Annex A 6.8

PERSONAL PROMOTION SCHEME
SUMMARY

Following the annual APDR round, your establishment will consider all staff and identify any potential cases for a Personal Promotion.
Following this, **your line manager** may discuss the submission of a Nomination with you.

If **you** think you have a case for Personal Promotion, you should meet with your line manager to discuss a Nomination

If your case is supported by your line manager

If your case is not supported by your line manager, and you wish to think about self-nomination, talk first with another more senior member of staff who is familiar with your work.

Complete a **Personal Promotion Nomination Form** and send to your HR Office

If you wish to self-nominate

Your local Personal Promotion Panel (PPP) meet to discuss your case and advise on the composition of your Promotion Interview panel (and **external referees** in the case of more senior staff)

You receive an invitation to attend an interview by a Promotion Interview Panel

The PPP meets to consider the recommendation of all interview panels. If you were nominated for promotion to Band F or below you can be notified at this stage

All nominations are viewed by and recommendations for promotion to Band G and above are ratified by the BBSRC Personal Promotion Panel.

<u>Successful at Interview</u>
You will be notified and receive a report on your nomination and suggestions for your future development

<u>Unsuccessful at Interview</u>
You will be notified and receive a report on your nomination and any suggestions for your future development.

Your promotion will be backdated to the annual deadline date for receipt of nominations.

You should carefully review any suggestions from the interview panel for your future development. If you are not satisfied with the outcome, you also have a right of appeal.