FORM APAP 2(d): Senior AcademicProfessional

Promotion Submission Form – Knowledge Exchange staff

Please refer to:

* + the Senior Academic Promotion [Guidance](http://www.strath.ac.uk/media/ps/humanresources/careerpathways/APAP_Guidance.pdf); and
	+ the [Indicators of Requirements for Internal Promotions for Research, Teaching and Knowledge Exchange Staff Categories](https://www.strath.ac.uk/media/ps/humanresources/careerpathways/Indicators_of_Requirements_for_RS_TS_and_KE_Staff.pdf)

when completing this form;

* ensure that PURE data is updated prior to requesting a report and the submission of this form (note that updates take one day to show on the PURE report); and
* do not to forward any additional documents (e.g. additional sheets, Self-Assessment Form, etc) *other than* the PURE report, CV using the [APAP Template CV](http://www.strath.ac.uk/media/ps/humanresources/careerpathways/APAP_Template_Academic_CV.docx) and ADR Form. All relevant information must be concisely noted within this form at the appropriate section.
* Applicants should note the page limit for Section 1 is **5 pages**.

**APPLICANTS**: please complete Section 1

**HEADS OF DEPARTMENT/SCHOOL**: please ensure that section 1 is fully completed, and complete section 2

**FACULTY PANELS:** please ensure that sections 1 & 2 are fully completed, and complete section 3

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| --- |
| Section 1 – Applicant’s Promotion Application1.1 Personal Details and Background Information |
| **Name** |  | **Department/****School**  |  |
| **Faculty** |  | **Head of Department/****School**  |  |
| **Date appointed to current grade** |  | **FTE** |  |
| **Please detail any circumstances which have impacted on your work since your last promotion and which you wish to be taken into account (e.g. sabbaticals, family leave, part-time working and career breaks).**  |  |
| **Please confirm the promotion/transfer to be considered (e.g. from Senior Knowledge Exchange Fellow to Principal Knowledge Exchange Fellow):** |
| **From:**  | **To:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1.2 Future visionPlease summarise your vision for the three years following any successful promotion.

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 1.3 Applicant assessment against promotion criteriaPlease provide evidence of your contribution since your last promotion in all key areas against each of the criteria noted below. Please note that you will only be required to match the indicators for the promoted level which are explicitly relevant to your role. Please refer to the [Indicators of Requirements for Research, Teaching and Knowledge Exchange Staff Categories](https://www.strath.ac.uk/media/ps/humanresources/careerpathways/Indicators_of_Requirements_for_RS_TS_and_KE_Staff.pdf) when completing this section. Please include a full summary at each section.

|  |  |
| --- | --- |
| Knowledge Exchange |  |
| Funding |  |
| Dissemination |  |
| CPD / Consultancy Activity  |  |
| Leadership |  |
| External Engagement Activities |  |
| Research  |  |
| Profile |  |
| Teaching |  |
| Citizenship |  |

1.4 Applicant’s External Assessor recommendations: *Promotion to Professor of Practice only*Applications for promotion to Professor of Practice must include three recommendations. Applicant’s External assessor recommendation 1:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Address |  |
| Email |  | Telephone  |  |
| Reason for recommendation |  |

Applicant’s External assessor recommendation 2:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Address |  |
| Email |  | Telephone  |  |
| Reason for recommendation |  |

 |

Applicant’s External assessor recommendation 3

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Address |  |
| Email |  | Telephone  |  |
| Reason for recommendation |  |

|  |  |
| --- | --- |
| 1.5 Applicant SignatureI confirm that to the best of my knowledge and belief that the above information is accurate |  |
| Applicant |  | Date |  |

*Once Part 1 is fully completed, Applicants should submit the whole form to their Head of Department/School by the relevant deadline Section 2 – Head of Department/School’s Recommendation to Support the Applicant’s Promotion Application*

|  |  |  |
| --- | --- | --- |
| 2.1 Head of Department’s assessment of Applicant against promotion criteriaPlease provide a Statement indicating how the Applicant meets the criteria for the promoted position, referring to the appropriate set of indicators. This should include a summary of activity since the last promotion in all areas covered by the relevant indicators, together with confirmation of the areas in which the applicant closely matches the indicators at the promoted level. Where appropriate please make reference to relevant metrics (e.g. publications record, funding portfolio, PhD supervision / graduations, etc).

|  |  |
| --- | --- |
| ***Please ensure that your summary addresses most or all of the following areas:*** Knowledge Exchange FundingDisseminationCPD / Consultancy Activity LeadershipExternal Engagement ActivitiesResearch Profile TeachingCitizenship |  |

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| 2.2 Head of Department’s External Assessor recommendations: *Professor of Practice only*Applications for promotion to Professor of Practice must include four external assessor recommendations by the Head of Department. These four assessors must be different to the recommendations made by the Applicant in their Applicant Submission (Section 1 above). Head of Department’s External assessor recommendation 1:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Address |  |
| Email |  | Telephone  |  |
| Reason for recommendation |  |

Head of Department’s External assessor recommendation 2:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Address |  |
| Email |  | Telephone  |  |
| Reason for recommendation |  |

Head of Department’s External assessor recommendation 3:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Address |  |
| Email |  | Telephone  |  |
| Reason for recommendation |  |

Head of Department’s External assessor recommendation 4:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Address |  |
| Email |  | Telephone  |  |
| Reason for recommendation |  |

2.3 Head of Department and Applicant Signatures |
| Applicant |       | Date |       |
| Head of Department |       | Date |       |

*Once Parts 1 and 2 are fully completed, Heads of Department/School should submit the whole form to their Executive Dean by the relevant deadline*

Section 3 – Faculty Recommendation regarding the Applicant’s Promotion Application

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. **Details of Faculty Panel**

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty name: |  | Present at meeting: |  |
| Meeting date: |  |

* 1. **Dean/Vice Dean Review**

Please provide a Statement indicating how the Applicant meets the criteria for the promoted position, referring to the appropriate set of indicators. This should include a summary of activity since the last promotionin all areas covered by the relevant indicators, together with confirmation of the areas in which the applicant closely matches the indicators at the promoted level (ie research plus at least one other). Where appropriate please make reference to relevant metrics (e.g. publications record, funding portfolio, PhD supervision / graduations, etc).

|  |  |
| --- | --- |
| ***Please ensure that your summary addresses most or all of the following areas:*** Knowledge Exchange FundingDisseminationCPD / Consultancy Activity LeadershipExternal Engagement ActivitiesResearch Profile TeachingCitizenship |  |

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| **3.3 Faculty Panel Recommendation**  |  |  |
| I can confirm that the Faculty Panel have reviewed the ADR and that the objectives are appropriate and are consistent with the promotion application | [ ]  | [ ]  |
| Proposal to be passed to the Academic Appointment Panel | [ ]  | [ ]  |
| If promotion proposal is not being passed to the Academic Appointment Panel, I confirm that feedback has been offered to the Applicant | [ ]  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Executive Dean / Vice Dean signature: |       | Date: |       |

*Once Parts 1, 2 and 3 are fully completed, the Faculty should submit the whole form to the Human Resources team by the relevant deadline*