



UNIVERSITY OF  
CAMBRIDGE

# Academic Career Pathways 2022 (Research & Teaching)

Guidance and Procedure  
**2021-2022**

V1.4/July 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 (ACP) 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 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 Professor (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 the case of holders of offices and posts that are non-chest funded and who are appointed for a fixed term, they may be considered for promotion only if funding can be identified from non-UEF sources. For promotion to Reader or Professor, except in exceptional circumstances such funding must be guaranteed to the applicant's retiring age.

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

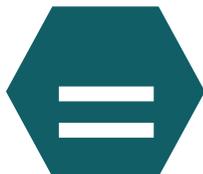
\*Subject to approval by Her Majesty in Council. For established staff, the new title of Associate Professor (Grade 10) will be prefaced by 'University'.

\*\*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 above.

## 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 Timetable

Dates for the ACP 2022 Scheme will be issued in September 2021, when the exercise is launched.

Before Application	Indicative Dates
<ul style="list-style-type: none"> <li>The ACP CV scheme is available and participation by potential applicants is encouraged.</li> <li>Staff Review and Development (SRD) process is followed in institutions.</li> <li>Applicants seek advice on promotion from Head of Institution (or other senior academic).</li> <li>The Head of Institution actively reviews list of eligible staff (provided by HR).</li> <li>Committee memberships are agreed and meeting dates confirmed.</li> <li>School/Institution-specific <a href="#">Indicators of Excellence</a> are reviewed and updated as appropriate</li> </ul>	Ongoing once ACP exercise is launched
Applications and Deadline for Submission	
<ul style="list-style-type: none"> <li>Applicants use the online application portal to apply for promotion (ACP- Prom) or progression (ACP-Prog) in line with the specified Assessment Criteria.</li> <li>Applicants agree referees with Head of Institution and include names on their application.</li> </ul>	September- Early November
Faculty Committee (FC)	
<ul style="list-style-type: none"> <li>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.</li> <li>At the FC meeting applications are evaluated, scores are awarded and they are ranked in accordance with the <a href="#">Assessment Criteria</a>.</li> </ul>	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"> <li>The SC reviews the ranking and scores of each application, checks the scoring has been consistently applied, decides scores under the <a href="#">Assessment Criteria</a>, then creates a single ranked list of applicants for each academic office.</li> </ul>	March
Vice Chancellor's Committee (VCC)	
<ul style="list-style-type: none"> <li>The VCC moderates between each of the SCs to ensure a consistent approach has been achieved, then makes its recommendation to the <a href="#">General Board</a> (GB) for approval.</li> </ul>	May
General Board (GB)	
<ul style="list-style-type: none"> <li>The GB receives the recommendations from the VCC and confirms its support for promotion/progression under the ACP Scheme.</li> <li>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).</li> <li>Applicants are advised of the outcome via their respective Head of Institution.</li> <li>Titles of Professors are published in a Notice in the <i>Reporter</i> in July.</li> <li>Promotion/progression effective from start of next academic year, 1 October.</li> </ul>	June and July
Feedback and Appeals	
<ul style="list-style-type: none"> <li>Final date for <a href="#">feedback</a> (early in July).</li> <li>Final date for lodging of <a href="#">Appeals</a> (later in July).</li> </ul>	July
Appeals Committee	
<ul style="list-style-type: none"> <li>Appeals are heard</li> <li>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.</li> </ul>	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](#) 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 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)
<b>Associate Professorship*</b>	9	Points 49 - 57
<b>Associate Professorship**</b>	10	Point 59 - 61 (Point 62 – and 63)
<b>Professor</b>	11	Point 63
<b>Professor***</b>	12 (Band 1)	Point 68

\* Assistant Professors who become Associate Professors upon successfully passing probation will continue to progress through the Assistant Professor Grade 9 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 levels equivalent to 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

<b>AC:</b>	Appeals Committee
<b>ACP:</b>	Academic Career Pathways
<b>FC:</b>	Faculty Committee
<b>GB:</b>	General Board
<b>Institution:</b>	Faculty, Department or NSI
<b>NSI:</b>	Non-School Institution
<b>SC:</b>	School Committee
<b>SRD:</b>	Staff Review and Development
<b>VCC:</b>	Vice-Chancellor's Committee

# Applicant Guidance

## 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 will 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.

**The implementation of the ACP resets the clock and therefore, the two-in-three-years rule does not apply in this round. (AY 2021/22).**



## 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-Pay Progression Scheme B does not apply to clinical academics who will remain on their current clinical award scheme, which will be 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.

The General Board would normally expect the funding of fixed term offices and posts to be available from the same source of funding as the applicant's current office or post. Please note that if non-UEF sources of funding are to be used to fund a promotion on a fixed term basis there must be objective justification for the fixed term appointment on promotion. Advice should be sought from the relevant HR Schools team.

### Research staff

The normal promotional 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 who are on fixed-term contracts and whom they consider to have a reasonable prospect of promotion, whether through an application under the ACP Scheme or under the SRP scheme.



## 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.

## 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, 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, page numbers and number of pages. Peer-reviewed publications should be listed separately.

### 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 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.

## 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.

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.

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.

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](#) 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.

### 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 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.

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*

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

### 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](mailto: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 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 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 Progression/Promotion Scheme A.

The ACP 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 USL 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 Lecturers (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 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.

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 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 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 Associate Professor 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/Associate Professor 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 providing the Head of Institution confirms that non-UEF funding can be identified to meet the gross cost of the increment at least to the end of the Associate Professor's current contract.
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><b>Contribution increments may be awarded to applicants who meet the following criteria:</b></p> <ul style="list-style-type: none"> <li>• <b>Outstanding and sustained excellence in teaching, and</b></li> <li>• <b>Outstanding and sustained service and contributions to the University and the academic community beyond the University.</b></li> </ul> <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. <b>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).</b></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.

# Heads of Institution Guidance

Heads of Institution, with the assistance of appropriate senior colleagues if necessary, can play a positive role in the career development of all eligible academic staff in their Institution. The list of eligible staff will be provided to the Head of Institution and Departmental / Faculty Administrator by the HR team at the launch of each year's ACP round.

The University's [Staff Review and Development \(SRD\) scheme](#), whilst remaining a separate and independent mechanism for reviewing personal contribution and professional development, should be used to discuss career aspirations, assess an individual's readiness for promotion or progression, and help inform and support the ACP process. These discussions should take place on a regular and ongoing basis throughout the course of an individual's career.

Heads of Institution should also ensure that appropriate mentoring opportunities are available and help facilitate this process to support career development and progression.

Heads of Institution are required to review the gender balance and ethnic diversity of ACP applications and to provide an explanation to the Chair of the FC when these are not in proportion to their representation in the proximate less senior office.

The decision whether to make an application will ultimately sit with the individual.

## Head of Institution Responsibilities



Have supportive and confidential conversations with all staff that are eligible to apply; discuss any perceived barriers, including any relevant Contextual Factors or [COVID-related impacts](#) that may be preventing an individual from applying.



Actively help and mentor staff from groups that are under-represented at senior levels who are potentially ready for promotion / progression to encourage them to apply.



Discuss promotion / progression pathways with under-represented staff not yet ready for promotion.



Ensure that the ACP CV scheme is actively publicised to all eligible staff.

## Institutional Statement

The Head of Institution is required to provide a Statement explaining whether they support an individual's application and the reasons for their decision. This Statement should represent the view of the Institution and should comment on the strength of the case for promotion or progression in terms of the respective Assessment Criteria, including evidence of excellence with respect to these criteria. The Statement should also comment on the applicant's overall role and contribution to the academic enterprise and their standing in relation to other academic staff in the Institution.

In the case of applicants who hold unestablished posts that are not centrally funded, the Institutional Statement must include details of the funding, including the source from which the case for promotion/progression is to be met. If non-central funds are used to fund a promotion for a fixed-term and not to the retirement age, there must be objective justification for the fixed-term appointment. Advice should be sought from the relevant HR Schools Team.

