

FACULTY OF LIFE SCIENCES

GUIDELINES FOR PROLEPTIC APPOINTMENTS AND PERSONAL FELLOWSHIP REVIEW

Objective

The recipients of career development awards (referred to as Fellows for the purpose of this document) will be reviewed within the penultimate year of their Fellowship to establish whether they will be supported for further Fellowship applications and/or a proleptic (committed) post. Fellows to be reviewed include recipients of awards from Wellcome (CDA or Henry Dale), UKRI (e.g. MRC CDA or Early Investigator or BBSRC David Phillips or Early Investigator), Royal Society URF, CRUK, or ERC (starting grants covering full salary) and ad hoc equivalent fellowships. There may be other circumstances where the review process is applicable i.e. where a UCL Excellence Fellowship has been awarded.

This document is intended to provide guidance for managers and establish a fair and transparent set of principles to be followed across the Faculty to ensure consistency of treatment for staff. It is not intended to provide a full explanation of the support for individual career development that may be available.

Review criteria

The Fellow will be assessed on research excellence, contributions to teaching and contributions to Division and, if applicable, Faculty activities commensurate with a similar level of permanent academic appointment (Lecturer, Associate Professor (formally Senior Lecturer and Reader) or Professor) for the same number of years as the fellowship award has been active in accordance with the criteria on the HR website http://www.ucl.ac.uk/hr/docs/proms/academic_criteria.php. It will be recognised that the balance of effort has been on research relative to teaching, consistent with the research career track that our Fellowship holders are on. As specified below, the review will be judged on departmental response to a research talk, letters of support and presentation by the Fellow to a review panel.

Potential outcomes

If Fellowship renewal is possible (e.g. Royal Society URF)

- 1) Support for renewal - if renewal application is successful then the Fellow can expect a proleptic post from the Division.
- 2) Support for renewal - there is no expectation of a proleptic post at the current time. A further assessment could be made at a future date dependent on performance.
- 3) The Division does not support renewal at UCL and arrangements will be made to support the individual to apply for other posts.

If Fellowship renewal is not possible (e.g. BBSRC, NERC, MRC CDA, ERC early stage, Wellcome Henry Dale)

- 1) Support for another Fellowship or grant application typically requesting full salary. If the application is successful, then the Fellow can expect a proleptic post from the Division with the expectation that the Fellow will continue to apply for salary support under appropriate schemes.
- 2) Support for another Fellowship. There is no expectation of a proleptic post at the current time. A further assessment could be made at a future date dependent on performance.
- 3) The Division does not support application for another Fellowship at UCL.

In **exceptional** circumstances the Division may offer a proleptic post whether or not applications for other awards are successful. In such cases the offer is only valid if further award applications are made. If unsuccessful in obtaining a fellowship for salary support the postholder would be expected to obtain external funding to support research efforts within two years of the proleptic appointment commencing.

In all cases the Division will mentor and support Fellowship holders in the preparation of further applications, or in finding another position at a different institution and in considering contingency plans for unsuccessful applications.

It is noted that any proleptic appointment is subject to continued appraisal and review according to the expectations for that academic post, and performance in line with the expectations set out in the UCL Academic Career Framework.

Review procedure

- 1) All fellows must have satisfactory and up-to-date appraisals.

- 2) It is expected that the Fellow will have given a research seminar to the home Research Department (or Division) and the HoRD* (or equivalent) will solicit evaluations from Research Department academic staff as to the suitability of the Fellowship holder progressing to a committed post. If no recent seminar has taken place it is expected that the HoRD (or equivalent) should arrange one.
- 3) The Fellowship holder will be expected to provide the names of three referees consistent with an application for a Lectureship. The HoRD (or equivalent) can ask for further references if they deem this to be necessary.
- 4) **In line with the Life & Medical Sciences (LMS) policy on academic recruitment at Grade 8 Lecturer and Grade 9 Associate Professor**, the candidate will be reviewed by an appropriately constituted panel in line with the LMS policy. The panel will be appointed by the Divisional Director in consultation with the FLS Dean, and if appropriate the Fellow's Head of Research Department (or equivalent).
- 5) If the level of the proleptic appointment to be offered is at grade 10 Professor level, the panel must be constituted according to the formal UCL policy for appointments at this level, in line with the UCL statutes, and Academic Services must be involved. The Provost, via Academic Services, is required to sign off the panel membership before it is constituted, and the outcome must also be reported to Academic Services.

Review panel format

- 1) The Fellow will be asked to make a short presentation** (about 20-25 minutes) about their major research achievements, plans for future research including funding, contribution to departmental teaching and training, and vision for long term scientific goals.
- 2) The panel will then interview the Fellow.
- 3) The Fellow will withdraw, and the panel will recommend a decision to the Director based on the interview, letters and the feedback from the Research Department seminar.
- 4) The Director will inform the Dean and Faculty Director of Operations of the Divisional decision and request Faculty approval.
- 5) If approved, the formal letter offering a proleptic appointment will be generated by the Faculty Office.
- 6) The Director will then communicate the decision informally to the Fellow and the formal decision will follow.

Grade/pay review on award of a Fellowship

Regrading and/or the award of one or more additional increments are not automatic but part of the regular FLS grade and pay review processes for research and teaching posts. Applications for grade review/additional increments may be submitted once it's known whether the full fellowship application is successful. The success of such applications is dependent on the applicant being able to demonstrate they have met the criteria not whether the fellowship has been costed at a higher grade or spine point.

As fellowships may be awarded at any time FLS will exceptionally consider these cases outside the annual process however it's anticipated that most will fall within the usual timeframe. If considered outside the usual timeframe applications will be reviewed by the FLS panel (by email) and it is expected that the Divisional level panel as last constituted (not just Director and respective HoRD) also considers and supports the regrade/increment prior to it being considered by the Faculty panel.

May 2021

* Head of Research Department

** Presentation Guidance

Seven slides in interview format (no animation but films permitted if critical for demonstrating a point)

Slide 1: CV and professional history

Slide 2: Background to research area

Slides 3 & 4: Major research accomplishments during fellowship

Slide 5: Plans for future fellowship application

Slide 6: Vision for long term scientific goals

Slide 7: Contributions to the Division during fellowship