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**ACADEMIC PROMOTION**

**Application for Promotion Case Form (to accompany CV)**

This form should be completed by candidates seeking promotion to associate professor or professor under the [University’s Procedure for Promotion to Professor](http://www.bristol.ac.uk/hr/policies/promotion/index.html) and submitted together with their CV to the Head of School by the relevant annual deadline. 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 promotion purposes.

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| --- | --- |
| Name: |  |
| Current job title: |  |
| School: |  |
| Faculty\*: | Choose an item. |
| Level of promotion sought: | Choose an item. |
| Current pathway: | Choose an item. |
| Personal Job title sought if successful\*\*: |  |

*\* We will retain the six-faculty structure for 2024-25.*

*\*\* You should ensure that your proposed job title is consistent with the generic job titles in the University of Bristol’s* [Academic Career Pathway Framework](https://www.bristol.ac.uk/media-library/sites/hr/documents/academic-progression/diagram.pdf)*. Note that it is Professor of … and Associate Professor in …*

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| **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 to the committee * Summarise what is distinctive about your work * Highlight the significance and impact of your work   Please include any equality factors in Section 2. Note that only your personal statement along with your evidence against selected criteria in Section 3 below and your CV will be sent to any assessors.  ***Please note that there is a limit of 200 words (the row is sized accordingly).*** |
| Click or tap here to enter text. |

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| **2. Equality issues/individual circumstances:**  Please include any equality issues/individual circumstances you may wish to bring to the attention of the Committee 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.  **Please note that this information will not be shared with external assessors.** |
| Click or tap here to enter text. |

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| **3. Evidence against selected criteria:**  Please include evidence against 10 of the 15 criteria as described in the [Academic Promotions Framework](https://www.bristol.ac.uk/media-library/sites/hr/documents/academic-promotion/Academic%20Promotions%20Framework.pdf) and listed in full below. Promotion requires evidence that demonstrates excellence, i.e. performance that is qualitatively and decisively superior to satisfaction. Note that **only 10 criteria will be assessed** and so please only submit evidence against that many. Unless agreed otherwise with your Head of School, these will be the core criteria for your academic career pathway plus others of your choice and will include two that are outstanding, i.e. demonstrate performance that stands out from your peers.  Please use the drop-down menus and checkbox accordingly. 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. Note that the criteria can be in any order.  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).***  Please also tick your selected criteria in the summary table below for ease of reference. | | | |
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| **Research** | **Education** | **Engagement & Impact** | **Leadership & Citizenship** |
| R-1 | E-1 | EI-1 | LC-1 |
| R-2 | E-2 | EI-2 | LC-2 |
| R-3 | E-3 | EI-3 | LC-3 |
| R-4 | E-4 |  | LC-4 |
|  | | | |
| **Select a criterion** | | Core or additional? | Outstanding? |
| Click or tap here to enter text. | | | |
| **Select a criterion** | | Core or additional? | Outstanding? |
| Click or tap here to enter text. | | | |
| **Select a criterion** | | Core or additional? | Outstanding? |
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| **Select a criterion** | | Core or additional? | Outstanding? |
| Click or tap here to enter text. | | | |
| **Select a criterion** | | Core or additional? | Outstanding? |
| Click or tap here to enter text. | | | |

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| **4. CREATE requirement (Pathways 1 and 3 only):**  Pathway 1 and Pathway 3 staff, without a teaching in HE qualification and seeking promotion to Senior Lecturer or above should achieve and have been formally notified of their Fellowship (ratified outcome) through the University’s [CREATE scheme](http://www.bristol.ac.uk/bilt/staff-development/) before applying. 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. |

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| **5. Nominated independent assessors:**  Please include up to five nominations for independent assessors, which would normally exclude co-grant holders, co-authors (within the last 10 years), PhD supervisors, friends or collaborators. They will be reviewed by your Head of School and three plus two substitutes will be included in their Head of School Report for Faculty Promotions Committee (FPC). They may also consult with you.  ***Note:*** *Independent assessor reports will only be requested by FPC for cases to be referred to UPC to provide additional information for UPC to make a final decision.*  Assessors will be asked to provide an independent and critical assessment of your case and particularly those criteria where the impact is external to the University. In the past, they have been based on research for those on Pathway 1 and 2, and education and pedagogy for those on Pathway 3. You can choose your assessors based on this, but also select others if you think that there are specific criteria that they are well placed to assess.  The guidance for assessment of your research is that it will be for any evidence under Research (R-1 to R-4), Engagement & Impact (EI-1 to EI-3) and Leadership in your discipline (LC-2). All research assessors should be external to the University unless there are exceptional reasons (please include in your rationale). At least one external assessor should also be from outside of the UK.  The guidance for assessment of your contribution to education and pedagogy will be for any evidence under Education (E-1 to E-4), Engagement & Impact (EI-1 to EI-3) and Leadership in your discipline (LC-2). For promotion to Professor (level e), at least two of these should be external and for promotion to Associate Professor (level d2), at least one should be external. Where the context of teaching and learning is primarily a national one, there is no specific requirement for an international assessor unless this is appropriate and possible.  ***Note:*** *In addition to the criteria highlighted above, in your rationale please indicate if there are any specific criteria that you think this assessor is well placed to assess and why.* | | |
| **Assessor 1** | Name |  |
| Position |  |
| Email address |  |
| Telephone |  |
| Institution |  |
| *Rationale for this choice:*  Click or tap here to enter text. | | |
| **Assessor 2** | Name |  |
| Position |  |
| Email address |  |
| Telephone |  |
| Institution |  |
| *Rationale for this choice:*  Click or tap here to enter text. | | |
| **Assessor 3** | Name |  |
| Position |  |
| Email address |  |
| Telephone |  |
| Institution |  |
| *Rationale for this choice:*  Click or tap here to enter text. | | |
| **Assessor 4** | Name |  |
| Position |  |
| Email address |  |
| Telephone |  |
| Institution |  |
| *Rationale for this choice:*  Click or tap here to enter text. | | |
| **Assessor 5** | Name |  |
| Position |  |
| Email address |  |
| Telephone |  |
| Institution |  |
| *Rationale for this choice:*  Click or tap here to enter text. | | |

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| **Candidate Name:** |  | | |
| **Signed:** |  | **Date:** |  |
| Checking this box will be accepted instead of a signature if you are submitting this form via email | | | |

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| **PEASE FORWARD 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. This will include committee members and internal/external report providers.