It may be necessary for the Head of Institution preparing the Statement to consult with the Head(s) of other Institutions where an applicant has stated that their case for promotion is interdisciplinary, they hold a 'joint' office, or their duties involve a regular and substantial contribution to the teaching programme of other Institutions.

Where an applicant has provided details of [Contextual Factors](#) or [COVID-related impacts](#), these should be taken into account in the Institutional Statement and when evaluating their contribution, detailing the impact this has had on their ability to carry out their duties.

If the duties of the applicant's role do not include teaching, or they have been formally dispensed from discharging teaching duties on a temporary basis, this should have been made clear in their application, giving the reasons and dates. The Head of Institution should confirm that an applicant is not carrying out teaching, has a formal dispensation or their role does not include teaching.

The Head of Institution may delegate the preparation of the Institutional Statement to another senior academic officer. Where this is done, the Head of Institution should confirm that the Statement represents the internal view of the Institution of the case for promotion. The Institutional Statement must be submitted via the online portal by the requested date and in time for the FC meeting.



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

Statements that do not provide sufficient detail or do not conform to this guidance will be returned by the Chair of the FC with a request that the Statement is amplified and returned by the date on which the agenda and documentation are circulated to members of the FC.

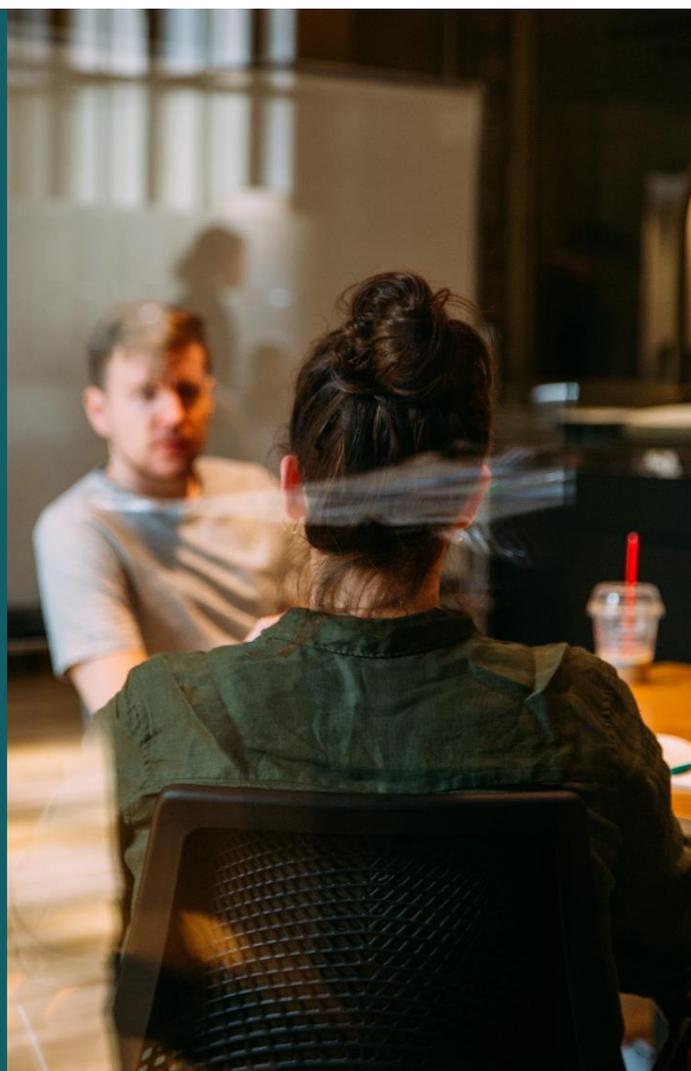
The [Institutional Statement](#) forms part of an individual's application documentation and progresses through each of the Committee stages. The Statement will not be disclosable on request to the applicant; however, it may be disclosed should the applicant make a data subject access request disclosure, as required under the provisions of data protection legislation.

## Giving Feedback

Heads of Institutions have an important role in providing feedback to unsuccessful candidates and should be mindful that the individual will be upset and likely to be experiencing a range of emotions including disappointment, demotivation and, perhaps, even anger and will need time to work through their feelings.

The Head should allow adequate time to speak to the unsuccessful applicant, preferably in person, and be to hold further discussions, where required.

Heads should support the individual and, with the help of other senior academic colleagues, put supportive mechanisms in place including mentoring, buddying and help with writing research grants and undertaking teaching duties, as necessary, to help the individual clearly understand what they need to do to strengthen their case for promotion in future.



# Committees

All the pathways within the ACP scheme operate under a three-stage Committee process:

- Faculty Committee (FC),
- School Committee (SC) and
- Vice-Chancellor's Committee (VCC).

The list of the FCs and SCs is set out below:

School Committee	Faculty Committees
<b>Arts and Humanities</b>	Combined Faculty Committee One: Architecture and History of Art, English, Music, Philosophy and Divinity
	Combined Faculty Committee Two: Classics, Modern and Medieval Languages and Asian and Middle Eastern Studies
<b>Biological Sciences</b>	Biology and Veterinary Medicine
<b>Clinical Medicine</b>	Clinical Medicine
<b>Humanities and Social Sciences</b>	Economics
	Education
	History
	Human, Social, and Political Sciences and the Department of History and Philosophy of Science
	Law, Land Economy and Criminology
<b>Physical Sciences</b>	Earth Sciences and Geography
	Mathematics
	Physics and Chemistry
<b>Technology</b>	Business and Management
	Computer Science and Technology
	Engineering and Chemical Engineering and Biotechnology

## Committees Roles and Responsibilities

Faculty Committee (FC)	School Committee (SC)	Vice-Chancellor's Committee (VCC)
<ul style="list-style-type: none"> <li>• Advises the Chair and Secretary (by circulation) in deciding actions to take before the meeting, including nominating referees.</li> <li>• Reviews applications, ensuring there is a complete set of documentation for each applicant.</li> <li>• Considers each application at the meeting, evaluating, banding and scoring the candidate's Research contribution objectively against the evaluative criteria and recording collective decisions against the <a href="#">Assessment Criteria</a>, using the full range of scores in order to indicate the relative strength of each application.</li> <li>• Makes an indicative assessment of the candidate's Teaching/Researcher Development and Service to the University and the academic community.</li> <li>• Decides whether each case meets the criteria across the three areas: Research, Teaching/Researcher Development and Service, in accordance with the <a href="#">Assessment Criteria</a>, confirming its assessment to the SC.</li> <li>• Provides recommendations to the SC, placing applications for each academic office in a ranked list of priority.</li> <li>• Advises the respective HR Business Manager (as Secretary of the relevant SC) that documentation is complete and can be provided to the SC via the online portal.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews the Research and research leadership evaluation and score for each candidate from the FCs, making changes it believes are necessary to ensure that they have been applied consistently between candidates and across FCs.</li> <li>• Assesses and scores each candidate against the Teaching/Researcher Development and Service to the University and the academic community criteria, taking account of the indicative evaluation and recommendations of the FC.</li> <li>• Records all decisions made against the relevant <a href="#">Assessment Criteria</a> and School/Institution-specific <a href="#">Indicators of Excellence</a>.</li> <li>• Decides which applicants meet the required standard of excellence and should receive promotion/progression, producing a rank order of total scores for each academic office.</li> <li>• Agrees a <a href="#">Feedback</a> statement for each applicant to be provided at their feedback meeting with their Head of Institution.</li> <li>• Advises the Secretary of the VCC that documentation is complete and can be provided to the VCC via the online portal.</li> </ul>	<ul style="list-style-type: none"> <li>• Moderates between the School Committees to ensure that a consistent standard has been achieved. The VCC receives the rank order of candidates for each academic office and considers the documentary evidence for applicants, deciding whether any adjustments in evaluation are necessary.</li> <li>• Identifies any particular case(s) where the SC reached a different conclusion from the FC and any cases in which non-standard aspects have caused difficulty.</li> <li>• Make recommendations to the <a href="#">General Board</a> concerning applicants that should receive promotion/progression for each academic office. The General Board receives these recommendations, confirms the outcomes of Associate Professor(Grade 10) applications and provides a Report to the University recommending the establishment of Professorships and Readerships, for its approval.</li> </ul>

