



UNIVERSITY OF
CAMBRIDGE

Academic Career Pathways 2023 (Research & Teaching)

Guidance Applicable to All
2022-2023

V1.2: September 2022

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Introduction

The University of Cambridge is committed to providing a supportive environment to enable individuals to take ownership of their development and build a successful career at Cambridge. The University's success depends on the diversity of its staff and students. The University aims to be a leader in fostering equality and inclusion and nurturing a sense of belonging for all within our community.

The purpose of the Academic Career Pathways Research and Teaching (ACP R&T) scheme is to recognise and reward outstanding contributions and celebrate academic achievement through promotion and/or pay progression.

Assessment is based on contributions in: research and research leadership; teaching and/or researcher development; and service to the University and to the academic community more broadly.

All applicants for promotion are expected to contribute to the creation of a positive working environment. Research integrity is also considered paramount in maintaining the University's international standing and reputation; staff are therefore expected to maintain and uphold these principles at all times.

All those who are involved in the ACP R&T scheme, either as an applicant, Head of Institution, Committee Member, Chair or Secretary, or in another supporting role, are expected to read and be familiar with this guidance.



Overview

This guidance sets out the University's procedure for the consideration of academic promotion to the academic offices of Associate Professor (Grade 10) and Professor (Grade 11 and Grade 12), following approval of the [Report of the General Board on arrangements for the implementation of the Academic Career Pathways Scheme \(Reporter, 2018-19, 6547, p.562\)](#). It includes the titles set out in the [Joint Report of the Council and the General Board on the titles and structure of academic offices \(Reporter, 2019-20, 6582, p.419\)](#), which have been approved by the Regent House. It also includes details of the pay progression scheme for Associate Professors (Grade 10) seeking to progress to the higher salary points.

There is no expectation of step-by-step progression through each level of the career pathway: for example, applications to Professorships (Grade 11) and Professorships are accessible to Assistant and Associate Professors at both Grades 9 & 10.

Progression from Assistant Professor to Associate Professor (Grade 9) forms part of the University's Probation process for academic staff (see the University's Probation Policy and [Academic Probation Procedure](#)).

An Assistant Professor is eligible to apply to progress to Associate Professor (Grade 10) or a more senior office while still in probation. In the case of an Assistant Professor, applying to progress to Associate Professor (Grade 10) the ACP (Associate Professor Progression/Promotion Scheme A) functions as a promotion scheme.

The case for promotion/progression is assessed in relation to the criteria on the strength of all the evidence contained in the documentation covering the academic's career (see Assessment Criteria).

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.

Note: Academics who have chosen to retain their existing titles of Lecturer (Grade 9), Senior Lecturer (Grade 10) and Reader (Grade 11) are eligible to apply for progression as set out below. If their application is successful, their progression will be to the relevant office and title set out below.

Office**	Progression to	Route
Assistant Professor or Associate Professor on Grade 9	Associate Professor (Grade 10)	ACP (USL Progression / Promotion Scheme A)
Assistant Professor or Associate Professor on Grade 9	Professor (Grade 11) or Professor	ACP (Promotion)
Associate Professor (Grade 10)	Associate Professor (Grade 10) higher spine points	ACP (Associate Professor (Grade 10) Pay Progression Scheme B)
Associate Professor (Grade 10)	Professor (Grade 11) or Professor	ACP (Promotion)
Professor (Grade 11)	Professor	ACP (Promotion)
Professor	Professor Bands 2, 3 and 4	Biennial Professorial Pay Review

Table 1: Career Pathway Summary

Key Principles



The University should provide a **flexible career pathway** for established academic officers that gives due recognition to excellence in research, teaching, contributions to the running of the University and service to the academic community including public engagement.



The University of Cambridge is committed, in its pursuit of academic excellence, to **equality of opportunity** and to a proactive approach that supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.



All persons involved in administering academic promotions processes should exercise **impartiality and fairness** and be seen to do so. Declarations of interest should be made at appropriate stages. Appropriate training should be completed.*



Members of committees should ensure that their consideration is collective, fair, impartial and evidence-based.



The University should provide a **supportive career development process** and academic officers should participate.



All processes should be organised in a **timely and transparent** way.



Constructive, helpful, developmental **feedback** should be provided at all appropriate stages including written feedback.



All applications and documentation should be treated as **confidential** and in accordance with data protection principles.



Appropriate **budgetary provision** should be made so that deserving candidates receive appropriate recognition and reward.



All processes should be supported by modern and user-friendly **business systems** to ensure administrative efficiency, fairness, and equality.

Academic Career Pathways R&T Timetable

Dates for the ACP R&T 2023 Scheme will be issued in September 2022, when the exercise is launched.

