



University of
St Andrews

Process for transition from fellowship

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Key terms	Staff/Progression and development/Promotion
Purpose	This document confirms the process from Fellowship to a standard appointment (usually as Lecturer or Reader).

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
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1. Process

- 1.1 This process applies to particular Fellowships where there is an expectation that the Fellow will be transferred to a standard appointment (usually as Lecturer or Reader) at the end of the Fellowship and ***where it has been documented as such in the contract of employment.***
- 1.2 The Fellow's performance and development should be managed consistently throughout the period of the Fellowship. The length of the Fellowship is determined by the funder.
- 1.3 The Head of School should have an initial review with the Fellow within one month of commencement to discuss:
 - The Fellow's contract;
 - The relevant performance criteria;
 - The implications of both contract and criteria for the Fellow's day-to-day work;
 - The Fellow's aspirations for the longer term.
- 1.4 A written account of the initial objectives discussed should be agreed with the Fellow and placed on record for reference towards the end of the process.
- 1.5 A formal review should occur every year in line with the Academic review and development scheme ([ARDS](#)). An additional, informal review should take place every 6 months to ensure that attainment of objectives and professional development is proceeding without difficulty. This may be carried out by the HOS or a delegate with appropriate expertise.
- 1.6 The aim at the end of the Fellowship is for the Fellow to meet the relevant promotions criteria for either a Lecturer (Education & Research) or Reader as outlined in the initial contract of employment. The research focused nature of the Fellowship will be taken into account when considering the aspects of teaching and service.
- 1.7 If performance issues arise during the Fellowship, the HOS should seek advice from their HR Business Partner ([HRBP](#)) as soon as possible. This may result in instigation of the [Capability \(Poor Performance\) procedure](#). The HRBP will check in regularly with the HOS to ensure there are no issues.
- 1.8 The Fellow, like any other employee, may apply for promotion during their Fellowship on the research pathway. A successful promotion application will result in transfer to a standard contract at the corresponding grade, provided all other conditions are met.
- 1.9 18 months prior to the end of the Fellowship, the HOS should meet with the Fellow and together they should complete a [report](#) which should then be submitted to the Master. They will discuss the progress of the Fellow with the VP Research and relevant AVP Dean and make recommendations, if appropriate, for the next 6 months of the Fellowship.
- 1.10 One year prior to the end of the Fellowship, the Fellow will be required to complete the [Transition from Fellow to Lecturer/Reader Supporting Evidence document](#). The HOS will be required to complete a [Head of School report](#). In rare cases where the Fellow has reason to be transferred at a different grade, the paperwork may be amended ad hoc.
- 1.11 Both documents should be submitted to the Master who will convene a small committee to include the VP Research and the relevant AVP Dean. The committee will review the documents and consider the relevant promotions criteria for the level of post. As previously

mentioned, the nature of these Fellowships means that there will be a heavy research focus and so this will be taken into account by the committee.

- 1.12 The Master will communicate the outcome and recommendations in writing to the Fellow and HOS.
- 1.13 Should the committee decide that the Fellow does not meet the requirements for Lecturer/Reader, the reasons should be recorded in detail and the Fellow and HOS should be informed as soon as possible. The matter will then be referred to the [HRBP](#) and HOS and the [Capability \(Poor Performance\) procedure](#) will be instigated.
- 1.14 The review process should be used as follows:
- To enable the Fellow to build an independent research career at the University that demonstrates an activity that is commensurate with other leading members of the discipline community in the UK and abroad at a similar career stage and level of employment.
 - To give the Fellow the freedom, time and support to pursue high-quality and innovative lines of research.
 - To develop the Fellow as a research leader by offering the required training, development, mentoring, coaching, networking and engagement opportunities.
 - Concentrating on the above bullet points but enabling the Fellow to obtain enough relevant experience in other areas, including teaching and service, to be appointable to the relevant E&R post.
- 1.15 In setting objectives, the HOS should be mindful of the Fellowship regulations with regards to limits on teaching. Whilst the University would expect the Fellow to do enough teaching to be eligible for an Education & Research position, this should be limited and not at the expense of research success. However, it will be expected that the Fellow can demonstrate the following:
- Be able to deliver at least one lecture course;
 - If applicable, work successfully in a laboratory class;
 - Teach in a small group tutorial situation;
 - Be able to assess student performance appropriately and fairly;
 - Give quality feedback to students in a timely manner;
 - Undertake a small amount of project supervision.
- 1.16 Similarly, while some administration, service and leadership roles may be assumed by the Fellow during the Fellowship with a view to broadening their professional experience and skills, these should not be such as to require a significant time commitment.

2. Timeline

Timeline	Process
Month 1	Meet with the Fellow; agree and record initial objectives.
Every 6 months	Informal review to discuss progress in relation to agreed objectives (which may need adjustment as research advances).
Annually	ARDS formal review, checking progress against agreed objectives (which it is recognised may change to some extent as research advances).

18 months prior to the end of the Fellowship	Complete progress review report, send to the Master
12 months prior to the end of the Fellowship	Complete the 'Transition from Fellow to Lecturer/Reader Supporting Evidence' document and Head of School report, send to the Master.

3. Version control

3.1 This procedure is non-contractual and may be amended at any time.

3.2 This document will be reviewed periodically in conjunction with the University's recognised Trade Unions. Any feedback on the policy content should be directed in the first instance to the [HRBP team](#) or via the [HR Feedback Form](#).

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