## Committee Membership

- For each annual ACP round, Faculty Boards will review and nominate the membership of their FC and seek approval from the relevant Council of the School. The FC Chair will be nominated from among those members.
- Each School has a SC, the membership of which will be approved by the relevant Council of the School and will include the Head of School. The Council of each School will also nominate a Chair from an institution independent of that School and a member external to the University, who will be a distinguished academic, for appointment by the GB.
- The membership of both the FCs and SCs should comprise:
  - a minimum of five members and normally not more than nine members, who will be normally be at professorial level and will be chosen to cover the range of disciplines covered by the committee; and .
  - a professorial member of staff in an appropriate subject area who is independent of the institutions covered by that committee.
- Members of the FC and SC will normally serve for a three-year term and no member may serve for more than two consecutive terms of three years.
- The full membership of the promotions committees will be published in the Reporter in the Michaelmas Term.
- VCC membership comprises: The Vice-Chancellor (Chair), the Chair and external member of each SC and the Pro-Vice-Chancellor with responsibility for staff. Other attendees at the meeting include the Director of Human Resources (Secretary) and the Academic Secretary (Secretary of the GB).
- Committee members must be Professors or of professorial standing<sup>1</sup>.
- There is no age disqualification for membership.
- The gender balance of each Committee should be as close to 50% men and 50% women as reasonably possible and should normally include a minimum of two members of each gender. Consideration should be given to the racial and ethnic diversity of the committees. The Secretary of each School Committee should check with each external member how they wish their gender and race to be described. A report will be provided centrally of the gender, race and ethnic origin of Committee members.
- University members of promotions committees are expected to undertake relevant training in equality and diversity matters as specified by the Human Resources Division on behalf of the General Board.



- All members of promotions committees are responsible for ensuring that the assessment of applications is conducted fairly and transparently and complies with the Scheme's Key Principles. Any member can challenge the process at any time if they consider that this is not the case by raising this with Chair of the relevant Committee.
- Meetings should be arranged so that, if possible, all members can attend. The quorum for all Committees is two-thirds of the membership, subject to a minimum of four members. Decisions should be made with the concurrence of the majority of members attending the meeting.
- Meetings may be held in person or via a videoconferencing platform.
- All members should be aware that:
  - i. a systematic approach in forming a view of an application is desirable;
  - ii. the process of evaluation is a collective activity with all decisions made collectively.
  - iii. If a member is unable to be present at the meeting, they may provide a written statement of their assessment of the applications. However, as written views cannot be challenged by other members, they should be accorded less weight than those openly discussed in the meeting.
  - iv. If all members agree immediately on the same overall assessment, this can be accepted without discussion. Differences in individual members' evaluations should be discussed and a consensus reached.
- Members who are on sabbatical leave must seek permission to attend meetings held during their period of leave through the relevant HR Schools Team.
- There should be no overlap in the membership of these committees in any exercise. Therefore, it is recommended that the SC membership is determined before that of the FC.

## Overarching Considerations



Each application will be considered and assessed on its own merit against the [Assessment Criteria](#) for the level in question, taking into equal account evidence of both inputs and outputs. The generic [Indicators of Excellence](#) as well as the respective School/Institution-specific [Indicators of Excellence](#) provide examples of evidence of fulfilment of these criteria. Assessment against the criteria requires the exercise of good judgement, balance and objective evidence.

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Each [Committee](#) should be mindful of the existence of unconscious biases – both in themselves and others - and consider how these biases might affect how assessments are made and how they affect objective decision-making. [Committee members](#) should constructively challenge any potential implicit or explicit biases they observe in the assessment process, whether in themselves or others, to ensure fairness and promote inclusion.

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Whilst it is important to ensure a fair and consistent approach is taken to evaluating excellence, the University recognises that certain metrics, such as student feedback and bibliometrics, have their limitations. [Committees](#) should, therefore, be mindful of the importance of judgement and be aware of the limitations of metrics when making their assessment. By signing the [San Francisco Declaration on Research Assessment \(DORA\)](#) the University has acknowledged that intellectual content is more important than publication metrics or the identity of a journal.

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It is recognised that the lines between research leadership (or education or clinical leadership) and service are not always clear-cut and that there may be differences between disciplines. Assessments should, therefore, be made within the context of relevant disciplinary norms, taking care to avoid double-counting and ensuring that decisions are objective and clearly documented.

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The University aims to be a leader in driving an inclusive and respectful culture and in promoting a positive working environment for all in its community and high standards of conduct are expected from all staff. Formal sanctions will be taken into account when assessing the applicant's suitability for progression or promotion and staff with live disciplinary warnings on file may be excluded from applying.

## The Role and Responsibilities of Committee Chairs

At each stage of the process, and in addition to ensuring the business of each committees is carried out in accordance with this guidance, the Chair is required to ensure that:

- Each application is assessed against the published Assessment Criteria;
- Committee members are aware of School/Institution ACP Guidance and understand that Indicators of Excellence are suggestive in nature and non-exhaustive; not all indicators will be relevant to all applicants;
- Appropriate consideration is given to any declared [Contextual Factors](#) and/or [COVID-related impacts](#) and advice is sought from the relevant HR Schools Team in advance of the meeting as appropriate;
- Appropriate consideration is given to applications where the subject area crosses School Committee boundaries (see Interdisciplinary Applications);
- The Minutes of each Committee meeting are an accurate record and include the justifications for the Committee's decisions and are approved by each member; and,
- All necessary action is taken following approval of the Minutes.

### Faculty Committee Chair

Specifically, the FC Chair is expected to ensure that:

- Applications are assessed to check whether the appropriate academic office has been applied for (and may request a revised application to be submitted in time for consideration; such cases are exceptional and must be clearly justified);
- There is an appropriate gender balance of applications and explanations provided by the Heads of Institution are reviewed and appropriate action taken before the FC meeting; and,
- The Institutional Statement is sufficiently detailed and contains sufficient explanation.

### School Committee Chair

Specifically, the SC Chair is expected to ensure that they:

- Liaise, if necessary, with the Chair of any other SC to which a FC has referred an application;
- Liaise, if necessary, with the Chair of any FC that considered applications submitted to the SC.

## Further Considerations of candidate's applications

### Contextual Factors

The quality and impact of an applicant's performance should be assessed objectively and on the same basis as other applicants. It is also important to understand and address contextual factors by making appropriate equality-related adjustments to allow for a fair process where those who have faced these additional barriers will be considered on an even footing.

[Committees](#) should take into account that not all careers follow a standard and uninterrupted route and all metrics should be considered in context with other factors to ensure that a balanced view is taken of the individual's overall contribution to research, teaching or administration.

Equality-related adjustments do not allow committees to lower the bar when assessing excellence. For example, any reduction in working time of the candidate due to contextual factors should be taken into account when judging the quality of their work or output. One way of making an appropriate adjustment would be to consider the impact of the issue on the quantity of activity undertaken. In these circumstances, committees would still require the candidate to demonstrate the same standard (quality) as other candidates in terms of the excellence of their contribution; however, the quantity of research output would be adjusted. Advice about adjustments should be sought at the earliest opportunity from the relevant HR Schools Team.

### COVID Impact Statements

As when reviewing declared contextual factors, the quality and impact of an applicant's performance should be assessed objectively and on the same basis as other applicants.

Appropriate adjustments should be made to allow for a fair process so that those who have faced these additional barriers and submitted an impact assessment are considered on an even footing. Candidates are still expected to demonstrate the same standard (quality) as other candidates in terms of the excellence of their contribution; however, the quantity of their output/productivity might be adjusted in light of the COVID impact statement.

