

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

APPOINTMENTS COMMITTEE

18 JUNE 2014

MINUTES

A meeting of the Appointments Committee was held on Wednesday 18 June 2014 at 14.00 in Vera Anstey Room, Old Building.

The meeting was chaired by the Provost and Deputy Director, Professor Stuart Corbridge.

Apologies received are attached at **Annex A**.

1. MINUTES (June 2013, & March 2014)

- 1.1 APPROVED: Minutes from the June 2013 meeting of the Appointments Committee and Minutes from the March 2014 Sub Committee of the Appointments Committee meeting were approved.
- 1.2 No matters arising.

2. TERMS OF REFERENCE AND MEMBERSHIP (AC/1)

- 2.1 RECEIVED: the Terms of Reference and membership for the Committee.
- 2.2 APPROVED: That the Provost and Deputy Director is an ex officio member of the Appointments Committee.
- 2.3 APPROVED: that the Standing Sub Committee of the Appointments Committee becomes a permanent arrangement and that membership will be constituted by one member from each of the Academic Board Constituencies and the Vice Chair of the Appointments Committee as Chair.
- 2.4 APPROVED: that the Head of Department attendance to the annual meeting of the Appointments Committee is mandatory.

3. ANNUAL REPORT FROM THE VCAC (AC/2)

- 3.1 RECEIVED: the annual report from the Vice-Chair of the Appointments Committee (VCAC). The report included sections on Academic Recruitment, Promotions Committee and associated work and the Research Staff Committee.
- 3.2 REPORTED: by the VCAC, that he wished to express his thanks to the Provost and Deputy Director, the previous Vice Chair of the Appointments Committee, Professor David Stevenson, and Human Resources for the support he had received in his first year in office.

3.3 Academic Recruitment

- 3.3.1 REPORTED: on a number of issues such as the School's visit from the School's Auditors in relation to an immigration audit, the UKVI Compliance visit, the new Jobs Website and Visiting Appointments.

- 3.3.2 RECEIVED: The Recruitment and Selection Committee Guidance for academic appointments (**Annex A2**)
- 3.3.3 APPROVED: that the details of a job such as Advert and Person Specification should be seen and approved by the VCAC or Provost.
- 3.3.4 APPROVED: the new version of the Recruitment and Selection Guidance for academic appointments.
- 3.3.5 REPORTED: that it would be appropriate to use the same recruitment and selection process for the appointment of Research Officers (Band 6) as is currently in place for LSE Fellows.
- 3.3.6 APPROVED: that the same recruitment and selection process for LSE Fellow appointments will apply for all Research Officer posts (Band 6).
- 3.3.7 RECEIVED: a revised Visiting Appointment Scheme.
- 3.3.8 APPROVED: the revised Visiting Appointment Scheme as attached in **Annex A3**.
- 3.3.9 APPROVED: that the process for renewing Visiting Professor Appointments as proposed in **Annex A3** was approved.
- 3.3.10 AGREED: that the Appointments Committee should only receive the names of Visiting Professor appointments for information, not approval.
- 3.3.9 AGREED: That the names of all the Centennial Professors should be included for information to the Appointments Committee.
- 3.3.10 AGREED: That equality and diversity data of visiting appointments should be made available to the Appointments Committee from the next academic session.
- 3.3.11 RECEIVED: data of recruitment activity for the 2013-2014 academic session.
- 3.3.12 REPORTED: the following:
 - (a) that single nominations for academic posts are mainly used for senior appointments while single nominations for research posts are used for junior and senior appointments
 - (b) that there is a low number of women considered for single nomination appointments to academic posts.
 - (c) the importance of encouraging females to apply especially if there is a small number of females in a specialism the School is trying to recruit to.
 - (d) The Black Faculty initiative that the Provost is leading on.
 - (e) That recruiting candidates from North America is very difficult and that the School will need to rethink the overall package it is offering.

3.4 Promotions Committee and Associated Work

- 3.4.11 The VCAC thanked all members of the Promotions Committee for their work this academic year.
- 3.4.2 REPORTED: the following:
 - (a) that there were 19 Promotions of Associate Professors to Professor (including 11 cases for accelerated promotion to Professor of Readers).

- (b) that 12 Assistant Professors and 9 Lecturers passed their Interim Review, and 9 Lecturers passed their Major Review (2 of which were later promoted to Associate Professor in the same session) and 4 Assistant Professors passed their Major Review with promotion to Associate Professor.
- (c) that 3 post-Major Review Lecturers were promoted to Associate Professor.

All successful Interim Review, Major Review and promotion candidates are listed in **Annex B1 and B2**. **Annex B3** shows some statistical information on Promotions.

