Please note, in the 2021 promotions round, there is a specific opportunity for candidates to highlight any circumstances associated either with the pandemic or with the BMS fire that have had an impact on their application: these may include, for example, caring or home schooling issues, lack of access to laboratories or archives, or inability to take up overseas invitations. In the same contexts, Heads of School will also be required to comment on any personal circumstances, as well as any outstanding contribution to the University’s recovery.

How long do I need to be in post before I can apply?
You need to be in post for at least two years before an application for promotion is made, unless there are justified exceptional circumstances. Where you believe there to be exceptional circumstances, please provide HR with a note of these and they will contact the Master and Deputy Principal to see if permission to apply will be granted based on these exceptional circumstances. Please note only achievements while in post at St Andrews will be considered.

I am funded externally (grant income) what happens if I am promoted?
Where the Promotions Panel agree to promote a member of staff supported by grant funding, it is the responsibility of the Head of School to seek the necessary additional funding from the appropriate external agency. If such funding is unavailable, the School will be required to meet the additional cost.

I am on a fixed term contract, what happens should I be promoted?
If your application is successful you will be promoted and your end date will remain the same.

If my application is unsuccessful will I receive feedback?
You will receive feedback in your outcome letter and are encouraged to discuss this with your Head of School and mentors in your discipline. For a future application, please ensure you refer to the feedback in your subsequent application, ie if the guidance provided was to wait till your monograph is out you should clearly demonstrate in your application that your monograph has been published/reviewed.

Do I require my Head of School’s permission to apply?
You are strongly recommended to discuss your application with your Head of School to seek advice and guidance. We also encourage you to obtain advice and guidance from mentors and peer networks. Your draft application should be passed to your Head of School for review by a gender balanced group of senior members of the School. Please note your Head of School will be required to provide a confidential report to the Promotions Panel so they need to be fully briefed on your application.

How do I structure my Publication List?
Your Publication List must be in chronological order with your most recent publication first.

I am awaiting the outcome of a publication, should I include this?
No. All publications must be in the public domain and, ideally, reviews available. Any publication not in the public domain, at the closing date, should not be listed.
I have received various invites to attend conferences / present papers but have been unable to attend; do I refer to this?
Yes. You should include all invited talks (even those you were unable to attend).

How do I structure my application?
You need to clearly state the impact of your work / show external recognition. Clearly specify your contribution and leadership (this is especially relevant for higher level promotions). Set out your career progression since arriving at St Andrews. Try not to get too technical with your application, clearly set out what you do and what your achievements are. The Panel want to see a clear trajectory. If you are working in a niche area, make this clear in your application.

How do I best describe my teaching?
The Panel would like to see what you are doing differently. They would also like to see reflective teaching and evidence of where you are developing your teaching. Colleagues are reminded that the University does not rely on MEQs alone as evidence of good teaching: candidates for promotion are encouraged to provide a variety of supporting material in addition to MEQs, such as self-reflection and peer feedback on their teaching. Guidance on how to interpret and use MEQ feedback is available via:

I am a Lecturer. If I apply for promotion to, say, Reader, and my application is unsuccessful, will I be offered promotion to Senior Lecturer?
The Panel will only consider your application against the criteria for the promotion sought: for example, if a Lecturer applies for Reader, they will be assessed against the criteria for Reader only; an assessment will not be made for any other level (e.g. Senior Lecturer).

I am a Lecturer, can I apply for promotion directly to Professor or do I need to apply for Senior Lecturer first?
If you feel you meet the criteria set for Professor then you can apply for Professor. We would, however, ask you to note that the Panel will assess your application against the criteria applied for so if your application for Professor is unsuccessful they will not then assess you for promotion to Reader or Senior Lecturer, etc.

Can I make the Panel aware of any Individual Circumstances?
You are invited to draw to the attention of the Panel ways in which your individual circumstances have affected your output/level of duties and to declare any significant periods of “time out” that may be relevant to your career history. Examples could be caring for children or other relatives; maternity leave or long term sickness. This information will be shared with your referees/External Assessor and your Head of School unless you specifically advise you do not wish to share this information.

Referees - Can I nominate a referee who works within the University?
No. Referees must be external to the University. Your referees must be leaders in their field. For promotion to Grade 7, at least one referee should normally be international. For promotion to Grades 8 and 9, at least one referee must be international.

Any advice on selecting my referees?
We recommend you choose your referees carefully, the more independent the more useful. They need to be able to comment on your work; they don’t need to know you well.

Is there a limit on the number of people who can be promoted each year?
No. There is no quota system in place. If, after assessment, the panel feel an applicant meets the criteria for the level of promotion sought, the promotion will be confirmed.
I am considering changing from an Education and Research track to an Education track. Is this possible?
Yes this is possible. Your first step is to have a discussion with your Head of School as it must fit the strategic needs of the School.

**When is the closing date for applications**
The closing date for applications is **Friday 5 March 2021 at midnight**. Any application received after this time will not be accepted.

Should you have any other queries, please do not hesitate to contact us:-
Email: promotions@st-andrews.ac.uk or Telephone: Ext 1999.