**ACADEMIC PROMOTION**

**Head of School Report Form**

The purpose of the Head of School report is to provide an evaluative overview of the evidence provided by the candidate in their application form for members of the Faculty Promotions Committee (FPC). In particular, along with the School Contextual Report, it will be used by the two assigned presenters to draw out the strengths and weaknesses of the case for the committee. The report should be from the Head’s perspective wherever possible, drawing on input from others where appropriate. Nominations for independent assessors are also required for a possible further assessment of the candidate’s research and teaching contribution following FPC. They will only be requested by FPC for cases referred to University Promotion Committee (UPC) to provide additional information for UPC to make a final decision. The assessors should be nominated by the Head of School based on the assessors provided by the candidate in their application or after consultation with the candidate as necessary.

Please refer to [Head of School guidance](http://www.bristol.ac.uk/hr/policies/promotion/guidance-hos.html) before completing this report.

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

*\* We will retain the six-faculty structure for 2023-24.*

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| **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 discussions with you or their line manager. Any relevant subject-specific knowledge and context that is not already covered in the* [*School Contextual Report*](http://www.bris.ac.uk/hr/policies/promotion/context.doc) *should also be included here. For example, if there any variations from the core criteria defined by the candidate’s career pathway, please provide the reasons here.*  ***There is a suggested word limit of 200 words (the row is sized accordingly).*** |
| Click or tap here to enter text. |

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| **OVERVIEW OF CANDIDATE’S EVIDENCE:**  *Based on the threshold of Excellent or Outstanding (if selected by the candidate), please rate the evidence for all their selected criteria under each of the four Categories as described in the* [*Academic Promotions Framework*](https://www.bristol.ac.uk/media-library/sites/hr/documents/academic-promotion/framework.pdf)*, i.e. does it meet or not meet the threshold. To help Faculty Promotion Committee (FPC) members with their assessment, please also summarise your rationale for this evaluation. You may draw on the views of others where necessary.*  ***There is a suggested word limit of 150 words for each Category (the row is sized accordingly, but will expand if necessary).*** | |
| **Research** | **Does the evidence meet the threshold?** YesNo |
| Click or tap here to enter text. | |
| **Education** | **Does the evidence meet the threshold?** YesNo |
| Click or tap here to enter text. | |
| **Engagement & Impact** | **Does the evidence meet the threshold?** YesNo |
| Click or tap here to enter text. | |
| **Leadership & Citizenship** | **Does the evidence meet the threshold?** YesNo |
| Click or tap here to enter text. | |

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| **ANY OTHER RELEVANT INFORMATION:**  *Please use this space to provide any further relevant information not included above. This may include the Head of School’s assessment of the impact on the candidate’s performance of any personal circumstances that the candidate does not wish to disclose in their application.* |
| Click or tap here to enter text. |

**NOMINATED INDEPENDENT ASSESSORS**:

Please provide names and contact details for the nominated assessors below. Independent assessment is required for research (for those on Pathways 1 and 2) or contribution to education and pedagogy (for those on Pathway 3) or for specific criteria. All assessors should be nominated by the Head of School based on the assessors provided by the candidate in their application form (which might include assessors linked to specific criteria as well more generally under research or education) following consultation with the candidate as necessary. Please refer to the [Head of School Guidance](http://www.bristol.ac.uk/hr/policies/promotion/guidance-hos.html) for further information regarding the selection of assessors in [Section 6](https://www.bristol.ac.uk/hr/policies/promotion/guidance-hos.html#a6), e.g. all assessors for research on Pathways 1 and 2 must be external, whereas for Pathway 3 cases, at least two must be external for promotion to Professor and at least one for Associate Professor.

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| Assessor 1: | Name |  |
| Position |  |
| email address |  |
| Telephone |  |
| Institution |  |
| **Reason for choice:** *Please give brief information about the academic standing and achievements of the assessor, and your rationale for nominating them.* | | |
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| Assessor 2: | Name |  |
| Position |  |
| email address |  |
| Telephone |  |
| Institution |  |
| **Reason for choice:** *Please give brief information about the academic standing and achievements of the assessor, and your rationale for nominating them.* | | |
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| Assessor 3: | Name |  |
| Position |  |
| email address |  |
| Telephone |  |
| Institution |  |
| **Reason for choice:** *Please give brief information about the academic standing and achievements of the assessor, and your rationale for nominating them.* | | |
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***Substitute Nominated Assessors:***

*Please also provide details for two substitute external assessors*

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| *Substitute assessor 1:* | *Name* |  |
| *Position* |  |
| *email address* |  |
| *Telephone* |  |
| *Institution* |  |
| ***Reason for choice:*** *Please give brief information about the academic standing and achievements of the assessor, and your rationale for nominating them.* | | |
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| *Substitute assessor 2:* | *Name* |  |
| *Position* |  |
| *email address* |  |
| *Telephone* |  |
| *Institution* |  |
| ***Reason for choice:*** *Please give brief information about the academic standing and achievements of the assessor, and your rationale for nominating them.* | | |
| Click or tap here to enter text. | | |

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| If the candidate has registered an objection to the use of a particular assessor, please provide details below (and attach copies of any relevant correspondence to this form). |
| Click or tap here to enter text. |

**Internal assessment of teaching contribution (including those on Pathway 2 with evidence under any of the Education criteria):**

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| Assessor: | Name |  |
| Position |  |
| email address |  |
| Telephone |  |

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| **Head of School 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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| **PLEASE FORWARD THIS FORM TO YOUR FACULTY HR** [**EMPLOYEE SERVICES HUB ADVISER**](http://www.bristol.ac.uk/hr/contact/) |