**Pro-forma for Professorial Banding Self-Assessment**

**Updated: December 2021**

**This form can be used as template**

# STRICTLY CONFIDENTIAL

## **Pro-forma for Professorial Banding Self-Assessment**

This information will be shared with the Head of School/Department, Faculty Committee and University Committee to support the Professorial Banding Review. This information will also be retained and stored confidentially and securely by the Faculty and HR for the purposes of recording information relating to the Professorial Banding Review.

**Please, therefore, ensure that all the information you wish to submit is included within this form and this is your final version before you submit the form.**

The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. The self-assessment process will operate fairly and with due regard to the Equality Act 2010 and to the protected characteristics detailed within the Act.

Please ensure that all sections of the form are filled out, with all the relevant details you wish to share in support of the self-assessment.

**All information relating to personal circumstances disclosed in this pro-forma is encouraged and will remain confidential. It will be used to ensure that the recognition of impact of personal characteristics and circumstances is considered, to enable fair and equitable consideration of all individuals to support the process.**

### **SECTION A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** | | | **School/Department:** | | | |
| **Current post and job title:** | | | | | | |
| **Current indicative band outcome (please circle):** | | | | | | |
| **A** | | **B** | | **C** | | **D** |
| **Based on the information you have provided within this form, and within your CV against the criteria contained within the Level 7 Academic Framework, please indicate which band you feel you should be placed in (please circle):** | | | | | | |
| **A** | **B** | | **C** | | **D** | |
| **CV attached                   (  )** | | | | | | |
| **Primary focus of your role (please tick):**   * **Teaching & Curriculum Leadership ( )** * **Research & Teaching ( )** * **Research ( )** | | | | | | |
| **Do you have a teaching qualification that is recognised by HESA?**   * **Yes ( )** * **No ( )** | | | | | | |
| **Do you have membership of Advance HE (formerly HEA – Higher Education Academy?)**   * **Yes ( )** * **No ( )**   **Please state details and level of membership (free text):** | | | | | | |

### **SECTION B**

1. The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. Please provide any further information you feel is relevant to support your application and to provide further context, this may include, but not be limited to; unconventional career pathway1, contracts of less than 1.0 FTE (for part-time workers and/or clinical contracts), reasons for discontinuity in service and achievement for example owing to maternity, adoption, parental or carers leave, information relating to disability including incapacity that lasts more than six months, periods of absence due to ill health or injury, absences of more than six consecutive months (ie career breaks), special leave of absence (ie secondment to other organisations), impact of LGBTQ+ status on travel to countries with non-inclusive legal regimes and any other personal circumstances including circumstances which may restrict your opportunities for travel for work.

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1. The Faculty and University Committees recognise that Covid-19 has had a significant impact on the balance and focus of activities since early 2020. Please outline any impact on research, teaching and learning, and academic service and good citizenship in relation to the Covid-19 pandemic. Example impacts may include additional caring responsibilities, impact on health and wellbeing, changes to role emphasis/priorities, impact on teaching delivery and knowledge exchange activities**(no more than 200 words).**

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1. The Professorial Banding Review will not only seek evidence of a distinguished, internationally recognised level of excellence in either research and scholarship or teaching and curriculum leadership, but will also seek evidence of a high quality of contribution in the remaining areas of activity relevant to the focus of your role. Please, therefore, describe your contribution in the areas below, as appropriate, against the core and indicative criteria within the Academic Framework for the band you have indicated you feel you should be placed in **(no more than 300 words for each section).**

|  |  |
| --- | --- |
| **Research and Scholarship** |  |
| **Teaching and Curriculum Leadership** |  |
| **University and academic service and good citizenship *(whether by offering eg leadership, management, administration, collegiality, knowledge exchange or pastoral care within the University, or by engaging on behalf of the University with the wider community)*** |  |
| **Knowledge exchange** |  |

4. Please comment on how you demonstrate the University’s values of inclusivity, ambition, openness, fairness and respect in your work. Enter word count ( /100)

5. Please describe in what ways you have contributed towards the successful achievement of your School/Department’s aims and objectives and that of the overall success of the University **(no more than 200 words).**

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