University of St Andrews

Human Resources

Promotion Appeals Procedure

Scope of Procedures

1. This procedure covers appeals against decisions of the Promotion Panels.

2. Appeals must be lodged with Human Resources within 21 days of the date of issue of the notification letters sent on behalf of the Promotion Panels, or where feedback has been requested, within 21 days of this being issued.

3. Appeals from unsuccessful applicants for promotion to Grade 8 or Grade 9 can only be based on procedural grounds (please refer to Section 8 of the Promotions Procedure).

4. When submitting an appeal the appellant must state in writing the grounds for the appeal and supply copies of any supporting evidence.

Appeal Panel

5. Appeals will be held by a panel comprising:
   - Two members of Court, one of whom will be the chair (normally a member of the Remuneration and Human Resources Committee); and
   - A member of the Senatus Academicus

6. The Panel will hear all appeals submitted in a given academic session.
   - No member of the Panel shall have been involved at an earlier stage in any individual appeal.
   - No member of the panel should be a member of the School from which the appellants are drawn.

The Hearing

7. The appellant may be accompanied to the hearing by a representative of the UCU or another member of the University.

8. The Promotion Panels will be represented at the hearing by the Master or other authorised delegate who has participated in the relevant Promotion Panel. The Master (or authorised delegate) will receive copies of the case submitted by the appellant not less than 10 working days prior to the hearing.

9. The appellant will receive not less than 5 working days prior to the hearing details of the position submitted by the representative or any other members of the Promotion Panel along with any additional evidence submitted from whatever source.

10. No appeal will have been dealt with unless a hearing takes place. The hearing comprises a meeting of the Appeal Panel at which both parties are present. A hearing will take place within two calendar months of the case being lodged except in exceptional circumstances.

11. Both parties will be present at the hearing. The appellant’s case will be presented first, followed by the representative of the relevant Promotion Panel. Witnesses may be called
by the Panel or by either party to the appeal. If witnesses are to be called the names of those involved should be notified to Human Resources 48 hours in advance of the hearing.

12. Both parties may cross question witnesses. The confidentiality of any personal information concerning other candidates that may be raised at the hearing must be respected by all parties.

13. The Appeal Panel may suspend or adjourn the hearing at any point so long as the process is completed and final judgement is given before the beginning of the next promotion exercise.

14. The Appeal Panel will deliver its decision no later than 10 working days after its last hearing in any particular case. The decision will be in writing and will give a reasoned judgement.

**Powers of the Appeal Panel**

15. The Appeal Panel may decide:
   - to uphold the appeal and refer the matter back to the relevant Promotion Panel for reconsideration of the substantive case following correct procedures; or
   - to reject the appeal.

16. The Appeal Panel may also recommend to the University Court via the Remuneration and Human Resources Committee modifications to the promotion exercise if this is warranted on the basis of the evidence submitted.

17. The Appeal Panel will report the outcomes of cases in summary to the University Court via the Remuneration and Human Resources Committee.

18. There is no appeal against the decision of the Panel.

**General**

19. Advice on the interpretation and implementation of these procedures is available from Human Resources.

Human Resources
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