**ACADEMIC PROMOTION 2017-18**

**Application for Promotion (including Accelerated Progression) Covering Form (to accompany CV)**

This form should be completed by candidates seeking promotion or accelerated progression under the [University’s Promotion Procedure](http://www.bristol.ac.uk/hr/policies/promotion/index.html) and submitted together with their CV to the Head of School by the relevant annual deadline. Please refer 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 promotion purposes.

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| Name: |  |
| Current job title: |  |
| School: |  |
| Faculty: | Choose an item. |
| Level of promotion sought: | Choose an item. |
| Current pathway: | Choose an item. |
| Personal Job title sought\* (if promotion successful): |  |

*\* You should ensure that your proposed job title is consistent with the generic job titles in the University of Bristol’s* [Academic Career Pathway Framework](http://www.bris.ac.uk/hr/grading/academic/diagram.pdf)

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| **1. Personal statement:** Please use the following space to set out succinctly the case you wish to make in support of your application for promotion or accelerated progression. * Please specify the [particular contribution](http://www.bris.ac.uk/hr/policies/promotion/guidance-excellence.html) you have made in terms of research and related administration, teaching and related administration, academic leadership and citizenship and clinical activity (as relevant to your role). It is particularly important that you explain what your distinctive research and other scholarly contribution has been (and how it has made a difference) rather than simply listing your achievements (e.g. publications and grants). Individuals who have recently switched pathways should provide evidence of their contribution from across their academic career.
* You should also ensure that you include any contextual information related to your discipline eg. types of publication rated highly, the place of joint research, the availability of research funds, etc.
* Please write your personal statement in the first person.
* Please include any equality factors in Section 3.
* The personal statement will be sent to assessors with your CV.

***Text added to section 1 and 2 should be a maximum of 2 sides of A4, excluding headings.*** |
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| **2. CREATE requirement:** **Members of staff on Pathways 1 or 3, at Lecturer or Teaching Fellow (level C), seeking promotion to Reader of Professor or accelerated progression to Senior Lecturer and equivalent** will not be able to apply for promotion/accelerated progression without having at least successfully completed level 1 standard route of CREATE (or equivalent) and be enrolled on level 2 (or must have gained Recognition of Prior Qualification via the Academic Staff Development team). Please confirm that you meet these criteria. [ ]  Yes [ ]  No **Members of staff appointed to Senior Lecturer or Senior Teaching Fellow (level D) after 1st August 2013 on Pathways 1 or 3**, are required to have successfully completed level 2 experienced route of CREATE, or have completed the PGCert TLHP, or have gained Recognition of Prior Qualification via the Academic Staff Development team. *If you are a Senior Lecturer appointed after 1st August 2013* please confirm that you have already met this criterion in your current role. [ ]  Yes [ ]  No  |
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| **3. Equality Factors:**This information will be considered by promotion committees as part of an overall assessment of equality factors and will not be issued to assessors. Please include any equality factors, exceptional circumstances or other issues you may wish to bring to the attention of the Committee, outlining the impact you believe these have had on your academic output. This should include dates of any absence, any restrictions on travel, restrictions on working hours, any reduction in FTE hours and any other factors impacting on the time available to undertake research and/or teaching. Please describe any changes in working hours that should be taken into consideration eg periods of part-time working.  |
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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 |

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| **PEASE FORWARD THIS FORM, ALONG WITH YOUR CV, TO YOUR HEAD OF SCHOOL** |

DATA PROTECTION: Please note that your application will be treated with an appropriate level of confidentiality and handled in accordance with the [Data Protection Act 1998](http://www.bris.ac.uk/secretary/dataprotection/resourcedocs.html). 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 promotion process. This will include committee members and internal/external report providers.