



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

## RE-GRADING APPEALS POLICY & PROCEDURES

<b>Rev</b>	<b>Date</b>	<b>Purpose of Issue/Description of Change</b>		<b>Review Date</b>
1.	2022	Appeal process for Interim promotion round 2022		N/A
2	2024	Cosmetic changes made – for example updating terminology		N/A
3.				
<b>Policy officer</b>		<b>Senior Responsible Officer</b>	<b>Approved By and Date</b>	<b>Equality Impact Assessed and date</b>
Louise Shipton		Tracy Hibbert		

## **Purpose of the Policy**

Individuals who are unsuccessful in their application for re-grading may appeal against the outcome, on procedural grounds, and request a review.

## **Scope**

These procedures apply to all staff who have applied for re-grading and aim to ensure that all members of staff have the opportunity to appeal against an unsuccessful application where they consider their application has been disadvantaged as a result of failures on procedural grounds.

## **Responsibility**

It is the responsibility of the Chief People Officer, reporting to the Equality, Diversity, Inclusion (EDI) and Wellbeing Committee to implement, monitor and review this Policy across the University.

PVC / Head of College, Heads of School, and Directors of Professional Services are responsible for the implementation of the Policy within Colleges and Professional Services.

## **Core Principles**

- Staff who can demonstrate that their application has been disadvantaged, on procedural grounds, may appeal against the initial decision.
- The University will operate a fair decision-making process to resolve the appeals of staff.

# **PROCEDURE FOR RE-GRADING APPEALS**

## **1. TIMESCALE**

Individuals requesting an appeal must submit their case to Human Resources within 4 weeks of receiving the outcome

## **2. GROUNDS FOR APPEAL**

Individuals will only be able to appeal if they believe that:

- The agreed procedure for the consideration of re-grading applications has not been applied correctly.

## **3. APPLICATION PROCEDURE**

In requesting a review, the appellant must provide a statement clearly highlighting the areas of the agreed re-grading procedures which they believe have not been applied correctly to their case, together with details as to why they believe this to be the case.

No new evidence, beyond procedural grounds, may be submitted as part of the appeal.

## **4. PANEL**

The gender balance on Panels should be as close to 50% male and 50% female as reasonably possible.

The Appeals Panel will be serviced by a Human Resources Officer and assisted by a trained role analyst. The panel will normally consist of the following, appropriate, members:

- An independent Chair (lay member of Council, or an alternative agreed Chair)
- 1 appropriate Management representative
- 1 Trades Union representative

Note: Panel members will not consist of any individuals who formed the Verification Panel

The Appeals Panel will not attempt to appraise the professional judgement of the Verification Panel but will consider whether the agreed re-grading procedures have been applied correctly.

The Appeals Panel will not consider any new evidence presented by the appellant beyond procedural grounds.

## **5. NOTIFICATION OF OUTCOME/FEEDBACK**

Human Resources will write to inform applicants of the outcome of their case.

If the appeal is upheld your case will be referred to the initial panel who will assess the impact of the reason for the decision on the initial re-grading outcome.

## **6. DATA PROTECTION**

All background papers and reports on promotion applications will be kept centrally within Human Resources, following General Data Protection Regulations.

## RE-GRADING APPEALS - PROCESS FLOWCHART

