**Applicants should read the Academic Promotions Guidelines 2024 before completing their Applicant Statement.**

| **Name** |
| --- |
|  |

| **School/Institute** |
| --- |
|  |

| **Current Job Title and Grade within the QM Pay & Grading Structure** |
| --- |
|  |

| **Full Time or Part Time Contract** (if part time please state your contracted hours of work or FTE) |
| --- |
|  |

| **Title applied for** |
| --- |
| [ ]  Senior Lecturer | [ ]  Reader | [ ]  Professor |

| **Please confirm your role designation/career path** |
| --- |
| [ ]  Teaching & Research  | [ ]  Teaching & Scholarship | [ ]  Teaching & Professional Practice |

| **Please confirm whether you had an appraisal / probation meeting in 2023 and the date** |
| --- |
| [ ]  Yes [ ]  No  | Date:  |

| **Applicants wishing to be considered for conferment of title of Reader / Professor should state the full title for consideration below** |
| --- |
|  |

**Description of Contributions**

**Please complete a narrative for each of Area of Contribution relevant to your job role/career path. Please do not exceed an average of 500 words for each Narrative. (Additional brief comments may be made on how this narrative may relate to any other Areas of Contribution.)**

| **Area of Contribution Narrative 1** |
| --- |
|  |
| **Area of contribution:** |  |  |  |
|  |
| **Brief summary on how this relates to any other Areas of Contribution:**  |

| **Area of Contribution Narrative 2** |
| --- |
|  |
| **Area of contribution:** |  |  |  |
|  |
| **Brief summary on how this relates to any other Areas of Contribution:**  |

| **Area of Contribution Narrative 3** |
| --- |
|  |
| **Area of contribution:** |  |  |  |
|  |
| **Brief summary on how this relates to any other Areas of Contribution:**  |

| **Area of Contribution Narrative 4** |
| --- |
|  |
| **Area of contribution:** |  |  |  |
|  |
| **Brief summary on how this relates to any other Areas of Contribution:**  |

| **Area of Contribution Narrative 5** |
| --- |
|  |
| **Area of contribution:** |  |  |  |
|  |
| **Brief summary on how this relates to any other Areas of Contribution:**  |

| 1. **Do you have PGCAP or membership of HEA or other teaching qualification?**
 |
| --- |
| [ ]  Yes | [ ]  No |
| If Yes, please check appropriate box(es) and provide details if necessary: |
| [ ]  HEA Associate Fellow | [ ]  HEA Fellow | [ ]  HEA Senior Fellow | [ ]  HEA Principal Fellow |
| [ ]  Holder of National Teaching Fellowship Award | [ ]  PGCE in HE, FE or Lifelong Learning, or equivalent |
| [ ]  PGCAP | [ ]  Accredited as teacher by professional body |
| [ ]  Other accreditation or qualification in teaching in HE (please provide details below) |
|  |

|  |
| --- |
| **Have you applied previously for promotion to this role?** |
| ☐ Yes [ ]  NoIf yes please state when?If yes please state briefly the feedback from the last attempt: |

| **Please confirm that you are up-to-date with all the Queen Mary mandatory training modules and the date of completion** |
| --- |
| [ ]  Yes [ ]  No  | Date:  |

| **Statement made by** |
| --- |
| **Name** |   | **Date** |   |

**If you have personal circumstances to be taken into account, the Personal Circumstances Form is on the Academic Promotions web page and should be sent to** **rewardandbenefits@qmul.ac.uk** **when you send your application to your Head of School/Institute Director, and by no later than 31 January 2024.**

**Please read the CV guidance notes and complete the template on the following pages.**

**Applicants should read the Academic Promotions Guidelines before completing their CV as per the template below. Applicants will be asked to resubmit their CV if not presented within the guidelines.**

1. **Personal Information**
2. *Your title and name*
3. **Academic Qualifications**
4. *List in date order all degrees, diplomas, certificates and professional qualifications, with dates and name of the awarding body, with the most recent qualification first*.*The titles of theses forming part of a qualification should be given in this section.*
5.
6. **Present Appointment**

*This should set out your formal title, together with the date on which you were appointed to this position. Please indicate whether you are full or part time and if you are serving a probationary period.*

1. **Previous Appointments**

*Set out your career history, listing all previous appointments (including previous Queen Mary roles). Provide details of title, employer and dates, in order, with the most recent appointment first*. *If your career has been interrupted in a way, which in your opinion, has had a significant effect on your career profile, please include such gaps together with an explanation*.

