**ACADEMIC PROGRESSION**

**Application form for Accelerated Progression from level b to level c (to accompany CV)**

*(Pathway 2 staff only)*

This form should be completed by the member of staff and submitted to the relevant Head of School, together with an up-to-date CV, for consideration under the [Progression Procedure](http://www.bris.ac.uk/hr/policies/progression/procedure.html). Please refer to [Section 3 of the procedure](http://www.bris.ac.uk/hr/policies/progression/procedure.html#a3) for information regarding criteria and to the [CV guidance](http://www.bristol.ac.uk/hr/policies/promotion/cv.html) for further information regarding the required length and format of CVs for progression purposes.

**SECTION 1: APPLICATION BY CANDIDATE**

|  |  |
| --- | --- |
| Name: |       |
| School: |       |
| Faculty: |       |
| Current job title: |       |
| Appointment start date: |       |
| Appointment end date (if applicable): |       |
| Normal progression due date: |       |
| Date from which accelerated progression sought: |       |

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| **Personal statement:** Please use the following space to set out succinctly the case you wish to make in support of your application for accelerated progression. Please note that, in order to meet the criteria for accelerated progression, you should be able to show that you are already demonstrating the role profile requirements for [profile level c](http://www.bristol.ac.uk/hr/grading/academic/role-profiles/2c.html): |

|  |
| --- |
| INSERT YOUR PERSONAL STATEMENT HERE (this space is expandable) |

DATA PROTECTION: Please note that your application will be treated with an appropriate level of confidentiality and handled in accordance with GDPR and the [Data Protection Act 2018](http://www.bris.ac.uk/secretary/dataprotection/resourcedocs.html) as detailed within the [staff fair processing notice](http://www.bristol.ac.uk/secretary/data-protection/policy/staff-processing-notice/). Your application form and/or CV will be made available only to those who need access to this information in order to fulfill their role in the progression process.

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| --- | --- |
| **Candidate Name:** |       |
|  |
| **Signed:** |  | **Date:** |       |
|  |
| [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email |
|  |
| **PLEASE FORWARD THIS FORM, ALONG WITH YOUR CV, TO YOUR HEAD OF SCHOOL** |

**SECTION 2: RECOMMENDATION BY SCHOOL**

This section should be completed by the Head of School following consideration of the case together with at least one, and no more than two, other individuals from within the school\* (normally including the member of staff’s line manager). Please give names below:

|  |  |
| --- | --- |
| **Name:** |       |
| **Position:** |       |
| **School (if from another School/Faculty):** |       |
|  |  |
| **Name:** |       |
| **Position:** |       |
| **School (if from another School/Faculty):** |       |
|  |  |

*\*This should incorporate appropriate gender representation, if necessary drawing on staff in an appropriate subject area from another school/faculty*

Please refer to the relevant [progression criteria](http://www.bristol.ac.uk/hr/policies/progression/criteria.html) as supplemented by any [Faculty-specific criteria](http://www.bris.ac.uk/hr/policies/progression/fac-criteria.html) and confirm whether these have been met. **Please note that, in order to meet the criteria for accelerated progression to, candidates should be able to show that they are already demonstrating the role profile requirements for** [**profile level c**](http://www.bristol.ac.uk/hr/grading/academic/role-profiles/2c.html)

|  |  |
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| **Candidate recommended for accelerated progression?**  | [ ]  **Yes** [ ]  **No** |
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| Please give clear reasons under the relevant headings below: |
| **Research:** |
|       |
| **Teaching**: |
|       |
| **Professional Values:** |
|       |
|  |
| **Any other comments:** |
|       |
|  |  |
| **Head of School Name:** |       |
|  |
| **Signed**: |  | **Date**: |       |
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| [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email  |
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| PLEASE FORWARD THIS FORM AND THE INDIVIDUAL’S CV TO YOUR FACULTY HR ADVISER |

**SECTION 2: DECISION BY DEAN**

This section should be completed by the Dean/Faculty Human Resources Manager following consideration of the case.

Please refer to the relevant [progression criteria](http://www.bristol.ac.uk/hr/policies/progression/criteria.html) as supplemented by any [Faculty-specific criteria](http://www.bris.ac.uk/hr/policies/progression/fac-criteria.html) and confirm whether these have been met. **Please note that, in order to meet the criteria for accelerated progression to, candidates should be able to show that they are already demonstrating the role profile requirements for** [**profile level c**](http://www.bristol.ac.uk/hr/grading/academic/role-profiles/2c.html)

|  |  |
| --- | --- |
| **Accelerated Progression agreed?**  | [ ]  **Yes** [ ]  **No**  |
|  |  |
| Please give clear reasons under the relevant headings below: |
| **Research**: |
|       |
| **Teaching**: |
|       |
| **Professional Values:** |
|       |
|  |  |
| **Were any equality issues or other exceptional circumstances considered?**  | [ ]  **Yes** [ ]  **No**  |
| **If YES**, please give details (e.g. rationale for decisions /assumptions made about output in light of periods of absence). Please refer to Guidance for Managers for further guidance: <http://www.bristol.ac.uk/hr/policies/progression/guidance.html> |
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| **Any other comments:** |
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|  |  |
| **Name of Dean:** |  |
|  |
| **Signed**: |  | **Date**: |       |
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| [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email  |
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| **Name of HR Manager** |       |
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| **Signed**: |  | **Date**: |       |
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| [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email |