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 by the deadline set.