1. **Special Awards, Honours and Distinctions**
2. *This section should include honorary awards and list membership of professional bodies, learned societies, advisory bodies; consultancies, peer review activities (grants, journals, books, etc.), editorships etc., with start, and where relevant, end dates.*
3. **Education and Student Experience**
4. *Please provide a summary of educational activities over the past three years, with brief details of:*
5. *(i) All undergraduate and taught postgraduate units to which you have contributed with brief details of, for example, the number of students taught, teaching and assessment methods, and level of responsibility for design of programme*
6. *(ii) Academic supervision: A list of research students and/or research staff supervised with dates. Candidates must specify whether they are/were acting as first or second supervisor.*
7. *(iii) Major teaching responsibilities/projects in previous years that have not already been included above, with dates where possible.*
8. *(iv) Personal tutoring responsibilities- examples of personal tutoring and the outcomes*
9. **Scholarship**
10. **(i) Summary of Scholarship Activities**
11. *Provide a brief summary of your scholarship activities in the previous three years and any other significant personal achievements in this area in the course of your career to date.*
12. **(ii) Conferences**
13. *Indicate the date and title of any major conferences and meetings you have contributed to, plus the nature of your involvement (e.g. participant, presenter, session organiser).*
14. **Research**
15. **(i) Publications**

*Provide a list of publications, and/or a full list of equivalent academic/professional output, in alphabetical order by type (e.g. articles, books, reviews) and chronologically within each type. Where there is more than one author, please indicate the extent of your contribution, either as a percentage or descriptively in terms of your specific input. Indicate the overall length of books and the number of the first and last page of each article, paper or review.  If two or more publications are concerned with essentially the same piece of work (e.g. preliminary communication, a conference contribution and a full report), this should be clearly indicated.*

*This section must only include publications in the public domain and must not mention publications that are forthcoming or planned.*

1. **(ii)  Forthcoming Publications**

*List any publication which is “in press“ or has actually been accepted for publication, but which has not yet been published. Do not list any work which has been planned, completed or submitted, but not yet accepted.*

1. **(iii)  Research Grants**

*Set out in date order, with the most recent coming first, grants awarded to you. Please indicate the source, the title of the funded project, the amount of the grant, the time period covered by the grant, and whether or not you were the Principal Investigator. It is recognised that in some disciplines this is a less important indicator of research excellence than in others.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title & Funding Source** | **Start Date of Grant (dd/mm/yyyy)** | **End Date of Grant (dd/mm/yyyy)** | **Name of Principal Investigator†** | **Names of****Co-Investigators** | **Value of Award** | **Value Attributable to Candidate** |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

1. *† If not the applicant*
2. (iv)  **Indications of External Recognition**

*List instances, not previously mentioned, where your research quality has been externally recognised. Such instances might include invitations to examine for PhD or other research degrees.*

1. (v) **Related administration**

*Set out your major achievements in research administration, explaining the importance and significance. These might include:*

* *Managing resources, for example administering research grants*
* *Managing activities, for example organising research conferences; taking responsibility for the overall direction of a programme, project or group*
* *Managing people, for example managing research staff, mentoring junior colleagues*
1. **Enterprise and External Engagement**
2. *Provide a concise account of any relevant engagement activity giving details, including dates, of partnerships with bodies external to Queen Mary. You should also include details of any inventions, patents and commercial exploitation of research.*
3. **Citizenship and Inclusion**
4. *Under the three sub-headings of School/Institute, Faculty and Queen Mary, please enter details of your membership/leadership of committees, working parties and other groups and details of specific roles and responsibilities (including outreach activities) for the current academic year together with a summary of other significant contributions in previous years.*
5. **(i) School/Institute**
6. **(ii) Faculty**
7. **(iii) Queen Mary**
8. **Professional practice**
9. *Describe your contribution within your relevant profession (if appropriate).*
10. **Other Relevant Information**