- 3.4.3 REPORTED: The Promotions Committee was proposing **36** recommendations for changes to policy and procedure, listed below.

Proposal 1

- 3.4.4 AGREED: that the Provost and Deputy Director will be an *ex officio* member of the Promotions Committee and is Chair under delegated authority from the Director. It was also agreed that the Pro Director of Learning and Teaching will replace the Pro Director of Planning and Resources as an *ex officio* member of the Committee.

Proposal 2

- 3.4.5 AGREED: that the VCAC takes over as Chair of the Promotions Committee in case the Provost and Deputy Director recuses himself/herself from the meeting. In this case the Pro Director of Learning and Teaching will take over the function of the VCAC.
- 3.4.6 AGREED: that the VCAC will not vote unless he/she chairs in lieu of the Chair in which case he/she has the casting vote.

Proposal 3

- 3.4.7 NOTED: that the Promotions Committee had agreed that its published Guidance would be the final authority on its policies and processes for the 2013-2014 session. This was to avoid confusion with the number of documents related to the New Academic Career structure available on the School's website referencing promotion criteria.

Proposal 4

- 3.4.8 NOTED: that the advancement of Interim and Major Review is not applicable to Assistant Professors.

Proposal 5

- 3.4.9 NOTED: that if the Promotions Committee is not willing to pass a candidate who has been put forward for Major Review before the year specified in their letter of appointment then the Promotions Committee will neither pass nor fail the candidate.

Proposal 6

- 3.4.10 AGREED: that the Department of Economics and Management can continue to conduct external peer reviews prior to putting candidates forward for promotion. The VCAC will approve the list of external referees that the two Departments will conduct as part of this process under delegated authority from the Promotions Committee. This process will be reviewed again next academic year (2015-2016).

Proposal 7

- 3.4.11 AGREED: that a benchmarking exercise on the payments of External Referees and Experts will be conducted before a decision is made of their payment.

Proposal 8

- 3.4.12 AGREED: that following the addition of the Provost and Deputy Director as Chair of the Promotions Committee on delegated authority from the Director, the Emergency Procedure Panel will normally comprise of the Provost and Deputy Director, the VCAC and the Pro Director of Teaching and Learning.

Proposal 9

- 3.4.13 AGREED: that the VCAC will use his/her discretion on whether to waive the rules whenever the Guidelines for Review and Promotion refer to “normally” or “in an exceptional case”.

Proposal 10

- 3.4.14 AGREED: that the criteria for Major Review with Promotion to Associate Professor should be amended to *"Publication of research including articles in peer reviewed journals and/or books that is, at least, internationally excellent in terms of originality, significance and rigour. Candidates should normally present four research publications, though this is not a binding requirement and overall quality is more important than quantity"*.

Proposal 11

- 3.4.15 AGREED: that the criteria should be amended to "Promotion to Professor will require a substantial body of additional publications beyond those considered at Major Review with promotion to Associate Professor and, except in exceptional circumstances, all submitted publications must be post-Major Review (or at the equivalent time for candidates appointed to the School post-Major Review). Candidates for promotion to Professor should be internationally recognised leaders in their fields. Their research should be influential and known not only in their specialty area but more widely in their discipline or interdisciplinary area".
- 3.4.16 AGREED: that a benchmarking review should take place on Major Review and Promotion against other Institutions including how the Refereeing process is undertaken.

Proposal 12

- 3.4.17 AGREED: that the criteria should be amended to "Promotion to Professor will require a substantial body of published research including articles in peer reviewed journals and/or books. Candidates should normally present four research publications, though this is not a binding requirement and overall quality is more important than quantity. Should the Head of Department feel that an exception should be made for a particular candidate, they should speak to the VCAC at the earliest opportunity. All submitted items must be at least internationally excellent and at least two of the submitted items must be world leading in terms of originality, rigour and significance."

Proposal 13

- 3.4.18 AGREED: that the Heads of Department should sign off the Teaching Contribution Forms submitted to the Promotions Committee as part of the candidate's applications.

Proposal 14

3.4.19 AGREED: that the Promotions Committee will now require to see the candidate's student survey results for up to four previous sessions but not the current session.

Proposal 15

3.4.20 AGREED: that a more confidential and clear route for candidates and Heads of Department to declare any individual circumstances of the candidate should be provided.

Proposal 16

3.4.21 AGREED: that a discussion will take place under AC/5 on new proposals for the role of the PGCerHE and Teaching Prize Group.

Proposal 17

3.4.22 AGREED: that the Promotions Committee will expect that, normally, writings submitted for its consideration will be published or have been accepted for publication (accompanied by a confirmation email from the editors/book publishers).

Proposal 18

3.4.23 AGREED: that promotion and review candidates should clearly state on their CV Template the stage that their publication has reached. If it is in a 'revise and resubmit' status, candidates will be required to submit the editor's invitation to revise and resubmit.

