Strictly confidential

# Academic Promotion - Head of School/Department Statement

To be completed by the Head of School/Department and if the applicant is from UNMC or UNNC, this statement should be completed by the most relevant person within the overseas Division/School. Please complete this statement against the Academic Promotion Criteria. The documents referenced in this pro-forma can all be found on the [Academic Promotion web pages](https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/promotion/index.aspx).

## **Section A: Applicant details**

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

**A2. Pathway and level applied for:** Click or tap here to enter text.

## **Section B: Mitigating circumstances**

Please tick the boxes which confirm the most suitable statements for the relevant promotion application. If a section does not apply, N/A should be included in the relevant box(es).

For more information about mitigating circumstances and requested adjustments, please see the Academic Promotion Guidance.

**B1. Is the applicant requesting any mitigation in relation to the Academic Promotion Criteria?**

(If yes, please answer B2, if no, please move to section C).

Yes

No

**B2. If the applicant has requested adjustments based on their mitigating circumstances, do you approve the adjustments as described in the application form?**

If no, the mitigation request cannot be considered at the Promotion Committee. Please contact the applicant and your HR Business Partner to resolve this.

Yes

No

**Section C: Application support**

**C1. Do you corroborate all the information provided in the application form?**

By answering yes, you are stating that all the information provided by the applicant, in their application form is correct to your best knowledge.

Yes

No

If no, briefly provide information below (Head of School/Department or line manager should attempt to address this issue with the applicant ahead of submission and should only complete this section if resolution cannot be found locally):

Click or tap here to enter text.

**C2. Does the applicant demonstrate the University’s values of inclusivity, ambition, openness, fairness, and respect in their work?**

**Yes**

**No**

If no, briefly provide information with supporting evidence below:

Click or tap here to enter text.

**C3. Please include comments in support of this application (or not) in relation to the Academic Promotion Criteria for the applicant below: (300 words max)**

Click or tap here to enter text.

## **Section D: Head of School/Department details**

**Please complete the below to confirm the details in this statement are true to your best knowledge.**

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

**Job Title:** Click or tap here to enter text.

**School:** Click or tap here to enter text.

**Faculty:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

Please send a copy of this completed statement to the applicant and copy in [BR-HR-Promotions@exmail.nottingham.ac.uk](mailto:BR-HR-Promotions@exmail.nottingham.ac.uk) by the deadline set.