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| refAcademic Promotion Appeal Form |
| **Guidance** |
| Please refer to the Academic Promotions Policy before completing this form. Appeals cannot be made against the award of a title or a decision of the Central Academic Promotions panel. **You must submit this form to** **Reward@ed.ac.uk** **within four weeks of being notified of the panel’s decision.**  |
| **Section 1: Applicant Details** |
| Name: |       |
| School/Department: |       |
| **Section 2: Grounds for appeal** |
| An appeal can only be made on the below grounds Please tick the appropriate box to indicate the grounds for your appeal: |
| [ ] A. There was a procedural failing that affected the Panel’s decision. (Please describe the failing in the statement section below) |
| **And/or** |
|  [ ] B. There is clear evidence that your contribution should be matched to a higher grade (Please provide evidence in the statement section below). |
| **Section 3: Appeal Support Statement** |
| Current grade: |       |
| Grade applied for: |       |
| Please write a short statement outlining the reason for the appeal. (Normally no more than 250 words)      |
| If there is additional information for the Appeal Panel to consider, please provide it here. You cannot submit any new information with your appeal including, achievement or responsibilities that you gained or acquired after submitting your original application. This section should be no more than one page in length.       |
| **Section 4: Signature** |
| I confirm that the information provided here is accurate in relation to my achievements.  |
| Signature:       | Date (dd/mm/yyyy):       |
| On completion email to the HR Reward Team at Reward@ed.ac.uk , copying in your Head of School. |