Strictly confidential

# **Promotion Committee Feedback Pro Forma**

Promotion Committees are required to complete a Promotion Committee Feedback pro-forma for each applicant which will allow the committee to recognise areas of excellence as well as specifically note where the applicant has not met the Academic Promotion Criteria. The Human Resources (HR) representative sitting on the committee will be responsible for recording the feedback and ensuring it is approved by the Promotion Committee. Once it is finalised, the HR representative should send the Promotion Committee Feedback pro-forma to the relevant Faculty Pro-Vice Chancellor (FPVC), copying in HR ([BR-HR-Promotions@exmail.nottingham.ac.uk](mailto:BR-HR-Promotions@exmail.nottingham.ac.uk)).

The FPVC is responsible for informing the applicant of the outcome of their application in a timely manner. Specific feedback on the promotion application should only be shared with the applicant once the Promotion Committee Feedback pro forma has been approved by the FPVC.

Applicants should contact their FPVC if they have any questions in relation to the feedback presented below.

## **Section A: Applicant details**

**A1. Name:** Click or tap here to enter text.

**A2. School/Department:** Click or tap here to enter text.

**A3. Current post and job title:** Click or tap here to enter text.

**A4. Commencement date of present appointment:** Click or tap here to enter text.

**A5. Current job family level:** Click or tap here to enter text.

**A6. Requested job family level:** Click or tap here to enter text.

**A7. Career pathway:**

Please tick the correct box indicating the applicant’s career pathway:

Research & Teaching

Teaching & Curriculum Leadership

Research

## **Section B: Promotion Committee**

**B1. Date of Promotion Committee meeting:** Click or tap to enter a date.

**B2. Committee Chair name:** Click or tap here to enter text.

**B3. HR Representative name:** Click or tap here to enter text.

## **Section C: Mitigating Circumstances and agreed adjustments**

C1. Please make a note of any adjustments that have been agreed in relation to this application to provide context to this feedback.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria under which adjustment has been agreed** | **Brief description of mitigation** | **Impact of mitigation** | **Adjustment against criteria** |
|  |  |  |  |

## **Section D: Excellent attainment and achievements**

D1. Please reflect the Promotion Committee’s feedback in relation to the applicant’s excellent academic attainment and achievement in relation to the following categories. This section is to highlight areas which the Promotion Committee commends - feedback is not required for each category.

|  |  |
| --- | --- |
| **Category** | **Please include feedback below:** |
| **University and Academic Service and Good Citizenship** (including EDI, Civic and Global Engagement) |  |
| **Teaching and Curriculum Leadership activity** |  |
| **Research and Knowledge Exchange** |  |

## **Section E: Criteria not met (for unsuccessful applications)**

E1. Please note below specifically where the applicant did not meet the criteria. Reference should be made to the relevant Academic Promotion Criteria.

|  |  |
| --- | --- |
| **Category** | **Please include feedback below:** |
| **University and Academic Service and Good Citizenship** (including EDI, Civic and Global Engagement) |  |
| **Teaching and Curriculum Leadership activity** |  |
| **Research and Knowledge Exchange** |  |

## **Section F: Promotion outcome**

Please indicate below the outcome of this application as agreed by the Promotion Committee:

Successful

Unsuccessful