A holistic approach is encouraged by the Committees towards the assessment, taking into account both outputs from before and during the COVID-19 pandemic. Appropriate adjustments should be made by the Committees to allow for a fair process so that those who have faced these additional barriers and submitted an impact assessment are considered on an even footing.

All metrics should be considered in context with other factors, to ensure that a balanced view is taken of the applicant's overall contribution to research, teaching and service.

Further guidance for applicants and committees can be found [here](#).

## Interdisciplinary Applications

If the subject area of an application is such that it crosses FC boundaries, whether or not the applicant has indicated that their application is interdisciplinary, the Chair of the FC should ensure that, where appropriate, action is taken to obtain additional relevant information regarding the application (for e.g. duties carried out in other institutions) and, if necessary, additional [References](#).

The FC may also decide that, in the interest of fairness, additional senior academic(s) with appropriate specialised knowledge are invited as consultant(s) to attend the meeting of the Committee for the consideration of the application concerned.

The application may also be referred for consideration to a different SC. In such cases, the FC should forward the application to the Secretary of the relevant SC(s), giving reasons and, if both Committees will be assessing the candidate, a view as to which SC evaluation should be given greater weight by the VCC.

## Before the committee process

After the deadline for applications, the Secretary of the FC circulates a summary list of applicants and the full application documentation to each member of the FC. In advance of the FC meeting, the Chair and Secretary, in consultation with the FC members by circulation, confirms for each applicant:

-  Whether the application is [interdisciplinary](#) (and if so, decides whether further information from and/or consultation with an additional person(s) is required);
-  Whether any [Contextual Factors](#) and/or [COVID-related impacts](#) have been declared (identifying what action to take and seeking advice from the relevant HR Schools Teams where necessary);
-  The choice of References, internal and external, that will be taken forward. The Secretary of the FC requesting the reference will also include the full application (without the [Contextual Factors](#) and/or [COVID Impact Statement](#)) and refer the referee to the relevant Assessment Criteria and Indicators of Excellence;
-  Where an application is a re-application (ACP 2022 round onwards), the previous year's References should be carried forward and consideration given to updating existing references if appropriate; this would be treated as one of the references for the current round;
-  What action may be required having reviewed the gender and ethnicity balance of the applications and seeking further information from the relevant Head of Institution as appropriate.
-  The appropriate person (usually the Head of Institution but may be delegated to another senior academic officer) to provide the Institutional Statement;
-  Whether information on College teaching and/or clinical/veterinary work is required (see additional details below);
-  Whether the application is for the appropriate level of academic office (and, in exceptional cases, whether a new application for a different office should be submitted);
-  If an applicant requests that their College teaching or work as Director of Studies should be taken into account, the Chair of the FC should request a statement from the Senior Tutor of the College at which the member of staff has regularly undertaken the greater part of their College teaching. The Senior Tutor should be asked to provide a factual description of the scope and amount of such teaching work, and comment on the effectiveness of the applicant's contribution.
-  If the applicant has made reference to their contribution to clinical work and postgraduate medical teaching and training, the Chair of the FC should request a statement from the appropriate NHS Trust to provide comment on their role and effectiveness.
-  If the applicant has made reference to their contribution to clinical work including postgraduate veterinary teaching and training, the Chair of the FC should request a statement from the appropriate Clinical Manager to provide comment on their role and effectiveness.

## Faculty Committee Meeting

The FC meeting will consider all the documentation for each application and agree collectively the evaluation and scores against each of the [Assessment Criteria](#) documenting in each case whether the application for promotion/progression is supported and the reasons for its decision. The Committee should then rank the applicants in a list according to the strength of their applications and make its recommendation to the SC. The Chair of each FC should attend part of the relevant SC meeting in a non-voting capacity.

The Secretary of the FC will attend the meeting to provide advice and guidance as appropriate and, together with the Chair, oversee the fair and effective operation of the procedure. The Chair might also wish to invite the relevant Head of School (or another nominated member of the SC) as an invited observer. In addition, FCs may invite additional persons to attend meetings to assist in the consideration of [interdisciplinary](#) applications, these persons are not committee members and are not entitled to vote but the names of those invited to attend may be disclosed to applicants.



Each member of each Committee has a responsibility to ensure its business is conducted in accordance with the guidance; the Chair of each Committee has a particular role in this regard. Each Committee member, and those attending the Committee meetings, should ensure that:

- they are familiar with this guidance (the Chair will ask each Member for confirmation);
- in considering the applications, they adhere to the [Assessment Criteria](#) and do not import additional considerations into their evaluations which may be construed as additional criteria;
- they treat [Indicators of Excellence](#) as being suggestive in nature and non-exhaustive; not all indicators will be relevant to all applicants;
- they are aware of their responsibilities relating to equality, diversity and inclusion, including the potential risk of unconscious bias, and have completed the appropriate training (see [Key Principles](#)) to ensure their considerations are collective, fair, impartial and evidence based;
- they consider whether any allowance should be made for [Contextual Factors](#) and/or [COVID-related impacts](#); **and** they state any declarations of interest to enable the Committee to agree appropriate action to be taken before consideration of applications.
- Each Committee, together with any other staff involved, is responsible for ensuring all relevant documentation and associated content is treated in the strictest of confidence.

## Faculty Committee Minutes

The FC will provide a fairly and objectively worded minute that:

- Confirms whether:
  - an application has been treated as [interdisciplinary](#),
  - an application is to be referred to the SC from an FC in a different School,
  - if allowance has been made for [Contextual Factors](#), and/or [COVID-related impacts](#), and or
  - if there has been a departure from the standard scoring model and if so, the reasons.
- Provides a reasoned justification of the agreed evaluations and its determination of the rank order for each office, and
- Provides a justification where high scores have been awarded that indicate an exceptional contribution.
- Records where the Committee's assessment differs from that suggested by a referee(s) and where it has either taken strong account of, or apparently disregarded, a single critical reference amongst a group of positive references.

## School Committee

The SC will check that applicants have been consistently assessed across the FC, clearly indicating in its minutes for each application any changes from the FC evaluations and the reasons, as well as whether the application for promotion/progression is supported.

The Chair of each FC should attend part of the relevant SC meeting in a non-voting capacity to present cases and provide clarification where needed. The relevant HR Business Manager will act as Secretary, providing advice and guidance and, together with the Chair, overseeing the fair and effective operation of the procedure.

The relevant HR Schools Team will prepare and circulate the documentation not less than a week in advance of the meeting, including:

- an agenda;
- a copy of this guidance;
- the complete documentation for each applicant;
- comprehensive lists of all applicants for each academic office and;
- the approved FC Minutes including its evaluations, comments and ranking.

The full documentation received by the SC (from the FC), together with the SC's recommendations and signed Minutes should then be forwarded to the Secretary of the VCC Committee.

Applicants should **not** be informed of the outcome of the School Committee's evaluation or provided with feedback at this stage (see [Outcome](#) and [Feedback](#) for further information).

### School Committee Minutes

Following the meeting, the SC will provide a fairly and objectively worded minute that:

- Confirms whether:
  - an application has been treated as [interdisciplinary](#),
  - an application is to be referred to the SC from an FC in a different School,
  - if allowance has been made for [Contextual Factors](#) and/or [COVID-related impacts](#), and / or
  - if there has been a departure from the standard scoring model and if so, the reasons.
- Provides a reasoned justification of the agreed evaluations and its determination of the rank order for each office, including clear reasons for any adjustment in the FC evaluations, banding, scoring. If there is complete agreement between a FC and a SC no comment will be necessary.
- Provides a justification where high scores have been awarded that indicate an exceptional contribution.
- Records where the Committee's assessment differs from that suggested by a referee(s) and where it has either taken strong account of, or apparently disregarded, a single critical reference amongst a group of positive references, and;
- Provides a feedback statement to be shared with the applicant.
- Reference may be made to comments contained in referees' statements; however, any such reference must be anonymised.

