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| **Application for Academic Promotion****Clinical Reader and Clinical Personal Chair** |
| **Guidance** |
|  Before you complete this form, please refer to the Academic Promotions Policy and the University’s Grade Profiles, which can be found on the [A to Z of HR Policies](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) page. |
| **Section 1: Applicant’s details** |
| **Please complete all sections below:** |
| Name: |       |
| Assignment Number: |       |
| College/ Professional Service Group: |       |
| School/Department: |       |
| Current Job Title: |       |
| Current Grade: |       |
| Grade Step: |       |
| Contracted Hours: |       |
| Contract Type: | Choose an item. |
| Length of Service in Current Role: |       |
| **Please complete if you are applying for Clinical Reader** |
| Application for Clinical Reader: | Yes [ ]  |
| **Please complete if you are applying for Personal Chair** |
| Application for Personal Chair: | Yes [ ]  |
| Proposed Title: | Personal Chair of       |
| Honours Awarded (e.g. MBE, OBE): |       |
| **All Applications** |
| Total % of Time Spent on: | Education & Teaching (E)      %  | Research (R)     % | Clinical Activity (CA)     % | Knowledge Exchange (KE)     % | Leadership, Management & Citizenship (LM&C)     % |
| In providing evidence to support your application, it is important to reflect on HOW you have achieved what you have as well as WHAT you have achieved.  In doing so, you might wish to consider our guidance, in the form of a [Behaviours Charter](https://www.ed.ac.uk/human-resources/learning-development/the-behaviours-charter), which reflect our [values](https://www.ed.ac.uk/about/strategy-2030/our-vision-purpose-and-values).   |
| **Specify area of activity** **(E, R, CA, KE, L,** **M&C, as above)** | **Evidence of representative work activities (a maximum of 3 pages)** | **Insert reference to relevant grade profile paragraphs** |
| *e.g. E* | *I lead the curriculum for the x teaching programme including developing modules for x and y which involves….. I have developed and revised all learning material …. I provide the following lectures … and developed … Student satisfaction feedback is rated …* | *9.2.1* |
| *e.g. R* | *Obtained 3 major grants including x totalling £x* | *9.2.20* |
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| Please provide details below of any circumstances that have affected your productivity, for example; long term sickness, disability, maternity/adoption/shared parental leave. Where appropriate please provide dates. |
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| **Section 2: Applicant’s Declaration**  |
| I confirm that the information provided above is accurate in relation to my achievements. |[ ]
| I agree to this form being shared with nominated assessors. |[ ]
| Signature:       | Date: Click or tap to enter a date.  |
| **Once completed, please email this form to your Head of School or their nominee.** |

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| **Section 3: Head of School/Nominee:** **Guidance**The Head of School or nominee must complete this section confirming the basis of the promotion. They should also tick the relevant section confirming whether they do or do not support the application.Statements, supporting or otherwise, should be approximately a page long summarising where the candidates’ achievements match or do not match to the relevant role profile. The statement should highlight the impact the individual has had through their UG and PG-taught teaching, research (including MSc/PHD supervision) and leadership/management and should explain the period over which they have had this impact. |
| **Please select the basis of promotion:** |
| 1. A balanced portfolio of UG and PG-taught teaching, research (including MSc/PHD supervision) and leadership/management
 |[ ]
| 1. Predominantly on UG and PG-taught teaching or on UG and PG-taught teaching and leadership/management
 |[ ]
| 1. Predominantly on research (including MSc/PhD supervision) or research (including MSc/PhD supervision) and leadership/ management
 |[ ]
| 1. Other – please specify

      |[ ]
|  [ ] I support the application and believe the applicant matches the proposed title. My comments on the merits of the application are detailed below. |
| **Or** |
| [ ] I do not support the application to the Title of **Click or tap here to enter text.** My comments are detailed below. |
| **Head of School/Nominee comments:**      |
| Signature:       | Date: Click or tap to enter a date. |