Proposal 19

3.4.24 AGREED: to amend the CV Template in order for the promotion and review candidates to inform the Promotions Committee of the status of their publications at Interim Review.

Proposal 20

3.4.25 AGREED: that the expectation is that normally publications submitted in support of Major Review and/or promotion will be written in English. In cases where a publication(s) submitted for Major Review or promotion is not written in English, the Department is responsible for translating the work into English. Where this cannot reasonably be expected, the Department should contact the VCAC at their earliest opportunity to request an exemption from this rule. If an exemption is granted, the Department is responsible for providing a summary in English, summarising the output and outlining the research methodologies used. The Department should also suggest the name(s) of external experts able to read the work in the original language.

Proposal 21

3.4.26 AGREED: that Referees will be asked to comment in detail on each of the candidate's submitted publications as well as the candidate's planned research as detailed in their Research Trajectory Statement.

Proposal 22

3.4.27 AGREED: that the Referee selection criteria will change not to allow Referees who have acted as a PhD supervisor to the candidate.

Proposal 23

3.4.28 AGREED: that the Departmental External Expert list should have a minimum 30% share for each gender. If Departments think that this target cannot be met, they will need to provide

the PC with a written justification. Departments are encouraged to increase the representation of the minority gender with the goal of a 50:50 gender split in the External Expert Lists.

Proposal 24

3.4.29 AGREED: that Referees, External Experts and Departmental Assessors will be notified who of the candidates they have contributed a report for have been successful. In addition, emails soliciting references letters are signed by the VCAC.

3.4.30 AGREED: that HODs, if requested, can receive feedback on the Referee Reports from the VCAC after the Promotions Committee has met and made its decision.

Proposal 25

3.4.31 AGREED: that the Reference to candidate nominations for External Referees will be removed and replaced with Departmental nominations.

Proposal 26

3.4.32 AGREED: that the Promotions Committee or the VCAC may decide that other members of the Promotions Committee or a member of the Appointments Committee, in addition to, or in lieu of, the nominated Committee member could read the writings.

Proposal 27

3.4.33 AGREED: that the Emergency Promotion Procedure will normally only be invoked on the receipt of a *written* offer from a peer institution.

Proposal 28

3.4.34 AGREED: that the Emergency Promotion Procedure will normally only be invoked on the receipt of a written offer from a *peer* institution.

Proposal 29

3.4.35 AGREED: that in case of an Emergency Promotion Procedure, the Promotions Committee will, unless in exceptional circumstances, expect confirmation from the Head of Department that the candidate would in any event be put forward in the forthcoming promotion round.

Proposal 30

3.4.36 AGREED: that the Provost and Deputy Director will determine, on advice from the VCAC, whether the circumstances justify the use of an Emergency Promotion Procedure.

Proposal 31

3.4.37 AGREED: that the VCAC will sign letters to candidates in case the Provost and Deputy Director is unable to do so.

Proposal 32

3.4.37 AGREED: that candidates that have passed their Major Review as a Lecturer but have failed promotion to Associate Professor in the same session, should wait for two years before they are considered again unless the Committee decides that one year is appropriate in that case.

Proposal 33

3.4.38 AGREED: that for interdisciplinary and multi-disciplinary candidates, the Head of Department Statement and Research Achievement Record should contain an explanation of the important journals and main audience of the candidate's work

Proposal 34

3.4.39 AGREED: that the CV Template is amended for all staff leave to be declared.

Proposal 35

3.4.40 AGREED: that there should be one set of Promotion and Review Forms for both Lecturers and NAC faculty.

Proposal 36

3.4.41 AGREED: that all Departments should review their Departmental Journal lists with the aim of clarifying which are the top journals, second tier journals and other notable journals in their field.

Research Staff Promotions

3.4.42 AGREED: that Promotions to Band 6 Research Officer are also considered by the VCAC in the same fashion as Promotion to Band 7 Research Fellow and Band 8 Senior Research Fellow.

Promotions Committee Membership

3.4.43 AGREED: that the proposed Promotions Committee Membership is approved.

Promotions Committee Schedule of Meetings

3.4.44 REPORTED: the schedule of meetings for Promotions Committee for 2014-2015 academic session.

Academic Career Development Review

3.4.45 REPORTED: that the 2013-2014 Academic Career Development and Performance Review Scheme, and the Forms related to this, are attached at **Annex B12 and B13**.

3.4.46 REPORTED: that the School's current system of academic review and reward is in transition and that the School's future plans in this area will be discussed in the various decision making bodies in the School and implemented for the 2014-2015 academic session.

