

Academic Promotion/Zone Movement Guidance

Purpose

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

Who should use this guide?

- ✓ **Staff** who wish to apply for promotion
- ✓ **Heads of School / Heads of College** who will submit a statement as part of each application.
- ✓ **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

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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.

The screenshot shows the University of Glasgow promotion application homepage. At the top is a dark blue header with the University of Glasgow logo on the left and navigation links on the right: 'About' (with a dropdown arrow and callout 9), 'Help' (with a question mark icon and callout 10), 'Sign Out' (with a logout icon and callout 11), and 'Home' (with a house icon and callout 12). Below the header is a grid of application tiles. On the left, there are four tiles: 'Academic Promotion' (callout 1) with a 'Create an application' link; 'Application Timeline' (callout 2) with a 'Your application status' link; 'Promotion Panels' (callout 3) with a 'Review AP/ZM Promotion Panels' link; and 'Previous Applications' (callout 4, highlighted in green) with a 'View your previous applications' link. On the right, there are three tiles: 'Zone Movement' (callout 5) with a 'Create' link; 'Promotion Criteria' (callout 6) with an 'Information on promotion criteria' link; and 'Outcome letters' (callout 7) with a 'View your outcome letters' link. Below the 'Outcome letters' tile is a large blue number '8' representing a tile that appears after an application is created.

- 1 Click here to begin a new academic promotion application
- 2 Click here to view the timeline and status of your application
- 3 Click here to view applications if you are a panel member
- 4 Click here to view your previous applications (2021 onwards)
- 5 Click here if you are a Professor applying for Zone Movement
- 6 Click to view information on promotion criteria

- 7 Click here to access your Outcome letter(s) (from 2024 onwards)
- 8 Once an application has been created, an additional tile will appear here, where you can upload your CV
- 9 Click here for information on supported internet browsers and reporting problems
- 10 Click here for additional information and guidance with regard to completing the application
- 11 Click here to sign out of the system
- 12 Click here to navigate to the homepage

How to Apply – A Step by Step Guide for Applicants

This section will explain the steps involved in making an application for Academic Promotion / Zone Movement, and where to go for help if you encounter a problem.

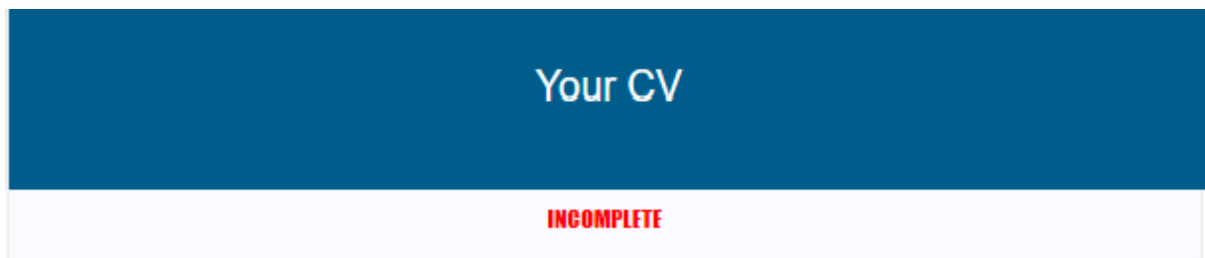
We recommend making use of the instructional videos accessible via the [Promotion's homepage](#) in addition to this guidance document.

