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**Human Resources**

Promotion application form

for support and professional and managerial staff

(all grades)

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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>  Please complete sections 1 to 4 of the application form  If you are applying to grade 10, you should also submit your CV with your application.  **Submitting your form**  When completed, please forward to your local HR team who will send it to your Head of School / Service for verification (section 6). Once verified, your application will be forwarded to the Promotions team, who will organise your panel.  Please do not submit any other documents to support your application unless your panel requests further information. |

**Section 1: Personal Details**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| Title |  | | | Forename(s) |  | | |
| Surname | |  | | | | Known as: |  |
| Your payroll ID number | | |  | | | | |
| 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) |  | |
| Date of appointment to current post |  | |
| Application for promotion to 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 in the last twelve months, please speak to your HR Manager or Officer before completing your application. | |  |

**Section 2: Promotion details**

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| Grade 3 criteria is split into three sections and all the other grades are split into two sections, A and B.  Please address all the criteria in section A and the required number from section B (and section C for grade 3). The number of section B criteria does vary with each grade, so please check the criteria carefully. | | | |
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| **Grade 3 criteria** | | | |
| This gradehas three sections - A, B and C. Please address all the criteria in section A, choose one of the criterion from section B and one of the criterion from section C. | | | |
| Please tick which of additional criteria you are evidencing. | | | |
| Section B | | **B1** | **B2** |
|  |  |
| Section C | | **C1** | **C2** |
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|  | | | |
| **Grades 4 – 10 criteria** | | | |
| Please state below which criteria from section B you are evidencing. | | | |
| **Example** |  | | |
|  | **Criteria** | | |
| Grade 7 | B2, B6, B8 | | |
|  | | | |
|  | **Section B criteria** | | |
| Grade 4 |  | | |
| Grade 5 |  | | |
| Grade 6 |  | | |
| Grade 7 |  | | |
| Grade 8 |  | | |
| Grade 9 |  | | |
| Grade 10 |  | | |

**Section 3: 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 (and C for grade 3). 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.  **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. |
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**Section 4: Declaration**

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| Please tick to confirm the following: | **✓** |
| All the information contained in your application is true and accurate and that you operate in line with the University’s values and standards. |  |

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| --- | --- |
| Enter date that you send your application to your Head of School / Service (or equivalent) for verification. |  |

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

**Section 5: Verification – to be completed by your Head of School / Service (or nominee)**

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| You may wish to consult with other relevant people and with your HR Manager. You may also wish refer to the verifiers’ guidance available on the HR website. | |
|  | |
| 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 they provide a full and accurate representation in the context of the requirements of the higher grade. |  |
| that you believe 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. |  |
| Financial approval has been given / finance are aware of the promotion for planning purposes (if applicable). |  |
| That a new job description has been agreed and graded (please attach JD to the application when forwarding to the HR Promotions team). |  |
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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)**.** | |