**Unsuccessful Promotion Application Outcome/Feedback Template letter *– Please use letter headed template appropriate to the campus*:**

Direct Line: xxxx

Direct FAX: XXXX

Email: xxx

REF: Academic Promotions Round 2

Date: xx xxxxxxxxx xxxx

**PERSONAL**

Name of applicant

Address of Applicant

Dear X

Thank you for your application for promotion to [name career pathway level, field, and department].

After careful consideration of your application, the panel decision is that unfortunately your application was not successful on this occasion.

The panel have offered the following points for your future development to enable you to succeed within your career:

* xxxxxx
* xxxxxx
* xxxxxx

If you would welcome verbal feedback on the evidence you provided in your application against the criterion set, please contact **xxx** to book an appointment.

Appeals on the outcome of the promotion process can only be made on the grounds of process; should you wish to appeal the decision of the Panel, please submit your appeal within 5 days of the date of receipt of the Panel’s decision. The appeal form (attached) should be forwarded to the University Secretary at [p.d.garrod@gre.ac.uk](mailto:p.d.garrod@gre.ac.uk)

Yours sincerely

xxxx

**Academic Promotions Applicant Appeal Form**Name:

Faculty:

Department:

Your email address:

**Ref: Academic Promotions Round [x]**

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| **To be sent to the University Secretary**, no later than 5 days after you have received the decision on your promotion application. Appeals after this will be out of time and will not be considered. |
| Please state the grounds for your appeal and how you think it has impacted on the outcome reached by the panel decision? (***Maximum of 1000 words***). |
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