Academic Promotion Application Form – Non Professorial

This should be completed by the member of staff who is applying for promotion with comments from the Head of Department, and **submitted with an up-to-date CV** in the approved style (available on the Academic Processes webpage) to the Academic Processes Team in Human Resources.

Prior to completion of this document, please read the document providing details on criteria and evidence and the standards matrix.

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| Name of Employee  |  | Department |  |
| Current Appointment |  | Level of Promotion applying for? |  |
| FTE |  | Career track (R&T- T-focussed, R-focussed) |  |
| Previous appointments held at University of Warwick (please indicate if any of these appointments were part time) |  |
| Please detail any significant periods of leave (e.g. parental, sickness) |  |

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| **Special Circumstances (Optional and will only be used to support a case for promotion)** |
| *Given the exceptional circumstances associated with the pandemic and the prolonged period of working from home, those applicants who believe that their promotions preparations were materially affected (even after allowing for the change in timescales) are invited to comment below on the impact of contextual factors on their case using a maximum of 300 words.* |

Please summarise achievements in the following areas of activity:

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| **Research and Scholarship** |
| **Minimum threshold requirement for the level of promotion for which you are applying:** |
| **Score which you believe your experience demonstrates:** |
| *Please submit a written summary of your achievements below, using a maximum of 600 words* |

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| **Teaching and Learning** |
| **Minimum threshold requirement for the level of promotion for which you are applying:** |
| **Score which you believe your experience demonstrates:** |
| *Please submit a written summary of your achievements below, using a maximum of 600 words.* |

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| **Impact, Outreach and Engagement** |
| **Minimum threshold requirement for the level of promotion for which you are applying:** |
| **Score which you believe your experience demonstrates:** |
| *Please submit a written summary of your achievements below, using a maximum of 300 words* |

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| **Collegiality, Leadership, Management** |
| **Minimum threshold requirement for the level of promotion for which you are applying:** |
| **Score which you believe your experience demonstrates:** |
| *Please submit a written summary of your achievements below, using a maximum of 300 words* |

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| Minimum score required |  | Total Score*Please add your scores from each of the four areas* |  |

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| **Recommendation from Head of Department (this should include detailed comments on each of the four areas of activity outlined above and a statement about whether or not the claimed score is agreed.)** |
|  ***Please indicate below whether you think the applicant has met the level associated with the score they are claiming (either by stating y/n or repeating the claimed score)***

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| Research and Scholarship |  | Teaching and Learning |  |
| Impact, Outreach and Engagement |  | Collegiality, Leadership, Management |  |

**Please provide comments on each of the areas of activity:**Research and ScholarshipTeaching and Learning (please have the Teaching Profile available should the Committee wish to see it) Impact, Outreach and EngagementCollegiality, Leadership, Management |

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| Signed |  | Date |  |
| Print Name |  |  |

**To be signed by the member of staff applying for promotion**

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| --- | --- | --- | --- |
| Signed |  | Date |  |
| Print Name |  |  |

Please tick the box to confirm that you agree to your name being published if your application is
successful:
 **Please alert Academic Processes to any changes in your current role.**

**Reference Checklist**

Please refer to the guidelines for information relating to referees, and then complete the following table.

Applicants should be aware that personal details from their application form and CV will be shared with referees.:

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| **Referees name and contact details (include email address)** | **Summary on the standing and relevance of referee** | **Relationship to candidate (if none, please write n/a)** |
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