

UNIVERSITY OF ABERDEEN
PROCEDURE – TO CHANGE ACADEMIC CAREER TRACK

1 INTRODUCTION

- 1.1 It is recognised that during the course of an academic staff member's career it may be appropriate for them to move between different career tracks. This procedure outlines the process to manage requests from staff to move between career tracks. It aims to ensure that the transition between career tracks takes place through a process of verifying the academic achievement, experience and potential of staff whilst considering the needs of the University.

2. SCOPE

- 2.1 The procedure applies to all academic staff. It is separate from the Academic Policy and Procedure and assumes no change of grade. Any application for promotion should follow the requirements as set out in the Promotion Policy and Procedure (Academic Staff).

3. PROCEDURE

- 3.1 Where staff wish to request a change in academic track the following stages should be followed.

Step One – staff considering a request should discuss this with their academic line manager/Head of School in the first instance. This may be discussion during catch ups throughout the year or form part of the Annual Review discussion.

Step Two – staff who wish to progress their request should prepare an updated CV and, where appropriate, a publications list. Staff should discuss this with their Head of School who will consult appropriate senior academic colleagues in the School before making any recommendation. The Head of School should consider how the proposed change of career track fits and benefits the academic objectives of the staff member and the School, including:

- The qualifications and experience of the staff member to fulfill the proposed role.
- The operational and strategic needs of the School and the University.
- Any impact on teaching and/or research.
- Any budget and/or funding implications.
- Any potential impact on REF and HESA.

Step Three – the case should be submitted to hr@abdn.ac.uk. It will then be considered by the Senior Vice-Principal, Vice-Principal (Research and/or Education, depending on the nature of the request) and Director of People.

- 3.2 Where the change is approved, an effective change date will be agreed, and HR will issue the appropriate change of contract to the staff member. Where the change is not approved, there will be no right of appeal against the decision.
- 3.3 Where the change is approved, the Head of School should then ensure that the staff member's Annual Review goals and targets are revised in light of the change in career track along with any applicable adjustments to the workload allocation as per the Workload Model.