|  |  |
| --- | --- |
| **Promotion up to Senior Lecturer / Senior Research Fellow** |  |

**Application case form for Promotion up to Senior Lecturer / Senior Research Fellow (to accompany CV)**

The applicant details and [Section 1](#Section1) of this form should be completed by candidates seeking promotion under the [University’s Procedure for Promotion up to Senior Lecturer / Senior Research Fellow](http://www.bristol.ac.uk/media-library/sites/hr/documents/academic-progression/procedure-sl-srf.pdf) using the [Academic Promotions Framework](http://www.bristol.ac.uk/media-library/sites/hr/documents/academic-progression/framework-sl-srf.pdf) and submitted together with their CV to the Head of School.

**Note**: Please ensure that you use the correct option for Section 1.2:

* **Section 1.2a** is for promotion to level b (Senior Research Associate or Lecturer)
* **Section 1.2b** is for promotion to level c (Lecturer or Research Fellow) or d1 (Senior Lecturer or Senior Research Fellow)

Please refer to the [CV Standards](http://www.bristol.ac.uk/hr/policies/promotion/cv.html) for further information regarding the required length and format of CVs for this promotion process. [Section 2](#Section2) is to be signed off by the Head of School following input from other appropriate academic colleagues, which will normally include the applicant’s line manager. The Head of School then submits their recommendation to the Dean to make a final decision with the Faculty Head of HR Business Partnering in [Section 3](#Section3). Deadlines for completing each section are included in the procedure.

|  |
| --- |
| **APPLICANT DETAILS** |
| Name: |  |
| School: |  |
| Faculty: | Choose an item. |
| Start date on current role profile level: | Click or tap to enter a date. |
| Current job title: | Choose an item. |
| Current pathway: | Choose an item. |
| Current role profile level / pay grade: | Choose an item. |
| Level of promotion sought: | Choose an item. |

|  |
| --- |
| **SECTION 1 – APPLICATION BY THE CANDIDATE** |
| **1.1 Personal statement**Please use the following space to set out your personal case in support of your application. It is intended to be a brief personal narrative summary that sets up the more detailed evidence in the following section. There is no fixed format, but it could follow these prompts (usually written in the first person):* Introduce yourself
* Summarise what is distinctive about your work
* Highlight the significance and impact of your work

Please include any equality factors in Section 1.3.***Please note that there is a limit of 200 words (the row is sized accordingly).*** |
| Click or tap here to enter text. |
|  |
| **1.2 a Evidence against the framework (for promotion to level b)**Please provide a narrative summary of your case beneath with reference to the [Academic Promotions Framework](http://www.bristol.ac.uk/media-library/sites/hr/documents/academic-progression/framework-sl-srf.pdf) for guidance on completing Part 1 and Part 2. The focus should be on the quality of your contribution over the quantity of activity. You may refer to your CV for what you have done and achieved, but this is the opportunity to highlight what has happened as a result. Please write in the first person.***Please note that the combination of Part 1 and Part 2 should be no longer than one side of A4.*** |
| **Part 1 – Developing as an academic**Click or tap here to enter text. |
| **Part 2 – Making an impact**Click or tap here to enter text. |
|  |
| **1.2 b Evidence against selected criteria (for promotion to level c or d1)**Please include evidence against the required criteria as described in the [Academic Promotions Framework](http://www.bristol.ac.uk/media-library/sites/hr/documents/academic-progression/framework-sl-srf.pdf). Note that **only the required number of criteria will be assessed**: nine from 15 for promotion to Lecturer / Research Fellow at level c and 10 from 15 for promotion to Senior Lecturer / Senior Research Fellow at level d1.Please use the drop-down menus provided below to select the criterion and whether it is core or additional as appropriate. For each, please provide a narrative description of your contribution and the impact you have made. The focus should be on the quality of your contribution over the quantity of activity. You may refer to your CV for what you have done and achieved, but this is the opportunity to highlight what has happened as a result. If you have recently switched pathways, please provide evidence of your contribution from across your academic career. You should also ensure that you include any contextual information related to your discipline. Please write in the first person.***Please note that there is a limit of 150 words for each entry (the row is sized accordingly).*** |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Click or tap here to enter text. |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Click or tap here to enter text. |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Click or tap here to enter text. |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Click or tap here to enter text. |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Click or tap here to enter text. |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Click or tap here to enter text. |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Click or tap here to enter text. |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Click or tap here to enter text. |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Click or tap here to enter text. |
| **Select a criterion** | Select 'Core' or 'Additional' |
| Note that a 10th criterion is only required for promotion to level d1 |
|  |
| **1.3 Equality issues/individual circumstances:**Please include any equality issues/individual circumstances you may wish to bring to the attention of those considering your case and provide details of the impact that these have had on your academic output. This should include dates of any absence, any restrictions on ability to travel or network nationally or internationally, restrictions on working hours, details of any part-time working patterns, and any other factors impacting on the time available to undertake research and/or teaching and/or associated duties. These include any equality factors and/or the impact on your work due to Covid-19. |
| Click or tap here to enter text. |
| **1.4 CREATE requirement (Pathways 1 and 3 only):**Pathway 1 and Pathway 3 staff without a teaching in HE qualification and seeking promotion should achieve the following through the University’s [CREATE scheme](http://www.bristol.ac.uk/bilt/staff-development/) before applying:* Their HEA Fellowship or being working towards it for promotion to Lecturer (level c)
* Have fully completed their HEA Fellowship (including exam board results) for promotion to Senior Lecturer (level d1)

