

System Guidance for Professorial Reprofileing

Purpose

This document will guide users with information supplementary to the respective [Professorial Zone Movement](#) policy, including guidance on the content and functionality within the Academic Promotion system and provide links to supporting resources.

Who should use this guide?

- ✓ **Colleagues** who are included in Professorial Reprofileing
- ✓ **Heads of School** who will submit a statement as part of each form.
- ✓ **Local P&OD** teams who wish to advise on supporting resources or system functionality.
- ✓ **School administrators** who wish to advise on supporting resources or system functionality.

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Accessing the System

The Academic Promotion site is located at the link below, and upon clicking you should be prompted to key in your UoG email and password to gain access.

[Academic Promotions System](#)



Select your login:

UofG email address

(All students, full-time and part-time staff)

GUID

(Casual and affiliate staff without UofG email)

→ ACCESSIBILITY STATEMENTS

→ Usernames and password

→ Helpdesk

You can also access from the link available on the Performance, Pay and Reward (PPR) website:

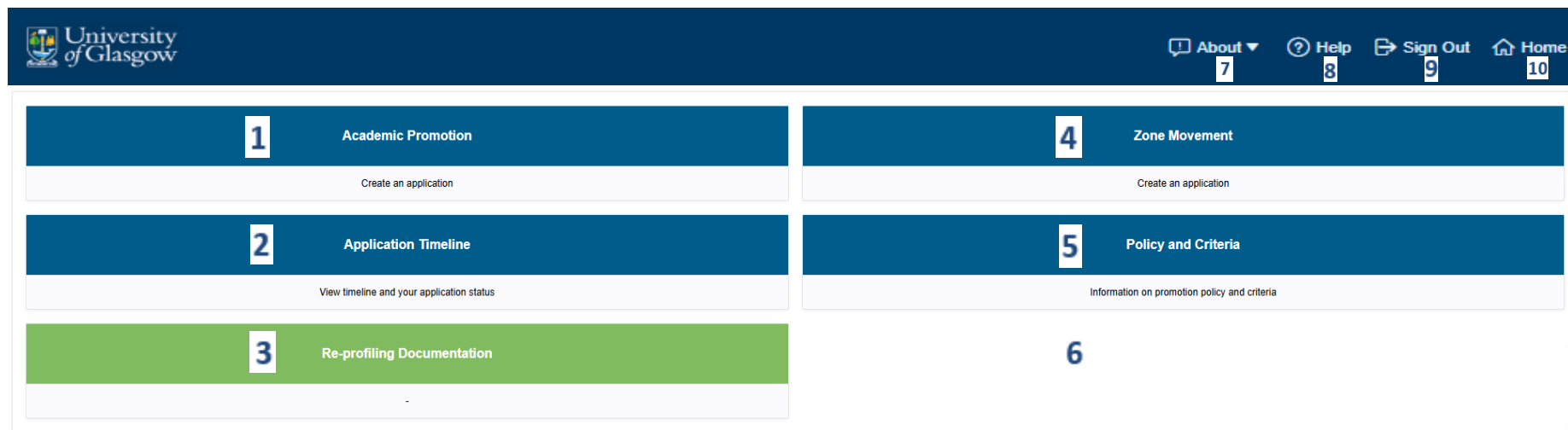
[Academic Promotions Website](#)

If you cannot gain access to the site, please click the link below to log a helpdesk call.

[Log a Helpdesk Call with the PPR team](#)

The Homepage

Once logged into the system you should see the screen below. Please note that the number of options available may vary for applicants and Heads of School, and VP/Heads of College. An additional tile will appear to upload your CV, once a form has been created.



- 1 Click here to apply for Academic Promotion. This button is not relevant to reprofiling so please do not use it.
- 2 Click here to view the timeline and status of your form.
- 3 Click here for your most recent AP/ZM application and zone profile.
- 4 Click here to create your reprofiling form.
- 5 Click here for links to the AP/ZM policies and criteria.

- 6 Once you have created a form, you will find an additional tile here for uploading your CV.
- 7 Click here for information on supported internet browsers and reporting problems.
- 8 Click here for additional information and guidance with regard to completing the form.
- 9 Click here to sign out of the system.
- 10 Click here to navigate to the homepage. You can also do this by clicking on the University of Glasgow logo in the top-left corner.

