**STRICTLY CONFIDENTIAL**

**PRO FORMA FOR PROMOTION TO R&T LEVEL 4 OR LEVEL 5**

The purpose of the Pro Forma is to provide promotions panels with a concise summary of key information in a standard format.

This information will be shared with the Head of School and Faculty Promotions Committee to assess your application. This information will also be retained and stored confidentially and securely by the Faculty for the purposes of recording submitted promotions applications.

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

Please ensure that all sections of the form are filled out with all the relevant details you wish to share in support of your promotion application.

**All information relating to personal circumstances disclosed in this proforma will remain confidential and used only to ensure that the recognition of impact of personal characteristics and circumstances is taken into account, to enable fair and equitable consideration of all candidates at all stages of the promotions process.**

**SECTION A**

**(To be completed by applicant)**

|  |  |
| --- | --- |
| **Name:** | **School:** |
| **Current Post and Job Title:** | |
| **Current R&T Job Family Level**  **(please tick) Level 4a ( ) or Level 4 ( )** | |
| **Requested R&T Job Family Level**  **(please tick) Level 4 ( ) or Level 5 ( )** | |
| **CV attached** ( )  (please tick) | |
| **Primary focus of your role**  **Please tick the appropriate box to indicate the main focus of the role you are applying for promotion to**   1. **Research and Teaching (e.g. Assistant Professor - previously known as Lecturer)\* ( )**   **Or**   1. **Teaching and Curriculum Leadership (e.g. Teaching Associate)\* ( )**   **Or**   1. **Research (e.g. Research Associate) ( )**   **Please note that if you currently hold a teaching-related post (R&T and T&CL posts, not R posts) you cannot apply for promotion until you have met any teaching requirement that was in place when you were appointed or promoted to that post. For further details please refer to the relevant version of the ‘University Requirements for Teaching-Related Posts’ policy[[1]](#footnote-1):**  [**https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/promotion/index.aspx**](https://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/promotion/index.aspx)  **Staff following the research and teaching or teaching and curriculum leadership route who are successful in being promoted will be promoted to Extended Lecturer Level 5 (minimum point 36 for those with 30 or more credits of PGCHE or equivalent). Staff promoted through the research route will be promoted to Level 5.** | |

**SECTION B**

**(To be completed by applicant)**

* 1. The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. Please provide any further information you feel is relevant to support your application and to provide further context, this may include but not be limited to; unconventional career pathway2, contracts of less than 1.0 FTE (for part time workers and/or clinical contracts), reasons for discontinuity in service and achievement for example owing to maternity, adoption, parental or carers leave, information relating to disability including incapacity that lasts more than six months, periods of absence due to ill health or injury, absences of more than six consecutive months (ie career breaks), special leave of absence (ie secondment to other organisations), impact of LGBTQ+ status on travel to countries with non-inclusive legal regimes and any other personal circumstances including circumstances which may restrict your opportunities for travel for work.
  2. The Promotions Committee recognises that Covid-19 has had a significant impact on the balance and focus of activities since early 2020. Please outline any impact on Research, Teaching and Curriculum Leadership and Academic Service and Good Citizenship in relation to the COVID-19 Pandemic. Example impacts may include additional caring responsibilities, impact on health and wellbeing, changes to role emphasis/priorities, impact on teaching delivery and knowledge exchange activities **(no more than 200 words).**

1. The Promotions Committee in assessing promotion applications will normally seek evidence of a high level of contribution and attainment in the four main areas below (but to different extents depending on the focus of your role). Please therefore describe below the evidence and balance of your contribution to the area or areas of activity relevant to your role and to your promotion application **(no more than 200 words).**

* Research and Scholarship;
* Teaching and Curriculum Leadership activity;
* University and Academic Service and Good Citizenship (whether by offering e.g. 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

Enter word count ( /200)

1. By making reference to the R&T Job Family, please briefly describe below **(no more than 200 words)** in what way(s) your role has developed and changed since either being recruited to your post or since your last promotion, articulating in what ways you consider your role now best fits the appropriate higher R&T Job Family level (both in terms of work activities, indicative criteria and impact).

Enter word count ( /200)

1. Please comment on how you demonstrate the University’s values of inclusivity, ambition, openness, fairness and respect in your work.

Enter word count ( /100)

1. If you have previously applied for promotion to this Level and were unsuccessful please summarise below when you last applied and what has changed in your application since the last time you applied.
2. Please describe briefly in what ways you have contributed towards the successful achievement of your School’s aims and objectives **(no more than 100 words).**

Enter word count ( /100)

1. Please note: due to the Covid-19 pandemic, if there have been barriers to completing the relevant PGCHE credits, please detail this to include; the relevant circumstances, how much progress had been made by March 2020 and the committed timeframe for completion.

   2 For example, career history which includes time spent outside of academia, i.e. industry or consultancy [↑](#footnote-ref-1)