Step 1 – Logging in

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

Step 2 –Upload Your CV

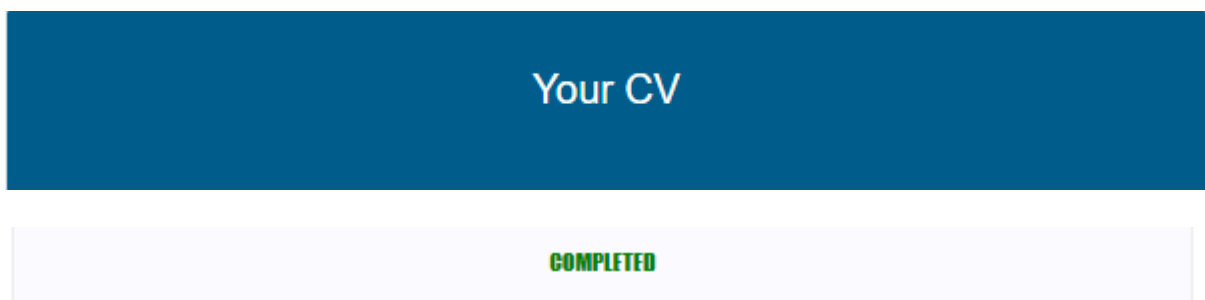
Using the button on the homepage click to upload your CV.



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

2.1 – Checking the CV has uploaded

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

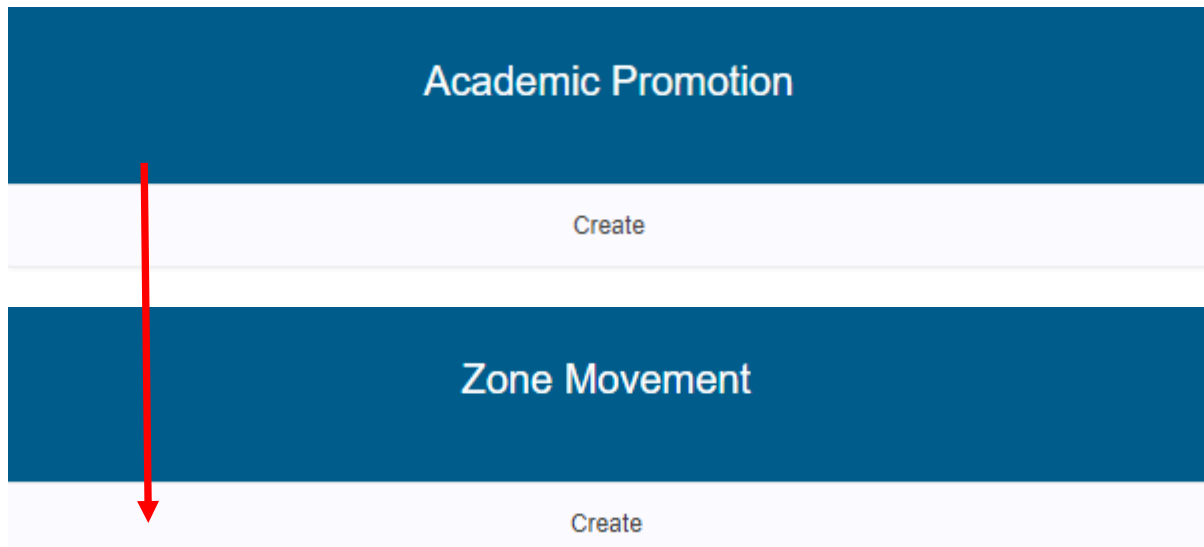


You are now ready to begin completing your application form.

Step 3 – Create a New Application Form

3.1 Choosing the Correct Form

Grade 6 - 9 staff making an application should choose the Academic Promotion link pictured first below. Professors applying for Zone Movement should choose the second link. **Only applications made through the portal will be accepted.**



For Grade 6 – 9 staff applying for Grade 7-Professor, the next screen should display the application forms.

PLEASE READ THE BELOW before making your selection.

Please Note: You should select from the drop down, the Grade you wish to apply for.

Select the grade you are applying for then click on a box to choose an Academic Promotion form

Please select the grade you are applying for

Grade 7-8

Grade 7-8

Grade 9

Professor


Reader

And then select the track, for this example we have used Reader.