A Step-by-Step Guide for Applicants

This section will explain the steps involved in creating your form, and where to go for help if you encounter a problem.

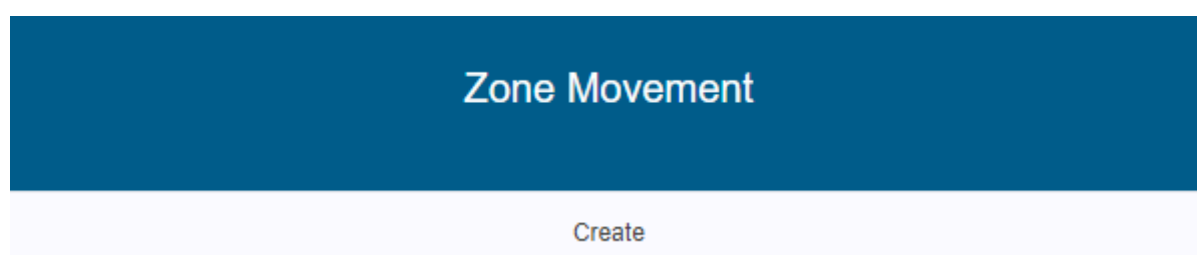
Step 1 – Logging in

Follow the steps on page 2 to log into the Academic Promotion system.

Step 2 – Create a New Form

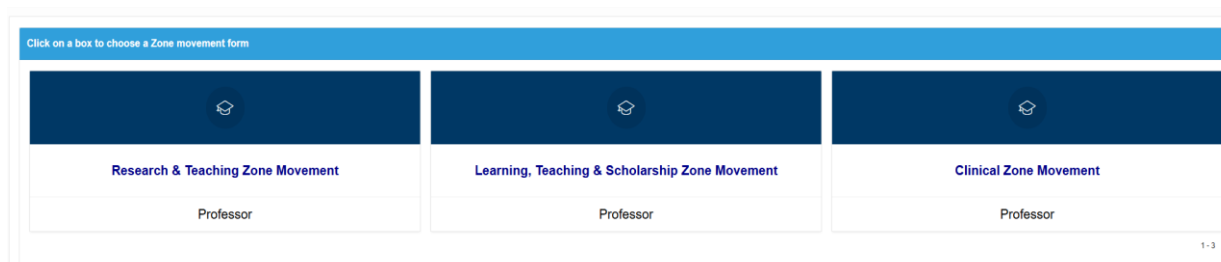
2.1 Choosing the Correct Form

As confirmed previously, the University will use the standard zoning process for the reprofiling exercise and as such, you are required to submit a zone movement form, using the tile shown below. **Only submissions made through the portal will be accepted.**



The next screen will display the form options.

Please select a Zone Movement form corresponding to your current career track.

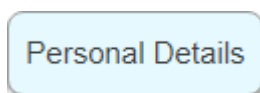


We have selected a Research & Teaching form for the following example.


Check Your Details

The form type you have selected will show on the top, please ensure the track you have selected is correct. If the wrong form has been selected, then click delete and you will then be able to select the correct form.


Within your form click the box below to access and check your details:



The undernoted details should appear pre-populated:

You should check each box to make sure the information is correct. There is a small  symbol next to the ORCID box for help regarding your **Open Researcher and Contributor ID**.

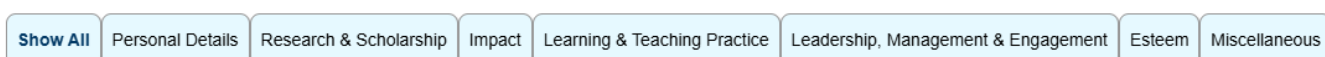
Additional Details

Click the  next to the following sections under “Personal Details” relating to Periods of Leave, CV, and additional relevant details, checking all information contained within is correct.

After each box is checked and / or edited you should click “Save” to ensure they save.

Navigating the Form

The form will default to show all sections contained in the form. If you would only like to see one section at a time you should click on its title along the top, and all other sections will close. To see all sections again simply click “Show All”. You can also use the arrows next to a section to ~~close it down~~.



