Research/Teaching/Knowledge Exchange to Academic Recategorisation Request Form

This form may be used for cases where a lateral transfer from the Research, Teaching or Knowledge Exchange staff category to an Academic lectureship role (i.e. Grade 7 or 8) is proposed as a result of evolution of the postholder’s role. Such cases are considered with reference to the formal duties and responsibilities associated with the post, as set out in an up-to-date job description, and also consideration of the individual’s suitability for the role, with reference to the candidate’s CV.

This form should be completed by the Head of Department/School (HoD/S), in consultation with the postholder, then submitted to the Dean for initial consideration. The following should be attached:

* a job description which provides a current description of the role (template descriptors can be found at: [http://www.strath.ac.uk/hr/careerpathways/academicprofessionalstaff/templatejobprofiles](http://www.strath.ac.uk/hr/careerpathways/academicprofessionalstaff/templatejobprofiles/)).
* The candidate’s full academic CV should also be attached.

Cases are submitted through HR to the Faculty Review Panel (Early Career Academic Staff).

To assist in satisfactory reproduction information on this form must be typewritten.

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| Post Holder’s Details |
| Name |       | Department/School |       |
| Current Staff Category  |       | Current Grade |       |

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| Post Holder Request |
| [ ]  | I confirm I wish to transfer to an Academic staff category role. |

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| Head of School/Department Support for Recategorisation |
| [ ]  | I confirm that the Department/School has an organisational need for this post to be converted into Lectureship post, based on the new job description attached, taking into account the activities and overall staffing profile of the Department/School.  |
| [ ]  | I confirm that I consider the individual in question to be capable of delivering a full and valuable contribution in the Lectureship post described. |
| Please outline the reasons for supporting the request, with reference to the changes which have occurred to the role and the candidate’s suitability for a lectureship position:      |
| Post confirm whether this proposed change will have any impact on how the post is funded:      |

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| --- | --- |
| Signatures |  |
|  | Name | Signature | Date |
| Post Holder |       |  |       |
| HoD/S |       |  |       |
| Dean |       |  |       |