## Vice-Chancellor's Committee

The role of the Vice-Chancellor's Committee (VCC) is to moderate between the SCs to ensure that a consistent standard has been achieved for all applications. Therefore, the VCC will receive the rank order of candidates for each academic office and consider the documentary evidence for each applicant, deciding whether any adjustments in evaluation are necessary. The VCC will then make its recommendations to the GB concerning applicants that should be successful. The GB receives these recommendations and confirms the cases for promotion or progression.

The Secretary will circulate the documentation for the meeting electronically in good time in advance of the meeting. The documentation should comprise:

- an agenda;
- a copy of this guidance;
- the complete documentation for each applicant from the SCs;
- signed Minutes of the SC and FC with summary lists of evaluations and rankings agreed by the SC for all applicants in relation to each academic office applied to.

The Chairs of the SC, assisted by the respective external members, will present in turn their SC assessments, explaining for which candidates and why promotion/progression was supported and not supported.

They will also identify any cases where the SC reached a different conclusion from the FC, and any cases in which non-standard aspects have caused difficulty. The role of the VCC is in part to moderate between the SCs to ensure that a consistent standard has been achieved.

Therefore, the VCC will consider the documented evidence in respect of each applicant and decide whether any adjustments in evaluations agreed by the FC and/or SC are necessary.

If there is complete agreement with previous Committee evaluations, banding and scorings, no further comment is necessary; however, where there is not complete agreement further comments must be recorded. Reference may be made in the Minutes to comments contained in referees' statements but will be anonymised.

## Outcomes and Decision of the General Board

The GB will receive the recommendations from the VCC no later than the date specified in the [Timetable](#) and will meet to assess the recommendations from the VCC and make its decision on the outcome of each application. The GB will approve applications for Associate Professorships, and the University will approve applications for Professorships (Grades 11 and 12) by Grace, following publication of a Report of the GB (the GB's Report will usually list, for information, the successful Associate Professorship appointments in that year's round).

Following the GB meeting, each applicant, Head of Institutions and Chair of FC will be informed of the outcome of their respective applications simultaneously by email.

The GB, at its discretion and with the continued input and support of the academic community, may make changes to this guidance as it deems necessary, provided those changes are in line with the [Key Principles](#) and made, in the light of experience, for the effective running of future rounds. Recording of statistical and equality of opportunity data relating to the exercise will be produced by the Human Resources Division.



# Assessment Criteria

This section sets out the promotion and progression criteria for the ACP processes, which apply to all academic staff. The [Assessment Criteria](#) for each academic office are given below together with generic [Indicators of Excellence](#).

Each application will be considered and assessed on its own merit against the [Assessment Criteria](#) for the level in question, taking into equal account evidence of both inputs and outputs. For clarity, in relation to:

- **Teaching:** account may be taken from previous academic employment in the University and/or College(s) in relation to teaching but not from institutions external to the University.
- **Research/Scholarship:** Account may be taken of evidence in relation to research/scholarship, regardless of where it has been undertaken.
- **Service:** Evidence of contribution to the applicant's subject other than in teaching and research may also include contributions made outside the University.

The generic [Indicators of Excellence](#) as well as the respective School/Institution-specific [Indicators of Excellence](#) provide examples of evidence of fulfilment of these criteria. All examples are suggestive in nature and non-exhaustive, and not all the indicators will be relevant to all applicants.

Applicants should refer to the [Committees](#) section (in particular [Overarching Considerations](#)) in this Guide for more guidance on the approach that Committees are expected to take in evaluating evidence.

The [General Board](#) has the discretion to make changes to the weighting, thresholds, score range, or any other element of the scoring methodology that it deems necessary.

## School/Institution-specific Guidance and Indicators of Excellence

Each School/Institution is expected to adopt and publish its own specific guidance on expectations for promotion and progression and exemplar [Indicators of Excellence](#); these indicators are in addition to the more generic [Indicators of Excellence](#) set out in this Guide. The School/Institution-specific guidance will state the expectations with regard to the balance between teaching and/or researcher development for progression or promotion.

To ensure parity of standards and expectations, the School Guidance must be approved by the respective School Councils prior to adoption. Each School will be expected to review their guidance annually and update it, as necessary, to ensure it remains relevant and fit for purpose. Schools may find it helpful to refer to the minutes of previous ACP (or Senior Academic Promotions) rounds for examples of [Indicators of Excellence](#) for their disciplines.

Please see the School/Institution-specific information for further details.

- [Arts and Humanities](#)
- [Biological Sciences](#)
- [Clinical Medicine](#)
- [Humanities and Social Sciences](#)
- [Physical Sciences](#)
- [Technology](#)

## Professor (Grade 12): Criteria for the Assessment of Research

Promotion to Professor requires **outstanding achievement in research and research leadership assessed by reference to international levels of excellence**. This includes both individual and collaborative contributions to research, as well as contributions to leading an excellent institutional research culture.

There are two criteria and outstanding achievement is normally required in both:

<b>CRITERION 1: Consistently conducts rigorous research addressing significant questions, contributing new ideas and advancing the boundaries of the field whilst ensuring the highest standards of are promoted and maintained.</b>	
<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• A substantial portfolio of high quality research outputs that are internationally recognised as world-class in terms of their originality, significance and rigour. The University acknowledges that the intellectual content of a paper is much more important than publication metrics or the identity of the journal in which it was published</li> <li>• Makes a significant contribution to the advancement of knowledge in their research discipline</li> <li>• Produces and disseminates research outputs that have an impact, for example in the REF or informs national or international policy development</li> </ul>	<ul style="list-style-type: none"> <li>• Frequently invited to present work at major national and international conferences and institutions</li> <li>• A significant track record of winning competitive research funding</li> <li>• In receipt of prizes and honours for research</li> </ul>
<b>CRITERION 2: Consistently provides high-quality research leadership, strategically planning for the future and supporting an inclusive and productive research culture</b>	
<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Leads and contributes to collaborative research projects</li> <li>• Elected/appointed to research-related leadership roles</li> <li>• Creates and manages large research groups</li> <li>• Convenes and leads major research conferences and seminar programmes</li> <li>• Provides intellectual thought leadership which informs and contributes to setting the international research agenda in an individual's area</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in high-quality public, industrial and/or policy engagement activities linked to research</li> <li>• Edits major academic journals</li> <li>• Promotes collaboration and develops cross-disciplinary research activities</li> </ul>

## Professor (Grade 11): Criteria for the Assessment of Research

Promotion to Professor (Grade 11) requires **outstanding achievement in research and research leadership assessed by reference to national levels of excellence and international recognition**. This includes both individual and collaborative contributions to research, as well as contributions to institutional research culture.

There are two criteria and outstanding achievement is normally required in both:

<b>CRITERION 1: Consistently conducts rigorous research addressing significant questions, contributing new ideas and advancing the boundaries of the field whilst ensuring the highest standards of research integrity are promoted and maintained.</b>	
<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• A substantial portfolio of high quality research outputs that are internationally recognised in terms of their originality, significance and rigour. The University acknowledges that the intellectual content of a paper is much more important than publication metrics or the identity of the journal in which it was published.</li> <li>• Contributes to the advancement of knowledge in their research discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Produces research outputs that have an impact, for example in the REF.</li> <li>• A track record of winning competitive research funding.</li> <li>• Invited to present work at major national and international conferences and institutions.</li> </ul>
<b>CRITERION 2: Contributes to high-quality research leadership and supports an inclusive and productive research culture.</b>	
<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Makes a significant contribution to collaborative research projects.</li> <li>• Contributes to organisation of major research conferences and seminar programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in high-quality public, industrial and/or policy engagement activities linked to research.</li> <li>• Edits major academic journals.</li> <li>• Promotes collaboration and develops cross-disciplinary research activities.</li> </ul>