[Print](#) [Email a copy](#) [Delete](#) [Not visible to HoS](#) [Save](#) [Submit](#)[Print](#) [Email a copy](#) [Delete](#) [Not visible to HoS](#) [Save](#) [Submit](#)

The fourth button will default to show “Not Visible to HoS”. This means that while working on your form it will not show in your Head of School’s dashboard. If you wish your form to be visible to your Head of School (without submitting it) click the ‘Not visible to HoS’ box.

When you click the box, depending on which option you have chosen the following dialogue boxes should appear:



Your comments will now be viewable by the HoS. (see top right Help for more information)

[OK](#)

Your comments will now be hidden from your HoS. (see top right Help for more information)

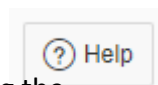
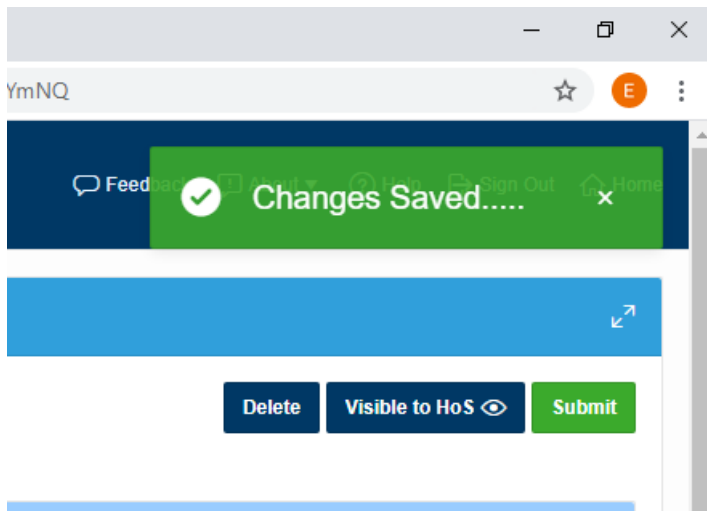
[OK](#)

You can change this option at any time until you submit your form. You may need to refresh the page for the button to change, but it will have taken effect.

Completing Your Form

Though each form has different sections, each one will detail the information required.

If you are typing in one section but click into another, a green box will appear as shown below to auto-save what you have typed.



Further support for each section can be found by using the tool located within the relevant section of the form, or at the top of the page.

Outputs

This section includes a report of outputs sourced from Enlighten from which you should select between 4 and 6 of your most significant outputs. For queries about outputs missing from Enlighten which you want to select, please contact the team at research-enlighten@glasgow.ac.uk

Instructions on how to select your most significant outputs are available in the [video guidance](#). Please note there is no facility to re-order your publications at this time.

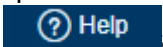
Income

This section is not auto-populated. You should complete the relevant information into the fields and the system will auto-calculate the six-year average. **Please note that you should save your information after each line of data has been entered.**

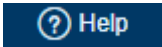
For specific queries on grants or other content in this section please contact your College Research Office. E-mail addresses can be found in the About > Reporting Problems section at the top of the page.

PGR

This section is not auto-populated. You should complete the relevant information into the fields and the system will auto-calculate the six-year average. **Please note that you should save your information after each line of data has been entered.**

For queries regarding **PGR** please contact your College Graduate School. E-mail addresses can be found if you select  at the top right of the PGR calculator.

Information on how to enter data into the Income and PGR sections is available in the [Video Guidance](#).

For other queries please use  at the top of the screen to log a query with the PPR team.

Generate a Copy of Your Form (Email/Print)

At any point either during the completion of your form or once your form has been submitted, you can obtain an editable Word format of your form by either selecting the Print or Email option.

If you select the Print option, a word copy will be downloaded so you can then print.

Should you wish to receive a copy directly to your Email Inbox, select the Email option and the same Word version will be sent to you. This can be helpful if you wish to show a draft to a trusted colleague/mentor prior to submitting to your HoS.

What Happens After I Submit?

Once you click “submit” your form will be visible to your HoS, you can no longer make any changes, and your HoS will have responsibility for submission of your form.

The below box will ask you to confirm you wish to submit your form.

Submission


By submitting this application, you are making the contents automatically visible to your HoS, are you sure you wish to proceed?

☐ I wish to proceed.