See the [Policy for staff participation in the CREATE scheme](http://www.bristol.ac.uk/hr/policies/create-policy/) for further information.Please confirm that you meet these criteria. [ ]  **Yes** [ ]  **No** ***Please use the space below for details of how you meet this requirement.*** |
| Click or tap here to enter text. |
| I have discussed this with my line manager and have their support:[ ]  **Yes** [ ]  **No** |
| **Candidate name:** |  |
| **Signed:** |  | **Date:** | Click or tap to enter a date. |
| [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email |
| **PEASE EMAIL THIS FORM, ALONG WITH YOUR CV, TO YOUR HEAD OF SCHOOL** |

DATA PROTECTION: Please note that your application will be treated with an appropriate level of confidentiality and handled in accordance with GDPR and the [Data Protection Act 2018](http://www.bris.ac.uk/secretary/dataprotection/resourcedocs.html) as detailed within the [staff fair processing notice](http://www.bristol.ac.uk/secretary/data-protection/policy/staff-processing-notice/). Your application form and/or CV will be made available only to those who need access to this information in order to fulfill their role in the promotion process.

|  |
| --- |
| **SECTION 2 – RECOMMENDATION BY HEAD OF SCHOOL / CENTRE** |
| **Do you recommend this candidate for promotion?** [ ]  **Yes** [ ]  **No** |
| **Have you considered any equality issues / individual circumstances provided by the candidate?**[ ]  **Yes** [ ]  **No** [ ]  **Not applicable** |
| **2.1 Overview of case**Please provide an evaluative overview of the candidate’s case for promotion, including a critical analysis of the candidate’s strengths and any areas for development. This should not come as a surprise to the candidate and have already been discussed with them as part of ongoing dialogue with their line manager. Any relevant subject-specific context should also be included here.***There is a suggested limit of 150 words (the row is sized accordingly).*** |
| Click or tap here to enter text. |
| **2.2 Rationale for recommendation**Please include the rationale for the recommendation in terms of the four broad Categories as described in the [Academic Promotions Framework](http://www.bristol.ac.uk/media-library/sites/hr/documents/academic-progression/framework-sl-srf.pdf), drawing on the views of others where necessary. Please provide details of how the impact of any equality issues or individual circumstances provided by the candidate were considered.***There is a suggested limit of 100 words for each category (the row is sized accordingly).*** |
| **Research** |
| Click or tap here to enter text. |
| **Education** |
| Click or tap here to enter text. |
| **Engagement & Impact** |
| Click or tap here to enter text. |
| **Leadership & Citizenship** |
| Click or tap here to enter text. |
| **2.3 Any other comments** (including if also considering a change in contract to allow promotion)Please use this space to provide any further relevant information not included above. For example, if this promotion process is also being used to change the applicant’s contractual status to enable promotion, please indicate below.**Does this application also include a case-form for changing contractual status to enable promotion?**[ ]  **Yes** [ ]  **No** |
| Click or tap here to enter text. |
| **2.4 Input from academic colleagues** On receiving the application, you may consult with or delegate parts of this form to appropriate academic colleagues, which will normally include the applicant’s line manager. The number of people might vary depending on the size of your school, but between three and five is usually sufficient. If you have consulted or delegated to anyone, please provide their names below. |
| Name: |  |
| Position: |  |
| Name: |  |
| Position: |  |
| Name: |  |
| Position: |  |
| Name: |  |
| Position: |  |
| Name: |  |
| Position: |  |
| **Head of School name:** |  |
| **Signed:** |  | **Date:** | Click or tap to enter a date. |
| [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email |
| **PLEASE FORWARD THIS FORM TO YOUR FACULTY HR** [**EMPLOYEE SERVICES HUB ADVISER**](http://www.bristol.ac.uk/hr/contact/) |

|  |
| --- |
| **SECTION 3 – DECISION BY THE DEAN (to be included either here or on the meeting agenda)** |
| **Do you agree to the promotion of this candidate?** [ ]  **Yes** [ ]  **No** |
| **Have you considered any equality issues / individual circumstances provided by the candidate?**[ ]  **Yes** [ ]  **No** [ ]  **Not applicable** |
| **3.1 Rationale for decision**Please provide the rationale for your decision referring to the [Academic Promotions Framework](http://www.bristol.ac.uk/media-library/sites/hr/documents/academic-progression/framework-sl-srf.pdf) as appropriate and covering how any equality issues or individual circumstances provided by the candidate were considered.Please also include any specific feedback to be shared with the candidate (whether promotion is agreed or not), especially anything that will support their future career plans and any ongoing development. |
| Click or tap here to enter text. |
| **3.2 Any other comments**Please use this space to provide any further relevant information not included above. |
| Click or tap here to enter text. |
| **Name of Dean:** |  |
| **Signed:** |  | **Date:** | Click or tap to enter a date. |
| [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email |
| **Name of Head of HR Business Partnering:** |  |
| **Signed:** |  | **Date:** | Click or tap to enter a date. |
| [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email |
| **PLEASE FORWARD THIS FORM TO YOUR FACULTY HR** [**EMPLOYEE SERVICES HUB ADVISER**](http://www.bristol.ac.uk/hr/contact/) |