Select the grade you are applying for then click on a box to choose an Academic Promotion form


Please select the grade you are applying for

Reader



Research & Teaching

Reader



Learning, Teaching & Scholarship

Reader

1 - 2

3.2 Choosing a Form if you have Multiple Appointments

If you have more than one appointment, you will have two options which you must first agree with your Head of People & OD:

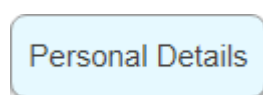
1. Select one form to cover all appointments.
2. Select a form for your substantive post, and then ask local POD team to request a Word version of the form for your secondary appointment(s)

You **must** discuss the best way to apply with your College Head of People & OD, prior to creating a form in the system.

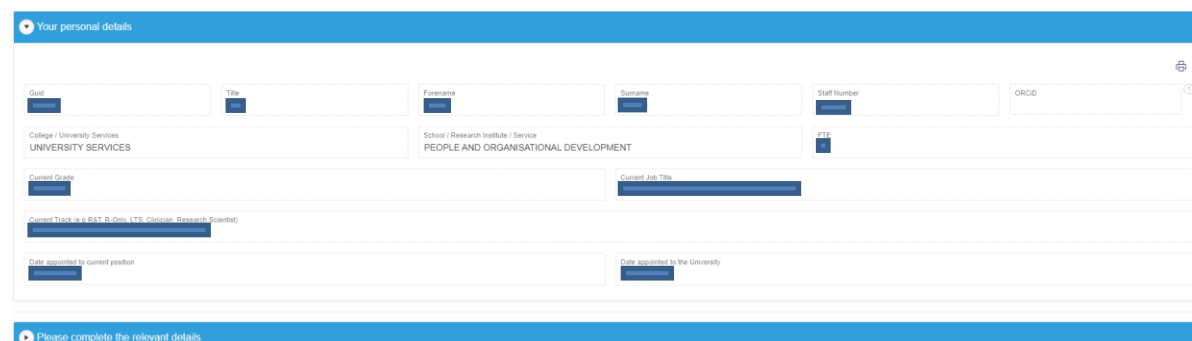
Check Your Details


The form you have selected will show on the top, please ensure the grade and track which you are applying for are **both** 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:

A screenshot of a web form titled "Your personal details" in a blue header bar. The form contains several input fields with pre-populated text. Fields include: "Gold" (University), "Title" (), "Forename" (), "Surname" (), "Staff Number" (), "ORCID" (), "College / University Services" (UNIVERSITY SERVICES), "School / Research Institute / Service" (PEOPLE AND ORGANISATIONAL DEVELOPMENT), "http" (), "Current Grade" (), "Current Job Title" (), "Current Track is a SST B-Plus (The Principal Research Scientist)", "Date appointed to current position" (), and "Date appointed to the University" (). A blue bar at the bottom of the form contains the text "Please complete the relevant details" with a question mark icon.

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



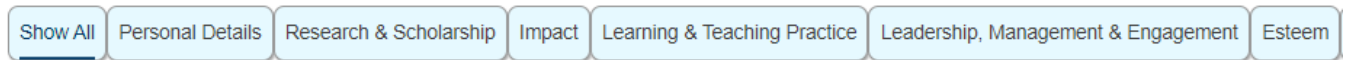
Click the  next to "Please complete the relevant details" to open the section, checking all information contained within is correct.

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

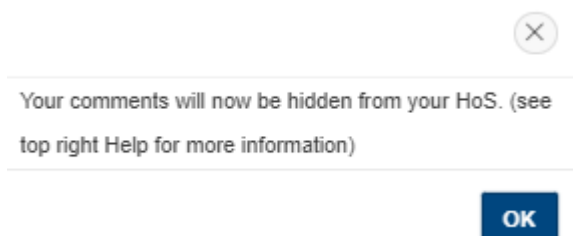
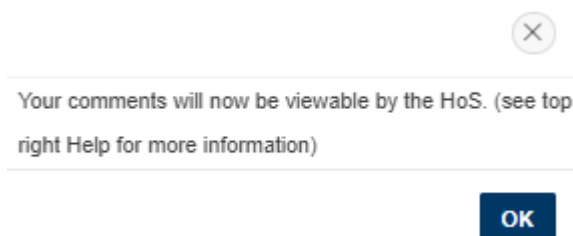
Once you have completed all sections you can click "Home" in the top right to navigate back to the homepage.

