University of Greenwich Academic Promotion Application Form

# to Associate Professor – Research Career Pathway

**Note**: Please ensure you have read all information and relevant guidance on the process before completing this form.

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| Section 1 | About You - this must be the same as your personal information on [Horizon](https://www.gre.ac.uk/articles/public-relations/horizon-hub) – and inform HR of any updates |

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| **Full name, including title:** |  | **Employee Number:** |  |
| **Substantive job title and any additional job role:** |  | | |
| **Month/year appointed\*:** |  | | |
| **School/Department:** |  | | |
| **Faculty:** |  | | |
| **Current grade:** |  | | |

\*The month and year you were appointed to your current job title.

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| **Are you applying for promotion or alignment?** |  | Promotion |  | Alignment |  |
| **What is your current work status?** (expressed as FTE e.g. 0.6) | | Part-time |  | Full-time |  |

*Please see the explanatory notes at the end of this form for more information.*

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| **Do you hold the following qualifications/awards?** | **Yes/No** |
| **PhD or Doctorate** |  |
| **PGCE or PGCHE** |  |
| **Fellowship HEA (FHEA)** |  |
| **Senior Fellowship HEA (SFHEA)** |  |
| **Additional Qualifications:** (academic and teaching qualifications, and professional awards) | |

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| Section 2 | Evidence |

**Note**: Please provide your case/evidence for promotion (maximum 500 words for each section). Information should demonstrate achievements against the relevant academic career pathway.Guidance on Career Pathways for Academic Staff and appropriate evidence can be found on the HR webpages.

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| Criteria | Evidence (applicant to complete) |
| **Research and Knowledge Exchange** | |
| * Publication of sustained body of outputs at levels of national and international excellence as leading or corresponding author * Lead the acquisition and management of external research resources * Successful lead supervision of research students at doctoral level * Accrue indicators of international research impact. What difference has your work made. |  |
| **Teaching and Assessment** | |
| * The integration of research and scholarship into published teaching or training materials * Participation in developing research training programmes or novel taught programmes at the leading edge of the discipline or development and delivery of new courses for such programmes * Successful supervision of student research at various levels |  |

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| **Academic Citizenship and Leadership** | |
| * Research Leadership at Department or similar level including the implementation of strategy policy and plans. * Developing, mentoring and leading a research group including research students and possibly research assistants/fellows. * Participation in developing the academic discipline by leadership of research activities with partners * Growing recognition and esteem by the international academic community in the specific discipline |  |

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| **General Expectations** | |
| * Behave in a manner which reflects the University values, CARE Leadership model, and creates a positive environment for work and study * Proactive participation in delivering the University’s values * Develop expertise in inquiry/research-informed teaching with an increasing degree of autonomy * Keep abreast of developments within the field and seek continuous improvement of own professional practice * Actively participate in established professional development framework activities * Maintain a high standard of student engagement and satisfaction * Seek to maximise the learning outcomes of students |  |

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| **Achievements and Future Developments in the Role** | |
| * Highlight the extra contributions you have made since your last promotion (if applicable). * Outline your future priorities and plans for contributing to achieving the University Strategy if promoted to Associate Professor. |  |
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| Section 3 | Personal Circumstances |

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| **Summary of personal circumstances:**  Please outline any personal circumstances which need to be considered as part of your application to help the panel put in context the volume of your output. (e.g. working a different FTE pattern to your current role; periods of absence due to ill health, parental leave etc.) You can refer to REF documentation on Personal Circumstances for a guide (<https://ref.ac.uk/publications/guidance-on-submissions-201901/>) but any personal circumstances that have affected your ability to produce academic work can be included here. |  |

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| Information provided here will be viewed by both local and university panels. If the information is of a sensitive nature and you wish for only the chair of the panels and HR to view please tick here. |

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| Section 4 | Head of School/Department Report and Recommendation |

**Note**: This section should be completed by the head of department or equivalent.

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| **Name:** |
| **Career outline statement (maximum 600 words):** Please provide a brief outline of the applicant’s overall achievements to date, highlighting personal contribution and impact in the wider context of the applicant’s academic discipline/field and comment how the applicant has demonstrated sustained high performance at their current appointment level and shown the ability to perform to the required standard in line with the relevant career pathway at the level for which promotion is being sought. |
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References:

Your faculty will be asked for the name of up to three impartial academic experts that work in your field, who will be approached to obtain independent verification of your academic promotion submission.

By signing below, should you be successful at the faculty panel, you are giving consent to the university sending your complete application pack (which includes information provided in the personal circumstances section of the application form) to the university’s chosen referees.

Please submit any queries relating to this to [LND@gre.ac.uk](mailto:LND@gre.ac.uk)

**Applicant signature: Date:**

**Head of School/Department signature: Date:**

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| **Important:** Please ensure that your application is accompanied by an abridged CV (no more than two pages) and a full list of publications. **Applications should be submitted as a single PDF document.** |

Completed applications should be forwarded to the relevant faculty email address given below:

* Faculty of **Business** – Maureen Montague [M.P.Montague@gre.ac.uk](mailto:M.P.Montague@gre.ac.uk)
* Faculty of **Education, Health** **and Human Sciences** – Suzanne McGrath [S.McGrath@greenwich.ac.uk](mailto:S.McGrath@greenwich.ac.uk)
* Faculty of **Engineering and Science** –Sharon Wood [S.R.Wood@gre.ac.uk](mailto:S.R.Wood@gre.ac.uk)
* Faculty of **Liberal Arts and Sciences** – Sharron Denham [S.Denham@gre.ac.uk](mailto:S.Denham@gre.ac.uk)

## Explanatory notes

FTE = Full-time equivalent where a full five-day week is expressed as "1.0".

Promotion = A change to a higher grade (e.g. lecturer to senior lecturer).

Alignment = A change to your job title but not your grade (e.g. principle lecturer to associate professor).