**Human Resources**

Promotion application form

for academic staff grades 7-10

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| If you need a copy of this application form in an alternative format (e.g.large print), please contact the Promotions team on extension 35775 or email [promotions@leeds.ac.uk](mailto:promotions@leeds.ac.uk)  Before completing this form, please read through the promotions process, which can be found at on the HR website.  **Completing your form**  Please read through the criteria guidance which gives further details about each criteria and examples to guide you in the right direction.  All the promotion criteria can be found at <http://hr.leeds.ac.uk/promotion_criteria> and if you are applying for an academic promotion to grade 8, 9 or 10, your faculty’s local benchmarks will provide clarification of subject or discipline specific criteria.  Please complete sections 1 to 6 of the application form in black ink or type. If you have any personal circumstances[[1]](#footnote-1) that may have impacted on your work, please provide details by completing the personal circumstances statement (section 5).  **What to submit with your form**  With your application form, you should also submit:   * your CV, where you are applying for promotion to grade 8, 9 or 10. You can submit your own CV or the Academic CV (see related guidance and template); * for grade 10 applications, please provide the details of your referees in section 8.   Please do not submit any other documents to support your application unless your panel requests further information. Your panel will take into account any relevant evidence from your previous employment.  **The next stage**  When completed, please forward to your local HR team who will send it to your Head of School/Service for verification (section 7). |

**Section 1: Personal Details**

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| Staff number | | |  |
|  | | | | | | | |
| Title |  | | | Forename(s) |  | | |
| Surname | |  | | | | Known as: |  |
| Telephone number (work) | | | |  | | | |
| Email address (work) | | | |  | | | |
| School/Institute/Service | | | |  | | | |
| Faculty/Service | | | |  | | | |

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| Current job title |  | |
| Current grade and salary |  | |
| Current fte (e.g. 60%fte) |  | |
| If you work within another organisation, please give job title, name of organisation and your fte |  | |
| Date of appointment to current post |  | |
| Application for promotion to grade |  | |
| Please tick if you have applied for promotion in the last 12 months.  Normally, your application will not be considered if you have applied for promotion the last 12 months, please speak to your HR Manager or Officer before completing your application | |  |

**Section 2: Promotion details**

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| The criteria are split into routes and each route is divided into two sections - A and B. Please address all the criteria in section A of your chosen route and select the required number of criteria from section B.  Please tick which route you are applying for and state which criteria from section B you are evidencing.  **Example** | | |
|  | **Route** | **Section B criteria** |
| Grade 8 | Excellence in Research and Innovation | RIB2, RIB5, RIB6 |
|  | | |
|  | **Route** | **Section B criteria** |
| Grade 7 | Excellence in Research and Innovation |  |
| Excellence in Student Education |  |
| Grade 8 | Excellence in Research and Innovation |  |
| Excellence in Student Education |  |
| Grade 9 | Excellence in Research and Innovation |  |
| Excellence in Student Education |  |
| Grade 10 | Excellence in Research and Innovation |  |
| Excellence in Student Education |  |
| Excellence in Academic Leadership |  |

**Section 3: Principal outputs**

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| Please identify key publications (or other forms of recognised outputs) as your principal outputs. Individuals who are applying under Excellence in Student Education route should refer to the relevant guidance document and review the context for criterion SEA2.   * **For promotion to Grade 7**, please list **up to** **4** principal outputs * **For promotion to Grade 8 and 9**, please list **up to** **7** principal outputs * **For promotion to Grade 10**, please list **up to** **10** principal outputs.   Listed publications may be requested to support your application.  Where appropriate, please indicate where you are the principal author.  Note: cells will expand as you type. |
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**Section 4: Evidence summary**

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| Please use this space to describe how you meet the criteria that you are addressing. You can use evidence from your previous roles at the University and from those external to the University.  Please provide evidence for all the criteria in section A and for your chosen criteria in section B. You may find it easier to have each of the criteria as a heading and provide your evidence underneath each one. Your evidence can demonstrate more than one criterion and if you wish to combine two or more criteria and address these with a single answer please specify this.  Please limit your evidence to 6 sides of A4 (no more than 4000 words). |

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| **Evidence**  Note: cells will expand as you type. |
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**Section 5: Personal circumstances statement**

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| If there are any circumstances that have impacted on your work and you would like the panel to take these into consideration, please provide brief details below (including dates).  Examples of personal circumstances could include:   * Career break * Secondments to external organisations * Period(s) of reduced fte or flexible working * Carer (to dependent, family member or partner) * Disability, temporary or permanent * Absence(s) due to health or injury * Absence(s) due to maternity, paternity, shared parental leave or adoption leave.   Please note that your circumstances will be considered in relation to the quantity rather than the quality of your achievements. Please contact your HR Manager if you would like to discuss this.  Note: cells will expand as you type |
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**Section 6: Declaration**

