ACADEMIC PROMOTION

GUIDANCE ON COMPLETING THE APPLICATION FORM

Applications for Academic Promotion must be submitted using the application form in accordance with the following guidance.

1. **Personal details**

1.1 Please provide your personal details as follows.

- **Employee ID**
  Your employee ID is the eight digit number above the barcode on your staff ID card.

- **Name**
  Please state your name as you would be known by professionally (e.g. Dr Jo Bloggs).

- **School**
  Please select your School from the drop-down list or select Professional Services if you are based in a Professional Services department.

- **Job title**
  Your current job title. You can find this in CoreHR in the My Appointments section.

- **Date appointed**
  Please state the date you were appointed/promoted to your current role. You can find this in CoreHR in the My Appointments section.

- **Career pathway**
  Please select your career pathway from the drop-down list. Please select other if you are employed on a career pathway other than Teaching & Research or Teaching & Scholarship or their clinical equivalents. Please note applications from staff employed on career pathways other than Teaching & Research or Teaching & Scholarship must be accompanied by a business case for a change in career pathway.

- **Contract type**
  Please check the relevant box to indicate whether you work full-time or part-time.

- **FTE (full-time equivalent)**
  Please state your FTE (full-time equivalent). FTE is the proportion of your contracted hours relative to full-time hours. A member of staff working full-time (35 hours a week) will have an FTE of 1. A member of staff working part-time on 17.5 hours a week will have an FTE of 0.5. You can find your FTE in CoreHR in the My Appointments section.
Applying for

Please select the level you are applying for (Senior Lecturer, Reader or Personal Chair) from the drop down list.

Basis of application

Please select the basis of your application which forms your claim of excellence from the drop down list (please see section 2 of the promotion procedure). For staff on the Teaching & Research career pathway this will be either Research, Teaching or Innovation & Engagement. For staff on the Teaching & Scholarship career pathway this will be either Scholarship, Teaching or Innovation & Engagement.

2. Individual circumstances (part 1)

2.1 Please check the relevant box to indicate whether you have any factors that have affected your career profile and volume of output that you would like taken into account in the assessment of your application. These factors may include, but are not limited to:

- flexible working arrangements (e.g. career breaks, part-time working, semester/ term time working, job-sharing)
- pregnancy, maternity, paternity, shared parental leave, adoption and surrogacy, special guardianship
- caring responsibilities
- disability, ill health (including mental health) or injury
- circumstances related to gender identity
- personal, familial, or other non-academic circumstances that have restricted or delayed the applicant’s professional career.

2.2 If yes, please refer to section 16 of the application form, Individual circumstances (part 2).

3. Employment history

3.1 Please list your employment history in reverse chronological order (i.e. starting with the most recent). You may add rows to the table if necessary.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Please state the employing organisation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Please state the department (if applicable).</td>
</tr>
<tr>
<td>Job title</td>
<td>Please state the job title of the position.</td>
</tr>
<tr>
<td>From</td>
<td>Please state the date from which you held the position.</td>
</tr>
<tr>
<td>To</td>
<td>Please state the date to which you held the position.</td>
</tr>
</tbody>
</table>
4. **Qualifications**

4.1 Please list your qualifications in reverse chronological order (i.e. starting with the most recent). You may add rows to the table if necessary.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Please state the name of your qualification (e.g. PhD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>The awarding body (e.g. Cardiff University).</td>
</tr>
<tr>
<td>Award</td>
<td>The classification/ result of your qualification (e.g. 1st, Distinction, Pass).</td>
</tr>
<tr>
<td>Date awarded</td>
<td>Please state the date the qualification was awarded.</td>
</tr>
</tbody>
</table>

5. **Honours and distinctions**

5.1 Please list your honours and distinctions in reverse chronological order (i.e. starting with the most recent) (if applicable). You may add rows to the table if necessary.

<table>
<thead>
<tr>
<th>Award</th>
<th>The honour/ distinction awarded.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>The awarding body.</td>
</tr>
<tr>
<td>Date awarded</td>
<td>The date the honour/ distinction was awarded.</td>
</tr>
</tbody>
</table>

6. **Professional bodies/ learned societies**

6.1 Please list your membership of professional bodies/ learned societies (if applicable). You may add rows to the table if necessary.

<table>
<thead>
<tr>
<th>Status</th>
<th>Please state the type of membership (e.g. Fellow).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
<td>Please state the name of the professional body/ learned society of which you are a member.</td>
</tr>
<tr>
<td>body/ learned</td>
<td></td>
</tr>
<tr>
<td>society</td>
<td></td>
</tr>
<tr>
<td>Date membership commenced</td>
<td>Please state the date membership commenced.</td>
</tr>
</tbody>
</table>

7. **Publications**

7.1 Please list your publications/ scholarly contributions under the headings (books, refereed journal articles, chapters in books, other articles/ scholarly contributions) in date order starting with the most recent (if applicable).