Navigating the Application 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.



The fourth button will default to show “Not Visible to HoS”. This means that while working on your application 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) the ‘Not visible to HoS’ box. When you click the box, depending on which option you have chosen the following dialogue boxes should appear:



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

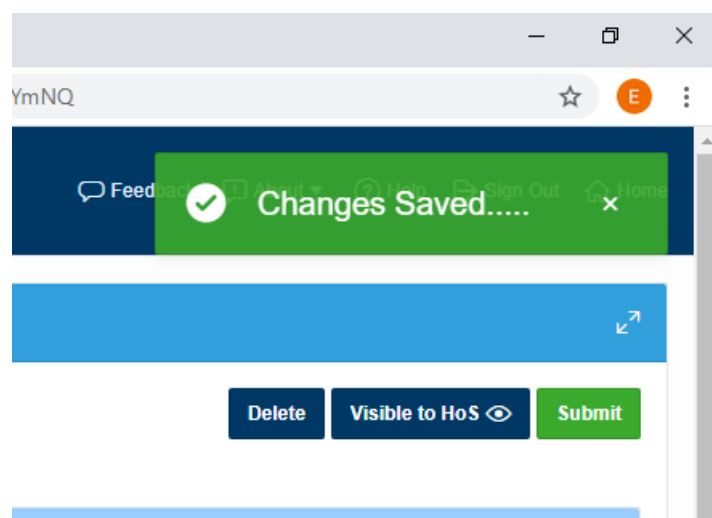
Completing Your Application Form


Though each form has different sections, each one will detail both the information required and the character / word limit allowed for each.

As you type the counter will change below.

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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. Even if you go above the character limit, the form should still auto-save, though you will not be able to submit the form until you have reduced the number of characters.

A screenshot of a web browser window. The address bar shows 'YmNQ'. A green notification box with a white checkmark and the text 'Changes Saved.....' is overlaid on the page. Below the notification, there is a blue header bar with a right-pointing arrow. Underneath, there are three buttons: 'Delete' (dark blue), 'Visible to HoS' (dark blue with an eye icon), and 'Submit' (green). The browser window has standard OS controls (minimize, maximize, close) and a star icon for bookmarks.

 Help

Further support for each section can be found by using 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. As in previous years you should complete the relevant information into the fields and the system will 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. As in previous years you should complete the relevant information into the fields and the system will 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  Help 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  Help at the top of the screen to log a query with the PPR team.

Generate a Copy of Your Application Form (Email/Print)

At any point either during the completion of your application or once your application has been submitted, you can obtain an editable Word format of your application 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 application to a trusted colleague/mentor prior to submitting to your HoS.

What Happens After I Submit?

Once you click “submit” your application 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 application.

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 application 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 application is fully submitted.

Delete

Not visible to HoS

Submit

You can then view the status of your application by clicking the box below:

Application Timeline

Your application status

As your application progresses through each stage, the timeline below will be updated.

Your application timeline		
	1. Launch of Academic Promotion and Zone Movement Round	Launched
	2. Deadline for Applications to be completed online	Waiting
	3. Application available to College Committees	Future
	4. College Promotion/Zone Movement Committees	Future
	5. Principal's Board of Review	Future
	6. Notified of final outcomes	Future
	7. Effective date of promotion/Zone Movement	Future