*Please include here any staff development and training activities undertaken over the last three years plus any significant activities in previous years. In addition to attendance on courses this should include activities which have an explicit staff development objective (e.g. peer observation of teaching). Duration in hours should be included.*

**Please submit only one document – no additional information should be provided.**

**Please submit your application (Applicant Statement and CV) in this format (i.e. in Word) via email to your Head of School/Institute Director by 31 January 2024 – this will allow them to enter their comments directly into the same Word document.**

**Heads of School/Institute Directors should read the Academic Promotions Guidelines 2024 before completing their Head/Director Statement.**

| **Applicant’s Name** |
| --- |
|  |

| **School/Institute** |
| --- |
|  |

| **Current Job Title**  |
| --- |
|  |

| **Title applied for** |
| --- |
| [ ]  Senior Lecturer | [ ]  Reader | [ ]  Professor |

| **Briefly outline the balance of the applicant’s workload across the Areas of Contribution relevant to their job role/career path** |
| --- |
|  |

**Assessment of Application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of contribution** | **Brief assessment, including the specific evidence/criteria in the Academic Careers Framework that have been met (or not met)** | **Demonstration of excellence?** | Not met | Partially met | Met |
| Education |  | [ ] Leadership[ ] Development[ ] Delivery | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   |
| Scholarship |  | [ ] Leadership[ ] Development[ ] Delivery | [ ]  [ ]  [ ]  | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   |
| Research |  | [ ] Leadership[ ] Development[ ] Delivery | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   |
| Enterprise and External Engagement |  | [ ] Leadership[ ] Development[ ] Delivery | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   |
| Citizenship and Inclusion |  | [ ] Leadership[ ] Development[ ] Delivery | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   |
| Professional Practice |  | [ ] Leadership[ ] Development[ ] Delivery | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   | [ ]  [ ]  [ ]   |

| **Any other relevant information** (*please use this space to provide any relevant information not included above*) |
| --- |
|  |

| **Please indicate which of the following you are recommending:** |
| --- |
| [ ]  **The promotion should be awarded**[ ]  **The promotion should not be awarded** |

| **Statement made by** |
| --- |
| **Name** |  | **Date** |  |

1. **If this application is for Professor, the Head of School/Institute Director should also provide details of external experts (on the following page).**
2. **The Applicant is asked to complete and email their application (Applicant Statement and CV) to their Head of School/Institute Director by 31 January 2024.**

**Once completed, the Head of School/Institute Director should email the Application documentation and School/Institute Group Meeting Pro Forma to** **rewardandbenefits@qmul.ac.uk** **by 10 April 2024.**

1. **The Applicant will be provided with a final copy of this document excluding the next page (details of external experts) in order that they may provide an Applicant Response if they wish.**

**External experts will be provided with a copy of this document excluding both this section (the Head/Director’s Statement) and the next page (details of external experts).**

| **External Experts (for Professor applications only)** |
| --- |
| *Please provide contact details of* ***six external experts*** *to be contacted in the event that the application is supported to go forward to the Academic Promotions Group. You may ask the applicant to provide details of two experts.**For T&R applications, one of the references will need to be from overseas. Please therefore provide at least 2 overseas contacts.**Following consultation with the Faculty Vice-Principal, three of these experts will be contacted and these references will be kept confidential; you will not be informed which experts provided the references.**You may be approached to provide further experts in the event that the contacts on this form are unable to give references.**Please refer to the Academic Promotions Guidelines for further details.*Name:Institution:Email address:Name:Institution:Email address:Name:Institution:Email address:Name:Institution:Email address:Name:Institution:Email address:Name:Institution:Email address: |