**ACADEMIC PROMOTION**

**Head of School Report Form**

The candidate’s research and teaching contribution will be covered by other reports. The purpose of the Head of School report is to cover areas not covered elsewhere and to provide an evaluative overview of the case from the Head’s perspective. Please refer to [Head of School guidance](http://www.bristol.ac.uk/hr/policies/promotion/guidance-hos.html) before completing this report.

|  |  |
| --- | --- |
| Candidate’s Name: |  |
| Candidate’s Current job title: |  |
| School: |  |
| Faculty: | Choose an item. |
| Candidate’s Current pathway: | Choose an item. |
| Level of promotion sought: | Choose an item. |
| Job title sought (if promotion successful): |  |

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| **OVERVIEW OF CASE:***Please provide an evaluative overview of the candidate’s case for promotion/accelerated progression. Please provide a critical analysis of the candidate’s strengths and weaknesses. Any relevant subject-specific knowledge and context that is not already covered in the generic* [*School Contextual Report*](http://www.bris.ac.uk/hr/policies/promotion/context.doc) *should also be included here.* |
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| **ACADEMIC LEADERSHIP AND GOOD CITIZENSHIP:***Please provide an assessment of the candidate’s contribution in terms of academic leadership and good citizenship. Please refer to* [Section 6 of the Guidance on Defining Excellence](http://www.bristol.ac.uk/hr/policies/promotion/guidance-excellence.html#a6) *for further details on the areas that may be included here.* |
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| *How would you describe the candidate’s contribution in relation to the requirement for good citizenship?*  |
|  Poor Excellent[ ]  [ ]  [ ]  [ ]  [ ]  [ ] Comments: |

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| **RESEARCH RELATED ADMINISTRATION AND/OR TEACHING RELATED ADMINISTRATION (IF APPLICABLE):***Please provide an assessment of the candidate’s contribution in relation to research related administration or teaching related administration where these are considered to be a significant part of the role.* |
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| **ANY OTHER RELEVANT INFORMATION:***Please use this space to provide any further relevant information not included above. This may include teaching responsibilities or research activities that are not typical of the candidate’s academic pathway.* |
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**NOMINATED REPORT PROVIDERS**:

Please provide names and contact details of nominated report providers below. Report providers should be nominated by the Head of School following consultation with the candidate. Please refer to the [Head of School Guidance](http://www.bristol.ac.uk/hr/policies/promotion/guidance-hos.html) for further information regarding who act as an assessor for each kind of report.

**External Assessments of**: Choose an item.

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| --- | --- | --- |
| External assessor 1:*(Promotion and Acc Prog)* | Name |  |
| Position |  |
| email address |  |
| Telephone |  |
| Institution |  |
| **Reason for choice:** *Please give brief information about the academic standing and achievements of the assessor and rationale for nominating them:* |
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| External assessor 2:*(Promotion and Acc Prog)* | Name |  |
| Position |  |
| email address |  |
| Telephone |  |
| Institution |  |
| **Reason for choice:** *Please give brief information about the academic standing and achievements of the assessor and rationale for nominating them:* |
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| External assessor 3:*(Promotion only)* | Name |  |
| Position |  |
| email address |  |
| Telephone |  |
| Institution |  |
| **Reason for choice:** *Please give brief information about the academic standing and achievements of the assessor and rationale for nominating them:* |
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***Substitute Nominated Assessors***

*Please also provide details for two Substitute External Assessors*

|  |  |  |
| --- | --- | --- |
| *Substitute External assessor 1:**(Promotion and Acc Prog)* | *Name* |  |
| *Position* |  |
| *email address* |  |
| *Telephone* |  |
| *Institution* |  |
| ***Reason for choice:*** *Please give brief information about the academic standing and achievements of the assessor and rationale for nominating them:* |
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| --- | --- | --- |
| *Substitute External assessor 2:* *(Promotion only)* | *Name* |  |
| *Position* |  |
| *email address* |  |
| *Telephone* |  |
| *Institution* |  |
| ***Reason for choice:*** *Please give brief information about the academic standing and achievements of the assessor and rationale for nominating them:* |
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| If the candidate has registered an objection to the use of a particular assessor, please provide details below (and attach copies of any relevant correspondence to this form). |
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**Teaching Contribution**

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| Assessor:*(Promotion cases – pathways 1&3 only)* | Name |  |
| Position |  |
| email address |  |
| Telephone |  |

**Clinical Contribution**

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| Assessor:*(Promotion cases – if applicable)* | Name |  |
| Position |  |
| email address |  |
| Telephone |  |

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| **Head of School 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 TO YOUR FACULTY HR ADVISER** |