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**Human Resources**

Promotion application form

for academic staff grades 7-9

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| Before completing this form, please read through the promotions process, which can be found 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 or 9, your faculty’s local benchmarks will provide clarification of subject or discipline specific criteria.  Please complete sections 1 to 6 of the application form. 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 or 9. You can submit your own CV or the Academic CV (see related guidance and template).  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 Head of School (or equivalent - i.e. in some Faculties this will be your Head of Institute / Division) for verification (section 7), and copy in [promotions@leeds.ac.uk](mailto:promotions@leeds.ac.uk). |

**Section 1: Personal Details**

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|  | | | | | | |
| Title |  | | Forename(s) |  | | |
| Surname | |  | | | Known as: |  |
| Your payroll ID number | | |  | | | |
| Email address (work) | | |  | | | |
| School (Institute/Division) | | |  | | | |
| Faculty | | |  | | | |

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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 |  | |
| Promotion application grade |  | |
| Please tick if you have applied for promotion in the last twelve months.  Normally, your application will not be considered if you have applied for promotion the last twelve months. Please speak to your HR Manager / 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 | Teaching and Scholarship |  |
| Research |  |
| Grade 8 | Excellence in Research and Innovation |  |
| Excellence in Student Education |  |
| Grade 9 | Excellence in Research and Innovation |  |
| Excellence in Student Education |  |

**Section 3: Principal outputs**

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| Please identify key publications (or other forms of recognised outputs) as your principal outputs. If you are applying under Excellence in Student Education route you 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   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. 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.  **Your evidence should be limited to a maximum of 4000 words.** |

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| **Evidence**  **Please provide your evidence under each of the separate criteria headings.**  Note: cells will expand as you type. |
| **Section A** |
| **Section B** |

**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:   * Direct impact of the Covid-19 pandemic (e.g. caring responsibilities, home schooling, self-isolation, shielding of the extremely clinically vulnerable, reduced ability to undertake planned research (owning for example to closure of the University and other facilities, prioritising teaching for 2019/20 and 2020/21, travel restrictions) * Career break * Secondments to external organisations * Period(s) of reduced contracted hours or other flexible working * Carer responsibilities (e.g. 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 your academic CV (for academic applications to grade 8 or 9). |  |

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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 send your application to your Head of School (or equivalent) for verification. |  |

**Please forward your application for verification and copy in** [**promotions@leeds.ac.uk**](mailto:promotions@leeds.ac.uk)**.**

**Section 7: Verification – to be completed by your Head of School (or equivalent)**

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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 / Institute / Division 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. |  |
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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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| **Verifier’s name:**  **Verification date:**  **Please forward the verified application to** [**promotions@leeds.ac.uk**](mailto:promotions@leeds.ac.uk)**.** | |

1. Personal circumstances could be career break, secondments to external organisations, period(s) of reduced contracted hours, or other flexible working, carer responsibilities (e.g. to dependent, family member or partner), disability (temporary or permanent), absence(s) due to health or injury or absence(s) due to maternity, paternity, shared parental leave or adoption leave.

   Personal circumstances could also be direct impact of the Covid-19 pandemic, for example caring responsibilities, home schooling, self-isolation, shielding of the extremely clinically vulnerable, reduced ability to undertake planned research (owing to for example, closure of the University and other facilities, prioritising teaching for 2019/20 and 2020/21, travel restrictions). Please note that your circumstances will be considered in relation to the quantity rather than the quality of your achievements. [↑](#footnote-ref-1)