Cancel Submit Application

When you submit, your form will immediately become visible in your HoS's dashboard, and an e-mail will be sent automatically to let them know you have completed all sections. Once they have finished their statement, you will receive a second e-mail confirming your form is fully submitted.

Delete

Not visible to HoS 

Submit

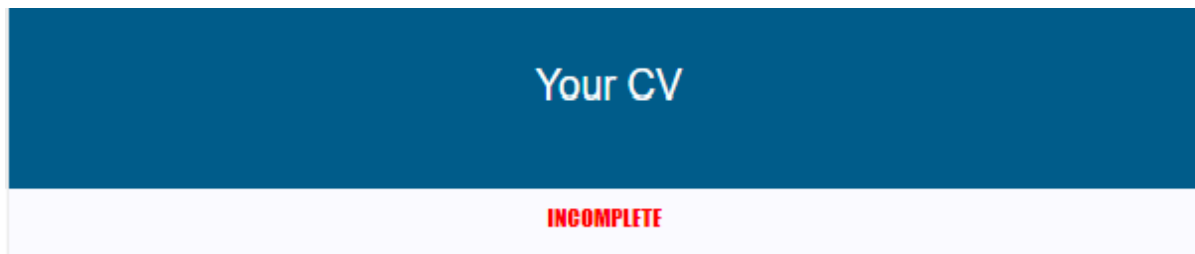
You can then view the status of your form by clicking the box below. As your form progresses through each stage, the timeline will be updated:

Application Timeline

Your application status

Step 3 –Upload Your CV

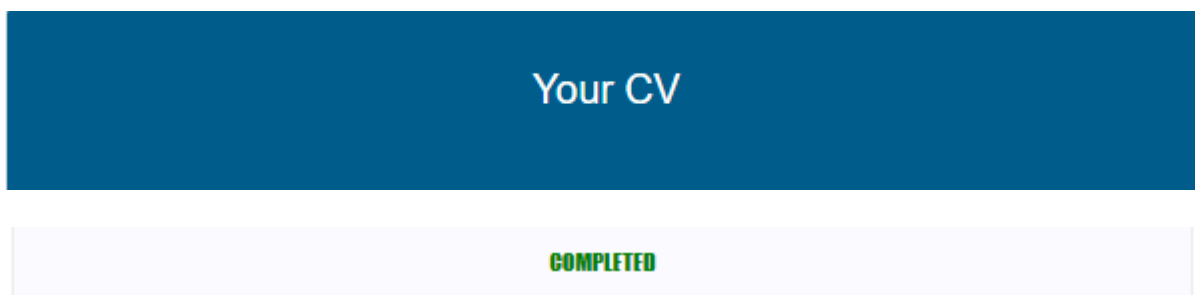
Using the button on the homepage, click to upload your CV.



You are required to upload your own CV from file with further information on what to include listed.

3.1 – Checking the CV has uploaded

If you have successfully uploaded your CV, the box will have changed to show “Completed” as seen below.

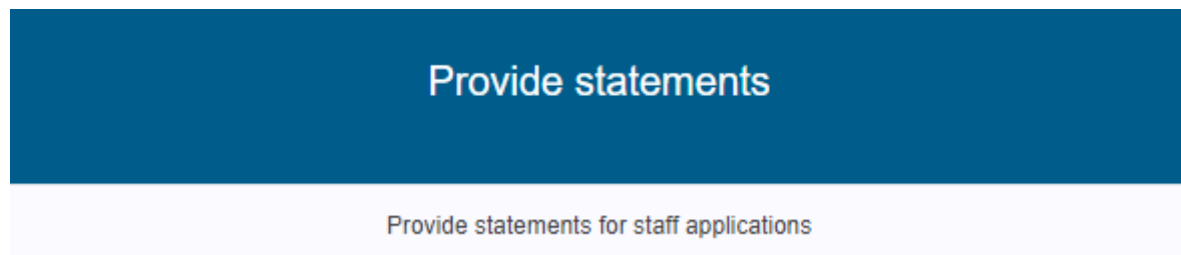


Step 4 – Adding a Statement (for HoS)