## Professor (Grades 11 and 12) Applications: Criteria for the Assessment of Teaching and Researcher Development

Applicants are required to show that they have **made an effective contribution toward the University’s goal of providing high quality research-led teaching to undergraduate and post graduate students and/or fostering the professional development of research students and early career research staff.** It is recognised that applicants may contribute in different ways at different points in their career and that effective contributions may differ between disciplines. Contributions will be assessed in the context of the relevant Institution’s expectations, including the local workload model where applicable. In its guidance, each Institution should indicate the balance of expectation as between teaching (undergraduate/postgraduate) and researcher (PhD/Postdoc) development. An effective contribution must be shown by reference to all or some of the following criteria:

<b>CRITERION 1: Consistently delivers excellent teaching that benefits from and engages with Cambridge’s research-rich environment and is intellectually challenging</b>	
<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Designs and develops new programmes.</li> <li>• Leads/makes a significant contribution to internal teaching reviews.</li> <li>• Demonstrates breadth of knowledge and teaches effectively beyond immediate research area.</li> <li>• Receives prizes for teaching.</li> <li>• Undertakes examination/acts as a course examiner.</li> <li>• Provides educational leadership and organisation including curriculum development and learning design.</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully introduces innovative teaching/assessment methods or significant contribution to their enhancement.</li> <li>• Publishes major textbooks/e-learning materials adopted in courses internal or external to the University.</li> <li>• National or global press coverage of the candidate’s educational ideas or activities.</li> <li>• Holding an educational leadership position within a professional body</li> <li>• Receives excellent student feedback.</li> <li>• Demonstrates sophisticated, reflexive approach to teaching and supporting learning which enables students to develop subject knowledge and capabilities.</li> </ul>
<b>CRITERION 2: Consistently delivers high-quality research supervision that is intellectually challenging and supportive</b>	
<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Consistently high research student completion rates.</li> <li>• Award of prizes and honours for researcher development.</li> <li>• Consistently receives positive feedback from research students.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides inclusive leadership and delivers excellence through the performance of others.</li> <li>• Creates a positive working environment and acts as a role model in promoting inclusion and mutual respect.</li> <li>• Contributes significantly towards recruiting and winning support for research students.</li> <li>• Recognises and nurtures talent and demonstrates consistent engagement with researcher training and development processes.</li> </ul>

**CRITERION 3: Consistently ensures that early-career researchers receive excellent opportunities to develop their potential and prepare them for future success**

<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Consistently receives positive feedback from postdoctoral researchers.</li> <li>• Enables and encourages early-career researchers to develop independent research lines and/or pursue independent publications or funding applications.</li> <li>• Mentors or coaches early-career researchers in other groups or departments.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides inclusive leadership and delivers excellence through the performance of others.</li> <li>• Creates a positive working environment and acts as a role model in promoting inclusion and mutual respect.</li> <li>• Recognises and nurtures talent and demonstrates consistent engagement with researcher training and development processes.</li> <li>• Helps early-career researchers to be creative about their futures and takes active steps to support career pathways both in and beyond academia.</li> </ul>

**Professor (Grades 11 and 12) Applications: Criteria for the Assessment of Service to the University and to the Academic Community**

Applicants are required to show an **effective service contribution**. University members are expected to demonstrate and promote collegiality by nurturing a culture of mutual respect. The University recognises that individuals may contribute in different ways at different times and that as individuals become more senior they may be asked to take on more commitments that are external to the University. Nevertheless, the University normally expects applicants to demonstrate a significant degree of service contribution that is internal to the University.

**CRITERION: Consistently makes an effective contribution of service to the University and to the academic community beyond the University. Promotes collegiality and engenders a culture of mutual respect.**

<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Departmental/Faculty/University academic leadership roles.</li> <li>• Sits on Departmental/Faculty University committees and bodies.</li> <li>• Provides active mentoring and support for colleagues.</li> <li>• Promotes and demonstrates effective use of the Staff Review and Development Scheme.</li> <li>• Significant and sustained contributions to equality, diversity and inclusion activities.</li> <li>• Creates a positive working environment and acts as a role model in promoting inclusion and mutual respect.</li> <li>• Promotes cross-disciplinary collaboration and knowledge sharing.</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to leadership, administration and student support within Colleges.</li> <li>• Significant and sustained contribution to widening participation activity</li> <li>• Engages significantly in peer review activity.</li> <li>• Advises government and parliamentary bodies.</li> <li>• Sits on public review bodies.</li> <li>• Significant and sustained contributions to fostering strategic partnerships (e.g. industry, trusts and foundations, philanthropic donors).</li> <li>• Supports the work of other HEIs (e.g. significant external examining; participation in research/teaching and learning reviews).</li> <li>• Significant and sustained public engagement activity.</li> </ul>

## Associate Professor (Grade 10 Progression/Promotion Scheme A): Criteria for the Assessment of Research

An applicant is required to demonstrate **achievement in research assessed by reference to national levels of excellence**. This may include individual and/or collaborative contributions to research.

<b>CRITERION: Consistently conducts rigorous research addressing significant questions, contributing new ideas and advancing the boundaries of the field, whilst ensuring the highest standards of research integrity are promoted and maintained.</b>	
<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"><li>• A portfolio of high quality research outputs that are nationally recognised as excellent. The University acknowledges that the intellectual content of a paper is much more important than publication metrics or the identity of the journal in which it was published.</li><li>• Invitations to present work externally.</li></ul>	<ul style="list-style-type: none"><li>• Invitations to join research consortia.</li></ul>

## Associate Professor (Grade 10 Progression/Promotion Scheme A): Criteria for the Assessment of Teaching and Researcher Development

An applicant seeking progression to Associate Professor (Grade 10) via the ACP Progression/Promotion Scheme A is required to show consistent and sustained excellence in **providing high-quality undergraduate and postgraduate education that benefits from and engages with Cambridge's research-rich environment and/or nurturing the professional and personal development of research students and early-career research staff**. It is recognised that effective contributions may differ between disciplines and that an applicant's contribution is therefore to be assessed in the context of their Institution's expectations, including the local workload model where applicable. Sustained excellence must be shown by reference to all or some of the following criteria:

**CRITERION 1: Consistently delivers excellent teaching that benefits from and engages with Cambridge’s research-rich environment and is intellectually challenging**

<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Designs and develops new programmes.</li> <li>• Contributes to internal teaching reviews.</li> <li>• Undertakes examination / acts as a course examiner.</li> <li>• Provides educational leadership and organisation, including curriculum development and learning design.</li> <li>• Demonstrates sophisticated, reflexive approach to teaching and supporting learning, which enables students to develop subject knowledge and capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully introduces innovative teaching/assessment methods or significant contribution to their enhancement.</li> <li>• Publishes materials adopted in courses internal or external to the University.</li> <li>• National or global press coverage of the candidate’s educational ideas or activities.</li> <li>• Receives excellent student feedback.</li> </ul>

**CRITERION 2: Consistently delivers high-quality research supervision that is intellectually challenging and supportive**

<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Supervises research students effectively.</li> <li>• Consistently receives positive feedback from research students.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides inclusive leadership and delivers excellence through the performance of others.</li> <li>• Creates a positive working environment and acts as a role model in promoting inclusion and mutual respect.</li> <li>• Contributes towards recruiting and winning support for research students.</li> <li>• Recognises and nurtures talent and engages with researcher training and development processes.</li> </ul>

**CRITERION 3: Consistently ensures that early-career researchers receive excellent opportunities to develop their potential and prepare them for future success**

<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Consistently receives positive feedback from postdoctoral researchers.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides inclusive leadership and delivers excellence through the performance of others.</li> <li>• Creates a positive working environment and acts as a role model in promoting inclusion and mutual respect.</li> <li>• Recognises and nurtures talent and engages with researcher training and development processes.</li> </ul>

## Associate Professor (Grade 10 Grade 10 Progression/Promotion Scheme A): Criteria for the Assessment of Service to the University and to the Academic Community

An applicant is required to show an **effective service contribution**. University members are expected to demonstrate and promote collegiality by nurturing a culture of mutual respect. The University recognises that people may contribute in different ways at different times and that as individuals become more senior they may be asked to take on more commitments that are external to the University. Nevertheless, the University normally expects applicants to demonstrate some degree of service contribution that is internal to the University.

