Strictly confidential

# Academic Promotion Application Form

All information within this application will be treated as confidential. Information relating to personal circumstances disclosed in this application form and the appropriate mitigation will only be used to recognise and consider the impact personal circumstances may have on career progression. This is to enable fair and equitable consideration of all candidates at all stages of the promotion process.

For support with completing this application form, please see the Guidance for Completing the Academic Promotion Application Form. The documents referenced in this form can all be found on the [Academic Promotion webpages](https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/promotion/index.aspx).

## **Section A: Personal details**

Applicant to fill in (and tick where applicable) all relevant boxes in section A.

**A1. Name:** Click or tap here to enter text.

**A2. School/Department:** Click or tap here to enter text.

**A3. Current post and job title:** Click or tap here to enter text.

**A4. Commencement date of present appointment:** Click or tap here to enter text.

**A5. Current job family level:** Click or tap here to enter text.

**A6. Requested job family level:** Click or tap here to enter text.

**A7. Career pathway:** Please note this application is for a promotion within the same career pathway as your current contract. For more information about changing career pathways see the process on the [R&T Career Change Pathway webpage.](https://www.nottingham.ac.uk/hr/guidesandsupport/jobfamilies/rt-career-change-pathway/rt-career-change-pathway.aspx)

Please tick the correct box indicating your career pathway:

Research & Teaching [ ]

Teaching & Curriculum Leadership [ ]

Research [ ]

**A8. Teaching requirements:**

**Please note:** This section is only relevant to applicants in the Research & Teaching and Teaching & Curriculum Leadership career pathways. For further details please refer to the University Requirements for Teaching-Related Posts Guidelines.

Please tick to confirm you meet the teaching requirements for your current role as specified in the University Requirements for Teaching-Related Posts Guidelines: [ ]

## **Section B: Context of the application**

**B1. Mitigating circumstances**

If there are mitigating circumstances that have impacted on you meeting the criteria, please complete the table below. Please ensure you have read the guidance on how to complete this section and that mitigation has been discussed and agreed with your line manager/Head of School/Department and relevant HR Business Partner as appropriate. This process must be followed in order for mitigation to be considered by the relevant Promotion Committee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria under which adjustment is being requested** | **Brief description of mitigation (please read guidance regarding disclosing sensitive information)** | **Impact of mitigation**  | **Adjustment being requested against criteria** | **Confirmation of discussion and agreement with Line Manager/****Head of School/Department (name)** |
|  |  |  |  |  |

**B2. Previous unsuccessful applications**

If you have previously applied for promotion to this level and were unsuccessful, please indicate the year you applied:

Click or tap here to enter text.

Please copy and paste below the feedback you received from the Faculty/University Promotion Committee relating to your unsuccessful application and summarise how you have now met all feedback points.

Click or tap here to enter text.

Please note that the feedback you provide may be cross checked against our HR records.

## **Section C: Contribution, attainment and impact**

**C1.** Please provide a brief summary of your high level of **contribution, attainment and impact** against the Academic Promotion Criteria in the table below. **(No more than 600 words in total**)

|  |  |
| --- | --- |
| **Category** | **Please include evidence below:** |
| **University and Academic Service and Good Citizenship** (including EDI, Civic and Global Engagement) |  |
| **Teaching and Curriculum Leadership**  |  |
| **Research and Knowledge Exchange** |  |

Please enter word count for the above section: Click or tap here to enter text.

## **C2. Please list career history in reverse chronological order:**

Click or tap here to enter text.

## **C3. Please include the date, title, subject, class and awarding body of all qualifications:**

Click or tap here to enter text.

## **C4. Please include a dated list of all honours and distinctions in reverse chronological order:**

Click or tap here to enter text.

**In the following sections (D-F) please focus on providing evidence of operating at the level of promotion applied for rather than listing all achievements in your career. Evidence of the impact of your work should be articulated clearly throughout.**

## **Section D: Core expectations: University and academic service, good citizenship and the University values**

## **D1. School/Department responsibilities:**

Click or tap here to enter text.

## **D2. University Committee responsibilities:**

## Click or tap here to enter text.

## **D3. Continuous professional development:**

Click or tap here to enter text.

## **D4. Activities in support of advancing our Equality, Diversity and Inclusion work:**

##  Click or tap here to enter text.

## **D5. Activities in support of Civic and Global engagement, including the overseas campuses:**

## Click or tap here to enter text.

## **D6. Academic and professional activities outside of the University:**

## Click or tap here to enter text.

### **Section E: Teaching and curriculum leadership**

## **E1. Contribution to teaching quality and innovation:**

## Click or tap here to enter text.

## **E2. Contribution to the advancement of curriculum innovation and leadership:**

Click or tap here to enter text.

## **E3. Publications related to teaching/scholarship or alternative indicators of esteem in teaching and learning:**

## **Click or tap here to enter text.**

### **Section F: Research and knowledge exchange**

## **F1. Research grants:**

Click or tap here to enter text.

## **F2. Postgraduate supervision. Please list students supervised and indicate completion rates:**

Click or tap here to enter text.

## **F3. Research outputs (outputs in relation to teaching and learning should be listed under section E):**

Click or tap here to enter text.

## **F4. Indicators of esteem including external prizes, invitations to address conferences,**

##  **consultations etc:**

Click or tap here to enter text.

## **F5. Inventions, patents and commercial exploitation of research:**

Click or tap here to enter text.

## **F6. Engaging with business/external communities (knowledge exchange):**

Click or tap here to enter text.

### **Section G: External adviser (promotion to level 7 only)**

If you are applying for promotion to level 4-6, please leave this section blank.

All level 7 applicants must personally nominate one external adviser and are asked to complete the details below. Please read the Guidance for Completing the Academic Promotion Application Form for information on who you may nominate as an external adviser.

The external adviser nominated by the applicant should be contacted informally by the applicant to gain their agreement to act in this capacity prior to the applicant submitting their application for promotion.

**G1. Please tick to confirm that your nominated external adviser has agreed to act in this**

 **capacity:** [ ]

**G2. Name:** Click or tap here to enter text.

**G3. Job title:** Click or tap here to enter text.

**G4. Contact address (including telephone number, fax, and email address if know):**

Click or tap here to enter text.

**G5. Please give details of any declared interest:**

Click or tap here to enter text.

## **Declaration**

Please tick this box to confirm that the information provided in this Academic Promotion Application Form is accurate to your best knowledge:[ ]

**Please note:**

This information on this application form will be shared with the Head of School/Department and relevant Promotion Committee to assess your application. This information will also be retained and stored confidentially and securely by the faculty for the purposes of recording submitted promotion applications.

The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. The promotion 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 your promotion application.