7.2 Work accepted for publication and “in press”, but unpublished at the time of application, may be included. Work “in press” must be supported by a letter of
acceptance for publication for journal articles, and in respect of books, a letter confirming the schedule of production. These documents should be submitted as separate attachments to your application form. Publications submitted, but not yet accepted for publication, should not be listed here, but may be mentioned in your supporting statement.

Published since application/appointment to current role

Please mark with an X each publication, including those “in press”, which you have published since the date of application for promotion to your current role (or since appointment to the post). Publications “in press” at the time of a previous promotion/appointment should not be checked.

Reference

Please cite the reference for each publication.

Rating

Please rate each publication according to your assessment of its worth. Please see the table below for guidance on grading publications.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4*</td>
<td>Work that makes a significant addition to knowledge and to the conceptual understanding of the field, introduces a new way of thinking about a subject, or is distinctive or transformative, and has exerted, or is likely to exert, a significant influence on an academic field or practical applications.</td>
</tr>
<tr>
<td></td>
<td>World-leading: displays the highest attainable standards of originality, significance and rigour.</td>
</tr>
<tr>
<td>3*</td>
<td>Work that makes an important contribution to the field at an international standard, contributing important knowledge, ideas and techniques which are likely to have a lasting influence, but are not necessarily transformative or leading to fundamentally new concepts or ideas.</td>
</tr>
<tr>
<td></td>
<td>Internationally excellent: displays international standards of originality, significance and rigour.</td>
</tr>
<tr>
<td>2*</td>
<td>Work that makes a substantial contribution to its field, providing useful knowledge, and/or involving incremental advances, which might include new knowledge which conforms with existing ideas and paradigms, and has the potential to inform subsequent work.</td>
</tr>
<tr>
<td></td>
<td>Internationally recognised, in terms of originality, significance and rigour.</td>
</tr>
<tr>
<td>1*</td>
<td>Work that makes a contribution to its field.</td>
</tr>
</tbody>
</table>
Recognised nationally in terms of originality, significance and rigour.

| 0* Research related scholarship | Work that is not classified as research for REF but which supports and enhances academic or research activities. For example:  
- work that comprises outputs that disseminate the findings of other researchers, without significant contribution to knowledge 
- textbooks and other scholarly activity 
- standard review articles or textbook chapters that survey previously published work without a significant, novel, intellectual contribution 
- editorials and discussion papers 
- abstracts (refereed or otherwise). |
| Scholarship as research | Scholarship that is defined as research and may be classified as 4*-1* as above.  
The creation, development and maintenance of the intellectual infrastructure of subjects and disciplines, in forms such as dictionaries, scholarly editions, catalogues and contributions to major research databases, or other corpora of knowledge. |
| Teaching related scholarship | Significant contributions to the understanding of pedagogy of the subject area/ professional practice, scholarship related to learning and teaching and involving:  
The application of the most current knowledge of a discipline or professional specialism or broader activities and practice, communicated in ways that are validated by peers and influence others beyond the institution.  
This work may be characterised as 4*-1* as above. |

| % Contribution | Please estimate the percentage of your personal contribution to each publication. |
| Impact factor | Please state the impact factor for each publication. |
| Citations | Please state the number of citations for each publication. |
| H citation index (if applicable) | Please state the H citation index for all your published work (if applicable). |
8. **External funding**

8.1 Please provide details of your successful and unsuccessful applications for external funding (if applicable).

- **Project title**: Please state the title of the project for which funding was applied for.
- **Grant holder(s)** (in order listed on application): Please list the grant holder(s) in the order listed on the funding application.
- **Role (e.g. PI, CoI)**: Please state your role in applying for funding (e.g. Principal Investigator, Co-Investigator).
- **% Ownership**: Please estimate your percentage ownership of the funding.
- **Duration**: Please state the period from and to which the funding applies to.
- **Status**: Please state the status of the funding application (e.g. Awarded, Not awarded, Pending).
- **Value**: Please state the value of the funding applied for.
- **Total successful**: Please state the total value of funding awarded.

9. **Supervision**

9.1 Please provide details of your supervision of postgraduate taught students and/or supervision of researchers/postgraduate research students (if applicable).

- **Degree**: Please state the name of the programme to which the supervision relates.
- **Role (e.g. Supervisor/Co-supervisor)**: Please state your supervisory role (e.g. Supervisor/Co-supervisor).
- **Submitted/awarded**: Please state the status of the supervisory role (e.g. Submitted, Awarded).

