|  |  |  |  |
| --- | --- | --- | --- |
| **Application for promotion to:** | [ ]  Senior Lecturer | [ ]  Reader | [ ]  Professor |
| **Forename** |  | **Surname** |  |
| **Title** |  | **Current Job Title** |  |
| **School/Institute** |  | **Faculty** |  |
| **Would you like to attend the Panel in person to provide further information?** | Yes / No |

|  |
| --- |
| **I wish the following personal circumstances to be taken into account in my application for promotion:***Please briefly summarise the nature of your circumstances. You do not need to send any supporting documentation; the HR team will contact you if additional information is required. This information will not be shared with anyone outside HR, other than the Personal Circumstances panel members.* |
|  |

**The circumstances have had an impact on my normal work activities between:**

Start date:

Day / Month / Year

Day / Month / Year

End date (leave blank if on-going):

|  |
| --- |
| **My Personal Circumstances have had the following impact:***Please provide a brief summary of the impact your personal circumstances had on your academic activity, for each area of contribution (e.g. education, research, scholarship etc). This information may be shared with the School/Institute and Faculty promotion panels.* |
| **Area of contribution** | **Impact on my academic activity** |
|  |  |
|  |  |
|  |  |
|  |  |

*The Personal Circumstances Panel will provide a summary to the promotion panels of the time impacted by your personal circumstances and the effect these have had on your contribution. No details of your actual personal circumstances will be provided to the promotion panels.*

**Please email your completed form to** **rewardandbenefits@qmul.ac.uk** **by 31 January 2024.**