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| **Application for Academic Promotion** **Form (Grades UE07 – UE10)** |
| **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 |       |
| Is this a hybrid role? (i.e. do you undertake both academic and professional services activities. N.B You must be at least 50% academic) | Yes [ ] No [ ]  |
| **Please complete if you are applying for promotion to Grade UE07**  |
| Proposed Job Title: |       |
| **Please complete if you are applying for promotion to Grade UE08** |
| Proposed Job title (tick box): | Lecturer [ ]  | Research Fellow [ ]  | Alternative Hybrid Role Title:       |
| **Please complete if you are applying for promotion to Grade UE09** |
| Proposed Job title (tick box): | Senior Lecturer [ ]   | Senior Research Fellow [ ]   | Reader [ ]  | Alternative Hybrid Role Title:       |
| **Please complete if you are applying for promotion to Grade UE10** |
| Honours Awarded(e.g. MBE, OBE): |       |
| Application for Personal Chair (tick as appropriate): | Yes [ ] No [ ] If yes – insert proposed title below |
| Proposed Title of Personal Chair: | Personal Chair of        |
| **Please complete all sections below** |
| Total % of Time Spent on: | Education & Teaching (E)       % | Research (R)      % | 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, KE, L, M&C as above)** | **Evidence of representative work activities****(please restrict your evidence to 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 (Applicable only if you are applying for promotion to UE09 or UE10). |[ ]
| Signature:       | Date: Click or tap to enter a date. |
| **Once completed, please pass 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

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| [ ] I support the application and believe the applicant matches the Academic Grade Profile. My comments on the merits of the application are detailed below. |
| **Or** |
|  [ ] I do not support the application to Grade **Choose an item.** My comments are detailed below. |
| **Head of School/Nominee comments:**      |
| Signature:       | Date: Click or tap to enter a date. |