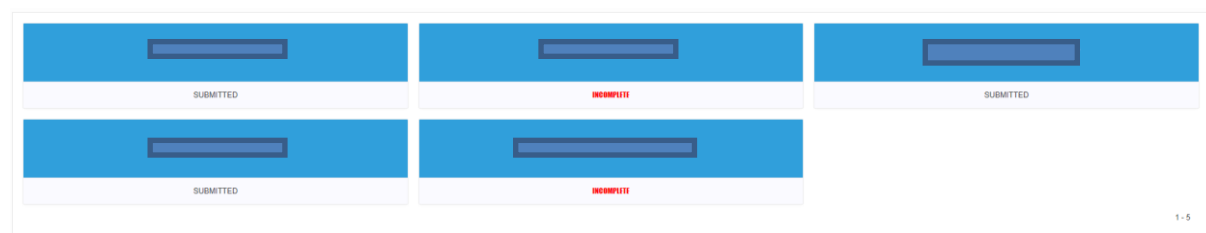
When a colleague from your area has completed their form, you will receive an e-mail prompt for you to log in and complete your statement. You may also log into the system at any point and view forms which have been made visible to you.

Please Note: It is HoS responsibility to submit the form by the published deadline

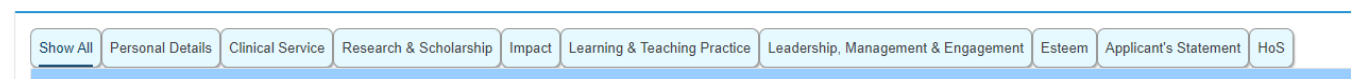
On the homepage, you should click the link below to see all submissions for your area:



On the next screen you should see a list of all forms, and whether they have been submitted or are still incomplete.



Clicking on the name of the staff member will open their full form, and allow review of each section before adding your statement in the final section titled HoS.



Clicking on this final option (HoS) will open out the sections available for you to complete.

< Research & Scholarship Impact Learning & Teaching Practice Leadership, Management & Engagement Esteem Applicant's Statement **HoS**

▼ HoS

Heads of School are required to confirm the accuracy of information submitted by the applicant and to provide an objective evaluation against each of the specified criteria. The commentary must include the specific view of the Head of School as to whether or not the applicant meets each of the individual criteria and in summary, their overall judgement of the application having taken into account their commentary against each criterion. Their statement should also include clear reasoning and justification of their view having taken account any personal circumstances listed.

Do you support this application for promotion? Do you want your statements to be visible to the reviewee? Has consultation taken place? (Professorial applications only)

☐ Yes ☐ No ☐ ? ☐ Yes ☒ No ☐ N/A

Staff who have contributed to the formation of the Head of School Statement

Please detail all staff who were consulted or contributed to the Head of School Statement in line with the Academic Promotion & Appointment Policy.

Once all required sections have been completed you should choose the option to submit the form using the green button in the top right-hand side of the screen.

A text box will appear and confirm by submitting your statement, you are completing the submission process, and that if you would like the colleague to have access to your statement to go back and change the permissions before submitting.

When you have done this, the relevant staff member will receive a confirmation e-mail and the form will no longer be editable.

Supplementary Guidance

System Guidance FAQ

Will there be any prompts given on the system instructing colleagues to make their form viewable to HoS before the deadline?

No. As all Schools and Colleges work to different internal deadlines so there will not be any prompt given.

What do I do if I have selected the wrong form?

If you have selected the incorrect form for your track in error, or simply want to start a fresh form please use the Delete option. Once you delete a form it will take you to the home page where you can select another one. Please note that when you delete the form, any edits made to it will be lost. Therefore, if you have already started completing it, you may wish to email yourself a Word copy prior to deleting and that way you can copy and paste your work onto the correct form, once it is created.

I submitted my form but following advice from the HoS I need to make edits – is this possible?

Yes. Please [Make an enquiry](#) and a member of the team will arrange this. The HoS remains responsible for submitting by the deadline so last-minute edits should be carefully considered and with the knowledge of the HoS.

Is there a suggested browser to run the system on?

No, however some problems have been reported in older versions of supported browsers so downloading the current version is recommended. Further information can be found in the About tab on the promotions' system.

Can I generate an e-mail copy of my form to send on to others for comment/edit?

Yes. By choosing the e-mail button you will automatically send yourself a copy of your full form.



Please note that the layout of the form will be slightly different to that of the system and some formatting will be lost. If any text is missing please contact [Make an enquiry](#) to escalate.