Mentoring Guidelines

3.4.47 REPORTED: that the Mentoring Guidelines have been revised in order to align with the Academic Development Review Scheme and to provide more information and advice to mentors.

3.5 Research Staff Committee and Associated Work

3.5.1 AGREED: that the Provost and Deputy Director and the Director of Human Resources are made *ex officio* members of the Research Staff Committee.

- 3.5.2 AGREED: that the Pro Director of Planning and Resources will not be a member of the Research Staff Committee from the following academic year.
- 3.5.3 RECEIVED: a revised Research Staff Career Development Scheme and Form (**Annex C7** and **Annex C8**).
- 3.5.4 AGREED: that the new Research Staff Development Scheme and Form are approved.
- 3.5.5 RECEIVED: a revised Research Staff Mentoring Guidance (**Annex C10**).
- 3.5.6 AGREED: that the new Research Staff Mentoring Guidance is approved.

4. PROFESSIONALLY QUALIFIED FACULTY (PROFESSORS IN PRACTICE) SCHEME (AC/3)

- 4.1 RECEIVED: An oral report from the VCAC on suggested changes to the Professors in Practice Scheme (**Annex A**).
- 4.2 REPORTED: by the VCAC, the following:
 - (a) that the Scheme is not aimed for internal candidates who wish to have a teaching only career at the School. The Scheme is now open only to external people.
 - (b) That the Professor in Practice Selection Committee has now changed to be similar to a selection Committee that considers normal academic appointments.
- 4.3 AGREED: that the Senior Lecturer in Practice title will be reviewed in a year's time.
- 4.4 AGREED: the changes to the Professionally Qualified Faculty Scheme as attached at **AC/3, Annex A**.

5. SCHOOL PROFESSOR SCHEME (AC/4)

- 5.1 RECEIVED: An oral report from the VCAC on changes to the School Professor Scheme.
- 5.2 REPORTED; by the VCAC that the following changes are suggested:
 - (a) That the Director or any other member of the Appointments Committee may nominate eligible individuals.
 - (b) That in recruitment cases, four references will be solicited, two selected by the candidate and two from external advisers chosen by the VCAC.
 - (c) That in retention cases, two references are solicited, both selected by the candidate.
 - (d) That the duration of the appointment will be 3-5 years.
- 5.3 AGREED: the Committee agreed to the changes proposed to the School Professor Scheme as attached at **AC/4, Annex A**.

6. REVIEWING AND REWARDING TEACHING: TEACHING PRIZES (AC/5)

- 6.1 RECEIVED: a paper with proposed changes to the PGCertHE requirement at Major Review and the awarding of Teaching Prizes to promotion candidates (**AC/5, Annex A**).
- 6.2 AGREED: that the following recommendations were agreed by the Committee:
 - (a) That the successful completion of the PGCertHE or an agreed alternative should be the requirement at Interim Review. This should be for any new candidates appointed at the School in the next academic session.

- (b) That up to five (additional) Teaching Prizes be available to Promotions Committee to award to successful candidates being promoted from Associate to Full Professor.
- (c) That the criteria for Teaching Prizes at both stages of Major Review with Promotion to Associate Professor and Promotion to Professor be made more explicit, along with indicative evidence that can be used to demonstrate excellence.
- (d) That the Teaching Contribution Form is incorporated into the CV Template.

7. INCENTIVES FOR RETIREMENT AND LEVERAGING SENIOR ACADEMIC CAPITAL (AC/6)

- 7.1 RECEIVED: a paper from George Gaskell, Senior Pro Director, to review the Emeritus Professor and Reader policy following the changes to UK legislation.
- 7.2 AGREED: the Committee agreed the following proposals:
 - (a) That retiring Associate Professors and Readers will not be eligible for Emeritus status.
 - (b) That Emeritus Professors should be offered a 5 year renewable email account and access to the library.
 - (c) That Emeritus Professors can apply as PIs/participants in research grants subject to conditions that apply for all faculty.
 - (d) That Emeritus Professors might teach courses or contribute to other departmental roles with the agreement of the Head of Department.
 - (e) That Emeritus Professors should be awarded membership of the SCR at a reduced rate.
 - (f) That Emeritus Professors should abide to the School's Ethics Framework.

8. SINGLE NOMINATION POLICY (Annex A6)

- 8.1 RECEIVED: a revised Single Nomination Policy (**Annex A6**).
- 8.2 REPORTED: that the policy should be amended to include the new titles after the introduction of the New Academic Career Structure.
- 8.3 That the VCAC can now approve the requests for single nominations for Associate Professors.
- 8.4 AGREED: the Committee agreed the changes to the Single Nomination Policy as attached at **Annex A6**.

9. ANY OTHER BUSINESS

None.

Version: For approval by Committee