenting in each case whether the application is supported and the reasons for this decision. The Committee will then rank the applicants according to the strength of their applications. Applications will then follow the same process as those for the ACP R&T scheme i.e. progressing through the School Committee (SC) and Vice-Chancellor's Committee (VCC).

Applicants will be advised of the outcome of their application by their Head of Institution in line with the ACP R&T exercise and unsuccessful applicants may request feedback on their application. There is no right of appeal against the outcome.

Application	Applicant nominates	Faculty Committee nominates	Total Referees
Associate Professor (Pay Progression Scheme B)	1 internal referee	(FC confirms referee nomination)	1

	Progression/Promotion Scheme A	Pay Progression Scheme B
	For Assistant Professors and Associate Professors at Grade 9 to progress to USL Grade 10.	For contribution progression increments to be awarded to Associate Professors at the top of Grade 10 for significant and sustained contributions other than through research.
Principles	The assessment of contribution made by the Assistant/Associate Professor (Grade 9) will be based on the evidence provided that supports achievement of the Assessment Criteria for an Associate Professor Grade 10.	The assessment of contribution by the USL should be clearly related to the institution's strategic plans and should recognise the Associate Professor's achievement in teaching and general service to the community which is likely to contribute to the future academic success of the University.
Eligibility	An Assistant/Associate Professor Grade 9 would normally be expected to have been in post for at least 12 months before they are eligible to apply for progression to Grade 10. Exceptionally, this period may be waived where the officer is considered ready for promotion by the Head of Institute. Any exceptions will require approval from the Faculty Committee, and support from the School Committee.	Only Associate Professors who are paid at the top of the service points (Grade 10, point 61) are eligible for consideration. For holders of unestablished posts whose contract of employment specify the title 'Associate Professor' at Grade 10, the same eligibility criteria apply. In all cases, institutions should ensure that sufficient funding is identified to support applications for promotion and ongoing salary costs. Queries concerned with funding should be raised with the relevant School Finance Manager in the first instance.
Criteria	Progression to Grade 10 will be approved for those applicants who can demonstrate achievement of the Assessment Criteria for an Associate Professor at Grade 10.	<p>Contribution increments may be awarded to applicants who meet the following criteria:</p> <ul style="list-style-type: none"> • Outstanding and sustained excellence in teaching, and • Outstanding and sustained service and contributions to the University and the academic community beyond the University. <p>Evidence that they meet the above criteria should be provided, with reference to the Teaching and Researcher Development and Service to the University and the Academic Community criteria for Associate Professor (Grade 10).</p> <p>The Head of Institution is expected to comment and provide evidence in their statement of how the applicant has achieved these criteria. Most successful proposals will result in the award of one contribution increment. Exceptional cases would need to be made for the award of two increments (up to point 63).</p>
Contribution Reward	Successful applicants under the progression scheme from Grade 9 to Grade 10 will be placed on the first scale point of Grade 10 (point 59).	If a candidate is successful, this level of contribution then becomes the normal expectation for that Associate Professor (Grade 10). Therefore, the same evidence will not attract additional contribution rewards in future. It would not normally be expected that an application for increments from the same Associate Professor (Grade 10) candidate is made in two successive exercises; however, if one increment has been awarded in a previous exercise, an application can be made for an additional increment in a subsequent exercise.



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