<b>CRITERION: Consistently makes an effective contribution of service to the University and to the academic community beyond the University. Promotes collegiality and engenders a culture of mutual respect.</b>	
<i>Generic examples of indicators of excellence</i>	<i>Generic examples of impact</i>
<ul style="list-style-type: none"> <li>• Departmental/Faculty/University academic leadership roles.</li> <li>• Sits on Departmental/Faculty University committees and bodies.</li> <li>• Provides active mentoring and support for colleagues.</li> <li>• Promotes and demonstrates effective use of the Staff Review and Development Scheme.</li> <li>• Significant and sustained contributions to equality, diversity and inclusion activities.</li> <li>• Creates a positive working environment and acts as a role model in promoting inclusion and mutual respect.</li> <li>• Promotes cross-disciplinary collaboration and knowledge sharing.</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to leadership, administration and student support within Colleges.</li> <li>• Significant and sustained contribution to widening participation activity.</li> <li>• Engages significantly in peer review activity.</li> <li>• Advises government and parliamentary bodies.</li> <li>• Sits on public review bodies.</li> <li>• Significant and sustained contributions to fostering strategic partnerships (e.g. industry, trusts and foundations, philanthropic donors).</li> <li>• Supports the work of other HEIs (e.g. significant external examining; participation in research/teaching and learning reviews.</li> <li>• Significant and sustained public engagement activity.</li> </ul>

# Performance Descriptors and Scoring

In evaluating applications Committees will expect to see a rising career trajectory, particularly with regard to research for promotion to Professorships (Grades 11 and 12). The bandings and scores set out in the tables below should be used to summarise the description of achievement in relation to the [Assessment Criteria](#).

## Scoring Professorships (Grades 11 and 12)

Applicants for promotion to Professorship will be assessed against the following evaluative criteria and scoring methodology:

- Research and Research leadership (50/100);
- Teaching and Researcher Development (30/100);
- and Service to the University and the Academic Community (20/100).

The lowest two bandings ('Clearly Unsatisfactory' and 'Insufficient Evidence') are deemed to be below the threshold for promotion.

Performance descriptor (banding)	Score		
	Research and Research Leadership	Teaching and Researcher Development	Service to the University & Academic Community
Outstanding Evidence	36 – 50	24 -30	15 - 20
Strong Evidence	22 – 35	15 – 23	10 – 14
Clear Evidence	12 – 21	9 – 14	7 – 9
Insufficient Evidence	7 – 11	4 – 8	4 – 6
Clearly Unsatisfactory	1 - 6	1 - 3	1 -3

## Scoring Associate Professorships

Progression to and within Associate Professor Grade 10 is via the ACP Progression Schemes A and B and is intended to recognise and reward academic staff who are fulfilling the relevant Assessment Criteria.

Progression to Associate Professor Grade 10 (via ACP Progression / Promotion Scheme A) is determined by reference to the scoring scheme

for promotion to Professor but adapted to reflect the fact that the balance between research, teaching and / or researcher development and service can shift in different directions over the course of an individual's career.

The ACP Progression / Promotion Scheme A has the flexibility to accommodate the non-linear progression of many academic careers.

## ACP PROGRESSION/PROMOTION Scheme A: Option 1

Applicants are assessed against the following evaluative criteria and scoring methodology:

- Research (50/100);
- Teaching/Researcher Development (30/100); and
- Service to the University and the Academic Community (20/100).

Performance descriptor (banding)	Score		
	Research	Teaching / Researcher Development	Service to the University & Academic Community
Outstanding Evidence	36 – 50	24 -30	15 - 20
Strong Evidence	22 – 35	15 – 23	10 – 14
Clear Evidence	12 – 21	9 – 14	7 – 9
Insufficient Evidence	7 – 11	4 – 8	4 – 6
Clearly Unsatisfactory	1 - 6	1 - 3	1 -3

## ACP PROGRESSION/PROMOTION Scheme A: Option 2

Applicants are assessed against the following evaluative criteria and scoring methodology:

- Teaching/Researcher Development (50/100); and
- Service to the University and the Academic Community (30/100).
- Research (20/100).

Performance descriptor (banding)	Score		
	Teaching / Researcher Development	Service to the University & Academic Community	Research Leadership
Outstanding Evidence	36 – 50	24 -30	15 - 20
Strong Evidence	22 – 35	15 – 23	10 – 14
Clear Evidence	12 – 21	9 – 14	7 – 9
Insufficient Evidence	7 – 11	4 – 8	4 – 6
Clearly Unsatisfactory	1 - 6	1 - 3	1 -3



- A case may be made to transfer 10 points from Teaching/Researcher development (Option 1) or Service (Option 2) to one of the other two descriptors.
- The lowest two bandings ('Clearly Unsatisfactory' and 'Insufficient Evidence') are deemed to be below the threshold for promotion.

## General Comments on Scoring

### Scoring range

The maximum score for an evaluative criterion is reserved for demonstrable exceptional achievement against the norms of the applicant's discipline, for example a high level of international recognition for their stage in their career. It would be highly unusual for an applicant to operate at the maximum score across all three evaluative criteria; therefore, any committee awarding such high scores is expected to include a justification in the minutes of their meeting.

### Scoring Teaching and Researcher Development Contribution

Each committee will assess the quantity, quality and degree of innovation and leadership (e.g. course design at a macro level) in teaching. If a teaching officer is undertaking a standard amount of teaching, for example lectures, exams and demonstrations, in a satisfactory way, a mid-range score would be appropriate. Many teaching officers teach more than their stint from time to time and regularly contribute to updating courses and modules; such contributions are regarded to be part of their usual academic role.

If a Head of Institution (or other senior academic) providing the [Institutional Statement](#) believes the applicant's contribution is at a significantly higher or lower level than the standard expected and merits a score substantially higher or lower than the standard expected, detailed evidence must be provided.

If the quantity or quality of teaching is significantly greater than the standard expected or there has been a contribution to the design of new courses or modules or to a major revamp of existing offerings, then an award of additional points may be considered by the FC.

The award of a very high score indicates that the candidate is making an exceptional contribution in one or more aspects of teaching. The nature of that exceptional contribution should be addressed in the respective FC and SC meeting minutes. A low score indicates that there are significant concerns about the quantity or quality of an applicant's teaching and the [Institutional Statement](#) should clearly set out these concerns.

### Departure from the Standard Scoring Model

In exceptional circumstances the Head of Institution may propose a departure from the standard scoring model for promotion to Professor (Grades 11 and 12) on an individual basis so that the maximum Teaching / Researcher Development score is reduced to 20, with:

- **Either** Research up to a maximum of 60 and Service remaining at a maximum of 20 points,
- **Or** Research remaining at 50 maximum but with Service up to a maximum of 30 points.

The proposal must be approved by the FC with reasons recorded in the minutes. Heads of Institution and FCs should bear in mind the standard scoring model reflects extensive discussion across the University on the critical importance of high-quality teaching to the University's mission and the wish to reflect this in the promotions system.

The Head of Institution should set out the reasons for the proposed exception. It is not appropriate to seek to use the exception to side-step the normal expectation of three years teaching experience at Cambridge.



### Scoring Service to the University and the Academic Community

For a standard general contribution, a mid-range score would be appropriate. To justify a higher score there needs to be evidence of sustained contribution to the Institution, University or externally. If a Head of Institution (or other senior academic) providing the [Institutional Statement](#) believes the applicant's contribution is at a significantly higher or lower level than the standard expected and merits a score substantially higher or lower than the standard expected, detailed evidence needs to be provided. The award of a very high score indicates that the candidate is making an exceptional contribution and this should be addressed in the respective committees' minutes.

