University of Greenwich Academic Promotion Application Form

# to Associate Professor – Knowledge Exchange/Enterprise and Practice

**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)** |  |

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| **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, KE and Practice** | |
| * Delivery of a significant body of impacts or outcomes with demonstrable benefits to businesses, the public sector, civil society or society in general (including impact on professional practice/practice) at the highest levels of national and growing international excellence in terms of reach and significance * Publication of a body of outputs or reports in media appropriate for the subject or profession demonstrating national levels of excellence * Leading the acquisition and management of external funding or other resources to support practice, enterprise or knowledge exchange activities |  |
| **Teaching and Assessment** | |
| * The integration of practice, enterprise work and/or knowledge expertise into widely used published teaching or professional training materials * Participation in the development of successful novel taught programmes, including CPD and degree apprenticeships, integrating practice, enterprise, innovation or external engagement activities or leading the development and delivery of new courses * A record of successful supervision of student practice, enterprise activities at various levels |  |

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| **Academic Citizenship and Leadership** | |
| * Practice or Enterprise Leadership/KE Leadership at (School or Faculty level) including the implementation of strategy, policy and plans that promote KE/enterprise/practice excellence * Participation in developing the academic or professional discipline * Growing recognition and esteem as an authority and leading figure by the academic or professional community in their specific subject * Developing, mentoring and leading a Practice, Research, KE or enterprise group including research students and/or possibly research assistants/fellows or externally facing staff * Development and leadership of Practice, KE, enterprise or innovation activities with internal or external partners |  |

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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 * Contribute expertise to shape and inform current and future education * Develop expertise in research led 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. |  |
| 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 school/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).