

General guidance for completing your promotion application form

Some general information to help with your application:

- Before completing your application form, please read through the promotions process, as well as the criteria and guidance documents for the grade you are applying for.
- You should demonstrate how you meet each criterion by including examples of the responsibilities you have. The grade specific guidance document gives context for each criterion to help you select appropriate information to include.
- Unless you are applying for promotion to grade 10, you will not have the opportunity to expand on your information at an interview. The panel will base their judgement solely on your application form.
- The promotion panel will be looking for clear and concise evidence that you meet the criteria. Ideally, your evidence summary (excluding your CV, if required) should not exceed 4000 words.

For academic applications:

- Any lists of detailed information such as students, publications, conferences attended should be within your CV. You can cross-reference between your CV and application rather than duplicate information.
- Some members of your panel will be academics from other faculties and can be from very different disciplines. It is helpful if you avoid acronyms and using discipline specific terminology.
- You may also find it helpful to explain which are the top journals in your field and the impact of these journals. If it is common to have multiple authors on a paper, explain that this is the case and what your particular role was in producing the paper.