**Pro-forma for Professorial Banding**

**Updated: January 2023**

# STRICTLY CONFIDENTIAL

## **Pro-forma for professorial banding**

This information will be shared with the Head of School/Department, Faculty committee and University committee to support the banding application. This information will also be retained and stored confidentially and securely by the Faculty and HR for the purposes of recording information relating to the banding.

**Please, therefore, ensure that all the information you wish to submit is included within this form and this is your final version before you submit the form.**

The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. The re-banding process will operate fairly and with due regard to the Equality Act 2010 and to the protected characteristics detailed within the Act.

**All information relating to personal circumstances disclosed in this pro-forma is encouraged and will remain confidential. It will be used to ensure that the recognition of impact of personal characteristics and circumstances is considered, to enable fair and equitable consideration of all individuals to support the process.**

### **SECTION A**

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| --- | --- | --- | --- |
| **Name:** | | **School/Department:** | |
| **Current post and job title:** | | | |
| **Current band (please circle):** | | | |
| **A** | **B** | | **C** |
| **Based on the information you have provided within this form, and within your CV against the criteria contained within the Level 7 Academic Framework, please indicate which band you feel you should be placed in (please circle):** | | | |
| **B** | **C** | | **D** |
| **CV attached (please tick)** | | | |
| **Primary focus of your role (please tick):**   * **Teaching & Curriculum Leadership** * **Research & Teaching** * **Research** | | | |
| **Do you have a teaching qualification that is recognised by HESA?**   * **Yes** * **No**   Please state details of the qualification: | | | |
| **Do you have membership of Advance HE (formerly HEA – Higher Education Academy?)**   * **Yes** * **No**   **Please state details and level of membership (free text):** | | | |

### **SECTION B**

1. The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. The University also encourages open and inclusive conversations between staff and managers to ensure all staff are supported to reach their full potential.

If there are mitigating circumstances that may have impacted on you meeting the banding criteria please complete the table below. Requested adjustments should apply to quantity rather than quality of outputs and applicants should have evidence against all criteria at previous grades in their career (unless there is a previously agreed reasonable adjustment for a disability in place) so that an upward trajectory can be demonstrated.

Mitigation will usually be limited to one criteria of the Academic Career Framework Career Pathway Specific Expectations and should be discussed by both the applicant and appropriate line manager/Head of School. If mitigation is being requested beyond more than one criteria, or additional support is required to determine appropriate mitigation, then the relevant HR Business Partner should be contacted for assistance before submission of the application.

If you don’t wish the reasons you are requesting mitigation to be shared beyond your line manager/Head of School the description column may be left blank. It is essential for all other columns in the table to be completed for any mitigation to be considered by the promotion panels.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria under which adjustment is being requested** | **Brief description of mitigation** | **Impact of mitigation** | **Adjustment being requested against criteria** | **Confirmation of discussion with line manager/Head of School (name)** |
|  |  |  |  |  |

1. The banding review will not only seek evidence of a distinguished, internationally recognised level of excellence in either research and scholarship or teaching and curriculum leadership, but will also seek evidence of a high quality of contribution in the remaining areas of activity relevant to the focus of your role. Please, therefore, describe your contribution in the areas below, as appropriate, against the core and indicative criteria within the Academic Framework for the band you have indicated you feel you should be placed in **(no more than 300 words for each section)**.

|  |  |
| --- | --- |
| **Research and Scholarship** |  |
| **Teaching and Curriculum Leadership** |  |
| **University and academic service and good citizenship *(whether by offering eg leadership, management, administration, collegiality, knowledge exchange or pastoral care within the University, or by engaging on behalf of the University with the wider community)*** |  |
| **Knowledge exchange** |  |

1. Please comment on how you demonstrate the University’s values of inclusivity, ambition, openness, fairness and respect in your work (**no more than 100 words**).

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1. Please describe in what ways you have contributed towards the successful achievement of your School/Department’s aims and objectives and that of the overall success of the University **(no more than 200 words)**.

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