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| Please tick to confirm that you have attached: | **✓** |
| For academic applications to 8, 9 or 10, your academic CV |  |

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| **Please tick to confirm that all the information contained in your application is true and accurate** |  |

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| Enter date that you sent your application to your HR team |  |

**Section 7: Verification – To be completed by your Head of School/Service**

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| You may wish to consult with other relevant people and with your HR Manager. You may also wish to confirm information relating to any workload model or other agreements, for example any agreement issues to prioritise specific area of activity for staff returning from career breaks or part-time staff.  Please refer to the verifiers’ guidance available on the HR website. | |
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| Please tick to confirm: | **✓** |
| that the criteria addressed by the applicant fit with the Faculty/School/Service strategy and are appropriate to the agreed role. |  |
| that you have considered the evidence provided about the activities currently being undertaken by the applicant and that to your knowledge they provide an accurate representation in the context of the requirements of the higher grade. |  |
| that you have ensured that the responsibility, autonomy and complexity of the role are reflected accurately throughout the application. |  |
| that any comments you have made on the application are clearly marked as your own and have been fed back to the applicant. |  |
| that the applicant operates in line with the University values and standards. If concerns have been raised, please speak to your Faculty/Service HR Manager. |  |
| that for academic grade 10 applications you have provided the names and contact details for six referees (for applicants applying under the Excellence in Academic Leadership route, one of the nominated referees should be the most relevant Deputy Vice-Chancellor). |  |
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| If you are unable to verify any of the above or would like to comment on any workload agreements, please give further details. | |
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| |  |  | | --- | --- | | **Name** |  |  |  |  |  |  | | --- | --- | --- | --- | | **Signature** |  | **Date** |  |   If emailing application, no signature is required.  Please return the verified application to your Faculty/Service HR Manager | |

**Section 8: Referees- For academic grade 10 applications only**

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| Please provide the details of 6 referees, who are external to the University and at least three\* should be international (\*applicants applying on the Excellence in Academic Leadership pathway should provde the details of at least one international referee).  Referees should not include those who are personally connected, have recently collaborated (within the last 4 years or less) or are collaborating currently with you.  Referees will be provided with your CV and a redacted version of your application form. |

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| --- | --- | --- | --- |
| Title |  | Forename(s) |  |
| Surname |  | | |
| Email address | |  | |
| Institute/Company | |  | |
| Reason for nomination | |  | |

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| --- | --- | --- | --- |
| Title |  | Forename(s) |  |
| Surname |  | | |
| Email address | |  | |
| Institute/Company | |  | |
| Reason for nomination | |  | |

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| --- | --- | --- | --- |
| Title |  | Forename(s) |  |
| Surname |  | | |
| Email address | |  | |
| Institute/Company | |  | |
| Reason for nomination | |  | |

**Referees - For academic grade 10 applications only**

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| --- | --- | --- | --- |
| Title |  | Forename(s) |  |
| Surname |  | | |
| Email address | |  | |
| Institute/Company | |  | |
| Reason for nomination | |  | |

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| --- | --- | --- | --- |
| Title |  | Forename(s) |  |
| Surname |  | | |
| Email address | |  | |
| Institute/Company | |  | |
| Reason for nomination | |  | |

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| Title |  | Forename(s) |  |
| Surname |  | | |
| Email address | |  | |
| Institute/Company | |  | |
| Reason for nomination | |  | |

**Section 8: For completion by your Human Resources Manager**

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| Please tick to confirm the following: | | **✓** |
| The applicant has addressed the correct grade criteria, and filled in all relevant sections of the form | |  |
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| Please suggest the members of the promotions panel | | |
| Chair: Dean/Head of School/Service (or nominee) |  | |
| School/Service representative: |  | |
| Independent representative(s): |  | |
| HR Manager/Officer |  | |
| Notes: | | |
|  | | |
| |  |  | | --- | --- | | **Name** |  |  |  |  |  |  | | --- | --- | --- | --- | | **Signature** |  | **Date** |  |   If emailing application, no signature is required.  Please pass the completed form with supporting documents to the Promotions team to arrange the panel. | | |

1. Personal circumstances could be career break, secondments to external organisations, period(s) of part-time or flexible working, carer (to dependent, family member or partner), disability, temporary or permanent, absence(s) due to health or injury or absence(s) due to maternity, paternity or adoption leave. [↑](#footnote-ref-1)