Before Application	Indicative Dates
<ul style="list-style-type: none"> The ACP CV scheme is available and participation by potential applicants is encouraged. Staff Review and Development (SRD) process is followed in institutions. Applicants seek advice on promotion from Head of Institution (or other senior academic). The Head of Institution actively reviews list of eligible staff (provided by HR). Committee memberships are agreed and meeting dates confirmed. School/Institution-specific Indicators of Excellence are reviewed and updated as appropriate 	Ongoing once ACP exercise is launched
Applications and Deadline for Submission	
<ul style="list-style-type: none"> Applicants use the online application portal to apply for promotion (ACP- Prom) or progression (ACP - Prog) in line with the specified Assessment Criteria. Applicants agree referees with Head of Institution and include names on their application. 	September- Early November
Faculty Committee (FC)	
<ul style="list-style-type: none"> The Faculty Committee (FC) Chair/Secretary checks applications are complete, takes up references and statements, reviews application content and takes necessary action in preparation for the FC meeting. At the FC meeting applications are evaluated, scores are awarded and they are ranked in accordance with the Assessment Criteria. 	By early February
Submission of documentation to School Committee	
Complete and checked applicant documentation is submitted to HR Division through the online system, to be progressed to the School Committee (SC)	Mid-February
School Committee (SC)	
<ul style="list-style-type: none"> The SC reviews the ranking and scores of each application, checks the scoring has been consistently applied, decides scores under the Assessment Criteria, then creates a single ranked list of applicants for each academic office. 	March
Vice Chancellor's Committee (VCC)	
<ul style="list-style-type: none"> The VCC moderates between each of the SCs to ensure a consistent approach has been achieved, then makes its recommendation to the General Board (GB) for approval. 	May
General Board (GB)	
<ul style="list-style-type: none"> The GB receives the recommendations from the VCC and confirms its support for promotion/progression under the ACP R&T Scheme. A Report is published in the <i>Reporter</i> in June confirming approval of Associate Professors (Grade 10) and recommending the establishment of Professorships (Grade 11 and Grade 12). Applicants are advised of the outcome via their respective Head of Institution. Titles of Professors are published in a Notice in the <i>Reporter</i> in July/August. Promotion/progression effective from start of next academic year, 1 October. 	June and July
Feedback and Appeals	
<ul style="list-style-type: none"> Final date for feedback (early in July). Final date for lodging of Appeals (later in July). 	July
Appeals Committee	
<ul style="list-style-type: none"> Appeals are heard If the Appeal stage of the exercise is not completed by November, applicants who wish to re-apply can submit applications before the outcome of the appeal is known. 	Between September and December

Equal Opportunities

No member of staff will be treated less favourably than another because they belong to a protected group. Protected characteristics are:

Sex, Gender Reassignment, Marriage or Civil Partnership, Pregnancy or Maternity, Race (including Ethnic or National Origin, Nationality or Colour), Disability, Sexual Orientation, Age, or Religion or Belief.

The [University's Equal Opportunity policy](https://www.admin.cam.ac.uk/univ/so/2012/chapter01-section13.html) must be observed at all times. The policy is set out at: <https://www.admin.cam.ac.uk/univ/so/2012/chapter01-section13.html>.

All staff who serve on committees or are otherwise involved in administering the ACP R&T scheme must have read this policy and have completed the online Equality & Diversity (E&D) training module (see [Key Principles](#)).

Specific support for women considering promotion includes annual themed programmes from gaining recognition to career development provided by the Women's Staff Network and Personal and Professional Development (PPD). Events are organised by ED&I section on race and career progression, and the [Race Equality Network](#) exists as a space for support.

Events are listed in termly PPD calendars and on the ED&I webpages:

<http://www.admin.cam.ac.uk/offices/hr/equality/events/#all>

Salary Scales

The academic reward structure below sets out the current salary progression for academic staff:

Office	Grade	Scale Point(s)
Associate Professor*	9	Points 49 - 57
Associate Professor**	10	Point 59 - 61 (Point 62 – and 63)
Professor	11	Point 63
Professor***	12 (Band 1)	Point 68

* Assistant Professors who become Associate Professors upon successfully passing probation will continue to progress through the Grade 9 salary scale points on the anniversary of appointment.

** Successful applicants under Associate Professor (Grade 10) Progression/Promotion Scheme A will move to the first point in Grade 10. Progression Scheme B should be used for Associate Professors G10 to progress to the higher contribution points at point 62 and 63.

*** The biennial Professorial Pay Review process allows for progression within and between bands 1-4. Professors eligible for this will be notified directly.

Staff holding NHS consultant contracts and promoted to Associate Professorships, and Professorships (Grades 11 and 12) will continue to be remunerated at equivalent NHS levels of remuneration.

Confidentiality and Data Protection Legislation

Members of the Committees and other University staff involved should note that the process of consideration is strictly confidential and that certain documentation may not be disclosed to applicants or other persons who are not members of Committees or otherwise appropriately involved in the process.

The University's policy in relation to data protection legislation (the General Data Protection Regulation as supplemented by the Data Protection Act 2018) requires that confidentiality of information provided by referees, including information contained in written assessments by Heads of Institutions, is respected insofar as this is compatible with that legislation.

Glossary of Abbreviations

AC:	Appeals Committee
ACP R&T:	Academic Career Pathways (Research and Teaching)
FC:	Faculty Committee
GB:	General Board
Institution:	Faculty, Department or NSI
NSI:	Non-School Institution
SC:	School Committee
SRD:	Staff Review and Development
VCC:	Vice-Chancellor's

Scheme adjustments

Consistent with the Senior Academic Promotions scheme, the Chair of the Human Resources Committee is authorised, on behalf of the General Board, to make any reasonable change or adjustment to the procedure, interpret any aspects of the guidance mentioned in this booklet where doubt arises as to its meaning, or take any other action that may be necessary to ensure the fair and efficient management of this and any subsequent promotions exercise. Similarly, if the Chair of the Human Resources Committee is eligible to apply for promotion under the scheme, the Human Resources Committee will appoint from its members a serving member of the General Board to act in their place for this purpose.



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