10. **Teaching commitments**

10.1 Please provide details of your teaching commitments since the date of application for promotion or the date of appointment to your current role, whichever is earlier (if applicable).

- **Year**: Please state the year(s) in which you held/hold these teaching commitments.
Module/ course title Please state the name of the module/ course to which the teaching commitments relate.

Year of study Please state the year of study to which the teaching commitments relate.

Number of hours Please state the number of hours per year to which the teaching commitments relate.

Number of students Please state the number of students taught per module/ course.

Evaluation Please indicate method(s) of evaluation (e.g. examination)

11. **Academic leadership roles**

11.1 Please provide details of your academic leadership roles since the date of application for promotion or the date of appointment to your current role, whichever is earlier (if applicable).

Role Please state the title of the role or brief description.

From Please state the date from which the role was held.

To Please state the date to which the role was held.

Main duties Please briefly describe the main duties of the role.

12. **Basis of application (claim of excellence)**

12.1 Please provide an evidence based statement demonstrating **excellence** in relation to the benchmarks for the area identified as the basis of your application in section 1. (1000 words max)

12.2 For staff employed on the Teaching & Research career pathway this will be either Research, Teaching or Innovation & Engagement. For staff on the Teaching & Scholarship career pathway this will be either Scholarship, Teaching or Innovation & Engagement.

12.3 Please indicate the number of words used where indicated.

13. **Basis of application (claim of ability and effectiveness)**

13.1 Please provide an evidence based statement demonstrating **ability and effectiveness** in relation to the benchmarks for the two other areas not identified as the basis of your application in section 1. (1000 words max)

13.2 For example, for staff employed on the Teaching & Research career pathway claiming excellence in Research, this section should address the areas of
Teaching and Innovation & Engagement. For staff employed on the Teaching & Scholarship career pathway claiming excellence in Teaching, this section should address the areas of Scholarship and Innovation & Engagement.

13.3 Please indicate the number of words used where indicated.

14. **University citizenship**

14.1 Please provide an evidence based statement regarding your contribution to University citizenship. (500 words max)

14.2 University citizenship can take many forms and includes:

- Undertaking School, College and/ or University roles and responsibilities.
- Serving on School, College and/ or University committees, policy networks, working groups, panels, etc.
- Contributing to an inclusive community through promoting equality and diversity.
- Mentoring, supporting, or reviewing colleagues.
- Voluntary or civic engagement activities supported by the University (e.g. Student Volunteering Cardiff community initiatives).

14.3 Please indicate the number of words used where indicated.

15. **Referee**

15.1 Please provide details of one referee and a brief rationale for your choice.

15.2 Referees should be professors, or of professorial standing, familiar with the general standards for promotion within UK universities. Exceptionally, assessors/ referees may be chosen from other types of institution. Assessors/ referees must not be currently employed by Cardiff University. Referees may include, but are not limited to, co-grant holders, co-authors, supervisors and academic collaborators.

15.3 Please take care to ensure referee details are correct as these will be used to contact your referee should your application progress to this stage. Inaccurate details may result in your application being delayed.

<table>
<thead>
<tr>
<th>Title</th>
<th>Please state your referee’s title (e.g. Professor).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename</td>
<td>Please state your referee’s forename (as used in formal communications).</td>
</tr>
<tr>
<td>Initials</td>
<td>Please state your referee’s initial(s)</td>
</tr>
<tr>
<td>Surname</td>
<td>Please state your referee’s surname.</td>
</tr>
</tbody>
</table>
Institution  Please state the name of the institution as which your referee is currently based. Please take care to ensure this is the official name of the organisation as this will be used in formal correspondence.

- ✔ University of Oxford
- ✗ The University of Oxford
- ✗ Oxford University
- ✗ Oxford

Email  Please state your referees email address.

Rationale  Please provide a brief rationale for your choice of referee.

16. Individual circumstances (part 2)

16.1 If you answered yes in section 2 of the application form, please outline any factors that have affected your career profile and volume of output that you would like taken into account in the assessment of your application. Applicants preferring to keep specific details of such factors confidential should focus on their impact. (250 words max)

16.2 Please indicate the number of words used where indicated.

17. Declaration

17.1 Please check the box to confirm the information provided in your application is a true and fair reflection of your activities and achievements. Failure to provide a true and fair reflection of your activities and achievements may result in your application being rejected.

Format and submission of application

Applications should be submitted in a word processing package (e.g. Microsoft Word), not in PDF format. Arial 12 font should be used throughout.

Evidence presented in the application form relating to the teaching benchmarks may be supplemented by up to 10 A4 sides of supporting documentary evidence (e.g. student feedback). This should be submitted in one separate PDF or Word file.