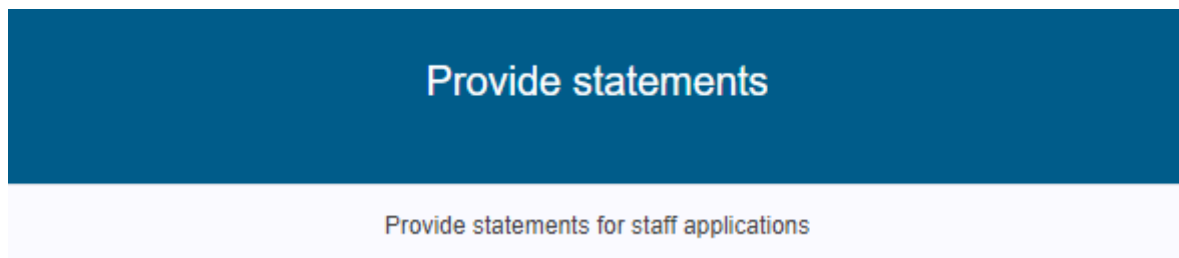
You can log in and check this at any time during the promotions / Zone Movement round.

Step 4 – Adding a Statement (for HoS)

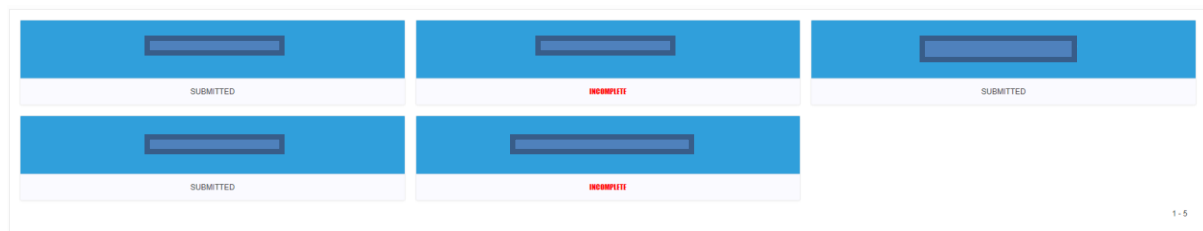
When a staff member from your area has completed their form, you will receive an e-mail prompt for you to log in and complete your statement. You may also log into the system at any point and view applications which have been made visible to you.

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

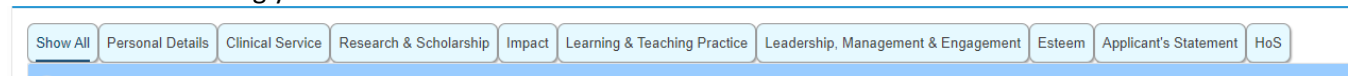
On the Academic Promotion homepage you should click the link below to see all applications for your area:



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



Clicking on the name of the staff member will open their full application, 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.

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 for the applicant, and that if you would like the applicant 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 applicants 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 grade/track in error, or simply want to start a fresh application please use the Delete option. Once you delete an application it will take you to the home page which will now display the Academic Promotion (Create) and Zone Movement (create) boxes where you can select another application. 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.

My Research Integrity Training record is incorrect, what do I do?

We are advised that the training should be completed once every three years so it is possible that your training may need refreshed. Please use this link to get information on how to complete it: [Research Integrity Training and Information Link](#).

If your training has been completed within the last three years please contact us via [Make an enquiry](#)

My PgCAP status is incorrect, what do I do?

The form will automatically populate your PgCAP status based on what is recorded in the People XD system. If this is incorrect, please use the 'Change PgCAP status' to log the correct status. Options and actions to be taken are shown below.

Complete – please upload certificate

Deferred – please add commentary in the box provided

Enrolled – this is when you have a confirmed place on PgCAP but have not commenced it yet. Please add commentary in the box provided

Exempt – please provide evidence of exemption (e.g. RET Fellow Certificate or this may be confirmation from the Academic and Digital Development team or HR-EDCP)

In progress – please add commentary in the box provided e.g. start date

Partial completion – please add commentary in the box provided

Withdrawn – please add commentary in the box provided

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.