

POLICY FELLOW CAREER TRACK

PROMOTION GUIDANCE 2018-2019

This document provides guidance for promotion to Band 6 (policy officer), Band 7 (policy fellow), Band 8 (senior policy fellow) and Band 9 (distinguished policy fellow).

1. Overview

1.1 When proposing a Promotion to the new grade, managers will be required:

either

- to demonstrate how the employee is already fulfilling the requirements of the new grade;

or

- to make a case for promotion on the grounds that employment at the higher grade is necessary and/or appropriate, that funding is available, and that the employee is suitably qualified and competent. Promotion to the new grade will take into account the role profile of the post, and the individual's qualifications and experience.

1.2 All promotions of staff to and within the policy fellow career track are contingent on the availability of funding and entitlement to work in the UK.

1.3 Requests for promotion may be made at any time during the academic year.

1.4 In instances where a staff member submitted to promotion to or within the policy fellow career track is employed on more than one project and funding is not available for all projects, the promotion would only be applicable on the projects for which funding is available. For further advice please contact the Human Resources Division.

1.5 The effective date of the promotion will be in the month following the submission, and will be backdated to that time should the process of reaching the decision extend past that time.

1.6 In exceptional circumstances, a case for backdated pay for no more than 6 months before the original effective date can be made. A separate statement summarising the circumstances should be provided with the application. Funding confirmation should also support the case for backdating.

2. Promotion procedures

2.1 Promotions of research assistants to policy officer (Band 6) are subject to confirmation by the Vice Chair of the Appointments Committee (VCAC). Promotions of research officers or policy officers to policy fellow (Band 7), promotions of research fellows or policy fellows to senior policy fellow (Band 8), and promotions of senior research fellows, Assistant Professorial research fellows and senior policy fellows to distinguished policy fellow (Band 9) are subject to confirmation by the Vice Chair of the Appointments Committee (VCAC) and the Pro-Director Faculty Development (PDFD).

2.2 Promotions require the following information to be submitted to Human Resources via email by the Line Manager/Principal Investigator:

- i. A formal letter of justification from the Line Manager/Principal Investigator, explaining the reasons for the promotion, giving evidence to demonstrate how the individual is performing at the higher level, or would be capable of performing at the higher level.
- ii. A full job description. (Please see the [role profiles](#) for the proposed promotion beforehand). The job description will be evaluated in accordance with the role profiles to determine the grade of the post.
- iii. A supporting statement from the Head of Department or Research Centre Director.
- iv. A copy of the individual's CV.
- v. Details of mentoring support that the individual has received.
- vi. The names and contact details (including e-mail addresses) of three referees (promotion to policy officer – Band 6), four referees (promotion to policy fellow – Band 7), five referees (promotion to senior policy fellow – Band 8) or six referees (promotion to distinguished policy fellow – Band 9) with relevant expertise in the field. Two of these must be external to LSE for promotion to policy fellow (Band 7), four of these must be external to LSE for promotion to senior policy fellow (Band 8) and five of these must be external to LSE for promotion to distinguished policy fellow (Band 9) cases. Human Resources will then request these references. References are required before the case is sent to the VCAC and, where applicable, the PDFD for consideration.
- vii. Funding confirmation from the appropriate colleague in the [Research Division](#).

Please note that funding should be available to support a promotion to the proposed grade. If there are not enough funds to permit the grade that the post is evaluated to, the job description will need to be revised to reflect a lower salary band or additional funding will need to be found from another source.

- 2.3 Declaration of any possible conflicts of interest should also be highlighted to Human Resources at this stage. Human Resources will notify the VCAC, and liaise with the School Secretary to ensure compliance with the School's Ethics Code, available [here](#).
- 2.4 Once Human Resources have all the documentation above, these will then all be sent to the VCAC and, where applicable, the PDFD for consideration.
- 2.5 The VCAC and, where applicable, the PDFD will consider the documents and decide whether to approve it.

3. Self sponsored cases

- 3.1 Individuals are reminded that all promotions to or within the policy fellow career track are contingent on the availability of funding and entitlement to work in the UK. Confirmation of the availability of funding should be in place prior to submitting a case for promotion. (This can be requested from Research Division via email, with a copy of the confirmation to be submitted to Human Resources along with the documentation requested below). In instances where funding for the promotion is available in principle but the Department/Centre is not willing to support the promotion, the procedure set out below may be followed.
- 3.2 In such cases the individual is free to write directly to the Vice-Chair of the Appointments Committee, copying in Human Resources Division, to make a case for promotion. The following information should be enclosed:

i. A formal letter of justification, explaining the reasons for the promotion, giving evidence to demonstrate how the individual is performing at the higher level, or would be capable of performing at the higher level.

ii. A copy of the CV.

iii. Details of mentoring support that the individual has received.

iv. The names and contact details (including e-mail addresses) of three referees (promotion to policy officer – Band 6), four referees (promotion to policy fellow – Band 7), five referees (promotion to senior policy fellow – Band 8) or six referees (promotion to distinguished policy fellow – Band 9) with relevant expertise in the field. Two of these must be external to LSE for promotion to policy fellow (Band 7), four of these must be external to LSE for promotion to senior policy fellow (Band 8) and five of these must be external to LSE for promotion to distinguished policy fellow (Band 9) cases. Human Resources will then request these references. References are required before the case is sent to the VCAC and, where applicable, the PDFD for consideration.

v. Funding confirmation from the appropriate colleague in the [Research Division](#).

- 3.3 Declaration of any possible conflicts of interest should also be highlighted to Human Resources at this stage. Human Resources will notify the VCAC, and liaise with the School Secretary to ensure compliance with the School's Ethics Code, available [here](#).
- 3.4 Once the proposal has been received, Human Resources Division will write to the Head of the candidate's research team/Principal Investigator and the Head of the Department concerned (or the Centre Director in the case of a multi-disciplinary Research Centre), requesting written statements about the work of the self-sponsored candidate.
- 3.5 After the receipt of documentation, the case will be considered based on the procedures set out in section 2 above.

ANNEX C: OPTIONAL DECLARATION OF INDIVIDUAL CIRCUMSTANCES
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The School expects that if staff members' individual circumstances are affecting their day-to-day activities or performance the individual would have raised these at the earliest opportunity with their Department and the Department will have addressed these issues, with the advice of Human Resources, as soon as reasonably possible. Furthermore, the School expects that most circumstances do not need to be stated below as through discussions locally, with advice from an HR Partner, these can be resolved.

If the circumstances are exceptional then the Promotions Committee will, where necessary, consider the effect of a candidate's individual circumstances on their career progression where information has been provided by the Head of Department and the candidate.

This form should be completed and signed by the candidate and, **where the candidate so wishes**, the Head of Department. The information provided on this form, along with advice from the Department's HR Partner, will **only** be seen by the Vice-Chair of the Appointments Committee.

The form should be submitted in electronic format to **Human Resources** at HR.Reviewandpromotion@LSE.ac.uk.

Candidate's Name:	
Candidate's Department:	
Candidate's Job Title:	
Head of Department Name:	



1. Statement by the Candidate

2. Statement by the Head of Department (where applicable)

Signed Date
Electronic Signature of the Candidate

Signed Date
Electronic Signature of the Head of Department (where applicable)