### No carry forward

Any score received, whether against a particular criterion or as a total score, only applies to the ACP round for that particular year. The score will assist the FC and School Committee for that year's exercise in creating a rank-ordered list, rather than being an absolute number. Scores will not be carried forward from one ACP round to another and the [Committees](#) will not be made aware of scores from any previous applications.

Each year is a new exercise and it is the responsibility of each Committee to make its own decision on the basis of an evaluation of the evidence provided.

# Feedback

The purpose of feedback is to provide an unsuccessful applicant with a clear sense of what they would need to do in order to raise the level of their achievement to the standard required to obtain promotion in a future exercise. Every attempt should be made to provide feedback that is helpful and constructive. See the Timetable for the provision of feedback and the lodging of Appeals.

After the General Board (GB) has met and agreed the outcome of each application, the Chairs of the School Committee, having discussed these cases with the relevant Heads of School, are encouraged to meet with the relevant Heads of Institution, individually or together, to give feedback on the unsuccessful applicants.

Heads of institutions may also find it useful to invite the Chair of the relevant FC to attend. This feedback will be collated by the Secretaries of the SCs and provided to their Chairs in advance of the meeting with the relevant Head of Institutions and as soon as possible after applicants have been informed of the outcome of their application.

Heads of Institutions are responsible for communicating written feedback to unsuccessful

applicants and must also provide an opportunity for feedback in person (either by them or by the senior colleague who previously provided mentoring or other support to the applicant), if this is requested by an applicant. At the feedback meeting, the Head of Institution should provide a copy of the feedback statement prepared by the relevant SC. They may wish to discuss with their Head of School the feedback to be provided to unsuccessful applicants before holding individual meetings.

The feedback statement set out in the SC minutes, together with any other relevant documents, must be disclosed to the applicant as part of the feedback process after the meeting of the GB if requested by the applicant, along with copies of References where referees have agreed to the release in line with data protection legislation.

All parties are asked to be mindful of the sensitivities involved in providing feedback and to allow reasonable time for the feedback process to enable the individuals concerned to fully consider the information provided.

## Feedback Summary



Specific comments relating to their application;



A generic statement of the overall standard of applications for each office applied to;



Statistical data to help convey a sense of the standard that must be reached in future exercises;



The applicant's overall score

# Appeals

The timetable for the provision of the lodging of appeals is specified in the [Timetable](#). Appeals may be made only on the ground of an alleged material defect in the application of the procedure or in the documentation which was not prepared by the applicant and was used by [Committees](#) which have considered the appellant's application. For example, where it is alleged that the documentation placed before a Committee(s) was incomplete, or where it is alleged that a Committee(s) must have overlooked or misapprehended a significant fact.

There is no right to Appeal for applications made under Associate Professor [Grade 10 Pay Progression Scheme B](#).

ACP applicants have the right to lodge an appeal against the decision of the [Vice-Chancellor's Committee](#) (VCC). Appeals must be made in writing to the Secretary of the AC by the date specified in the [Timetable](#) and give clearly the reasons on which the appeal is grounded.

## The Role and Membership of the Appeals Committee

The role of the Appeals Committee (AC) is limited to considering whether or not procedural fairness has prevailed in the consideration of an application. Accordingly, an appeal will **not** be a re-hearing or a general review of the application. The consideration of the AC will be confined to the issues raised in the grounds of the appeal. The AC will not consider fresh evidence in support of the appellant's application unless it relates to a fault in the application of the procedure of a Committee or in the documentation.

The [General Board](#) (GB) will appoint an AC to hear appeals after the VCC has made its recommendations to the GB and these have been communicated to the applicants. The Committee will consist of a Chair and four other members and each member should be present at the meeting(s). If there are circumstances where this is not reasonably practicable, the quorum necessary to reach a substantive decision will be a simple majority of the members, i.e. three.

### Key Principles of the AC

- Members must not be eligible to apply for promotion/progression under that year's scheme;
- A member may not take part in the consideration of a particular applicant's appeal if they were a member of a [Committee](#) which considered an appellant's application in that year's exercise;
- All persons involved in the process and in the consideration of applications should exercise impartiality and fairness and be seen to do so;
- If the Chair of the Committee withdraws for the whole or part of a meeting, the Committee shall appoint a Chair to act in their absence; and,
- The Assistant Director of Human Resources (Operations) will act as the Secretary.
- Meetings may take place in person and/or by videoconference.

## Procedure

The AC will receive a copy of this guidance and the following documentation in respect of each appeal lodged:

- A statement of appeal (with any supplementary documents) submitted by the applicant;
- The minutes of the meeting(s) of the relevant Committees; and,
- The complete set of the documentation received by the relevant Committees when they considered the case for promotion.

In preparing for a meeting at which appeals will be considered, individual members of the AC may wish to form their own preliminary view as to whether, on the ground(s) of appeal, there is reason to question the correctness of the outcome prior to the meeting to discuss each appeal. The AC should aim to confine its consideration of appeals to the documentation and applicants will not be asked to attend a hearing, but the AC may exercise discretion to invite an appellant to attend, if that is considered necessary. (The right to be heard does not mean literally that the 'hearing' must be oral; it may be entirely on the basis of documentation. If questions arise, an appellant may be asked for a clarification in writing).

The AC will, before proceeding to a final consideration of the appeal, give the Chair(s) of the relevant Committee(s) the opportunity to submit a written statement responding to the grounds on which the appeal was lodged. The Chair of the relevant Committee may consult members of the Committee, as they deem appropriate, or, if necessary, reconvene the Committee to consider the terms of the response.

Decisions on appeals should be made collectively at the meeting. The Secretary of the AC will be responsible for recording the decision in each case. If there is an equal division of opinion, the Chair shall exercise a casting vote.

## Determination of Appeals

The Appeals Committee will determine an appeal by doing one of the following:

- 1) Allow the appeal by upholding one or more of the grounds of appeal and stating that, in their view, the grounds on which the appeal has been upheld might have made a difference to the decision of the VCC, referring the appellant's application for promotion/progression back to that Committee for reconsideration.
- 2) Uphold one or more grounds of appeal but stating that, in their view, the grounds on which the appeal has been upheld would have made no material difference to the decision of the VCC, nevertheless, referring the appellant's application for promotion/progression back to that Committee for reconsideration.
- 3) Reject the appeal on all grounds.
- 4) Strike out an appeal on the grounds that it is frivolous, vexatious, or otherwise an abuse of process.

If it is appropriate in a particular case, the AC, in referring the application back to the VCC, may recommend that that Committee refers it back to the earlier Committee stage at which the fault is alleged to have occurred. There is no right of appeal against the AC's determination of an appeal.

## Minutes and Subsequent Action

The Secretary shall record the outcome of the AC's consideration of each appeal in a separate minute. The minute shall state the ground(s) of the appeal and its outcome. The outcome of the appeal will be conveyed to the appellant by the Secretary of the AC after consultation with the Chair and the Director of the Human Resources Division.

In the case of appeals determined under 1 or 2 above, the Secretary of the AC will refer the appellant's application back to the VCC for reconsideration. The Secretary of the AC will inform appellants whose appeals have been determined under 3 or 4 above by letter and copies of these letters should be sent for information to the Chairs and Secretaries of the VCC, the relevant SC and FC.

The VCC will receive and consider the written report(s) on the appeal(s) considered by the AC and determined under 1 and 2 above, bearing in mind any recommendation by the AC that the application be referred back to an earlier Committee stage, with a view to deciding whether the applicant should or should not be promoted/progressed to the office/post for which they have applied.

In considering any appeal referred to them by the AC, the VCC will comprise five members, including the external member relevant to the field of the appellant; the Committee may vary its procedure as necessary. The Secretary of the VCC will inform each appellant of the VCC's reconsideration of their application. There is no right of appeal against the outcome of the reconsideration of an application by the VCC.



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