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	Your name as you would be known by professionally, including any titles/ appellations (e.g. Dr Jo Bloggs).
School	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 to current role	The date you were appointed/ promoted to your current role. You can find this in CoreHR in the My Appointments section.
Career pathway	Select your career pathway from the drop-down list. Please select other if you are employed on a career pathway other than Teaching & Research, Teaching & Scholarship or Research or their clinical equivalents. Applicants are only eligible for promotion within their existing career pathway.
Contract type	Check the relevant box to indicate whether you work full-time or part-time.
FTE (full-time equivalent)	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	Select the level you are applying for (Senior Lecturer/ Senior Research Fellow, Reader/ Principal Research Fellow or Personal Chair/ Professorial Research Fellow) from the drop-

		down list. Normally, promotion will only be awarded to the next career stage (e.g. from Senior Lecturer to Reader). Promotion to a level higher than the next career stage (e.g. from Senior Lecturer to Professor) will only be awarded in exceptional circumstances where applicants clearly demonstrate significant evidence of the appropriate level of performance which is likely to be sustained.
	Basis of application	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, Civic Mission & International. For staff on the Teaching & Scholarship career pathway this will be either Scholarship, Teaching or Innovation, Civic Mission & International. For staff on the Research career pathway this will be Research.

2. Individual circumstances

2.1 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 provide details in the box provided (250 words max). Applicants preferring to keep specific details of such factors confidential should focus on their impact. This information will be used to inform the Academic Promotions process only and will not be used for any other purpose including as a disclosure to inform or update staff records. Please indicate the number of words used where indicated.

3. Employment history

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

Employer	Name of your employer.
Department	Name of the department (if applicable).
Job title	Job title of the role held.
From	Date from which you held the role.
To	Date to which you held the position, or present if referring to your current role.

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.

Qualification	The name of your qualification (e.g. PhD in …)
Institution	The awarding body (e.g. Cardiff University).
Award	The classification/ result of your qualification (e.g. Pass, Distinction, 1st).
Date awarded	The date the qualification was awarded.

5. Honours and awards

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

Award	The honour/ award.
Institution	The awarding body.
Date awarded	The date the honour/ award was awarded.

6. Professional recognition

6.1 Please list your recognition by professional bodies (e.g. Senior Fellowship/ Principal Fellowship of the Higher Education Academy) (if applicable). You may add rows to the table if necessary.

| Membership type | The type/ level of membership (e.g. Senior Fellow). |
| Professional body | The name of the professional body of which you are a member. |

Date membership commenced	The date membership commenced.

7. Teaching

7.1 Please provide details of your contribution to teaching (if applicable). Details presented in your application should be based on your contribution since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. Applicants reapplying following a previous unsuccessful application should also highlight key developments since the previous application.

Year from/ to	The year(s) in which you held/ hold these teaching commitments.
Module/ course title	The name of the module/ course to which the teaching commitments relate.
Level of study (e.g. Year 1)	The level of study to which the teaching commitments relate (e.g. Year 1).
Contact hours per year	The number of contact hours per year to which the teaching commitments relate.
Role (e.g. Module Leader)	Your role in delivering the module/ course (e.g. Module Leader, Programme Leader).
Module evaluation score (i.e. overall satisfaction) (where applicable)	The module evaluation score (i.e. overall satisfaction) (where applicable).

8. Academic leadership, management and teaching/ research-related administration roles

8.1 Please provide details of your internal and/ or external academic leadership, management and teaching/ research-related administration roles (e.g. Director of Learning and Teaching, Personal Tutor) (if applicable). Details presented in your application should be based on your contribution since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. Applicants reapplying following a previous unsuccessful application should

also highlight key developments since the previous application. You may add rows to the table if necessary.

Role	The title of the role or brief description.
From	The date from which the role was held.
To	The date to which the role was held.
Main duties	Briefly describe the main duties of the role.

9. Publications and scholarly outputs

9.1 Please list up to five publications and/ or scholarly outputs that have been most influential in the development of your reputation (if applicable). Details presented in your application should be based on your contribution since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. Applicants reapplying following a previous unsuccessful application should also highlight key developments since the previous application. Please include a url to these outputs on ORCA or equivalent open access repository (if applicable).

Reference/ key details	The reference/ citation for each publication using appropriate referencing style.
% Contribution	Estimate the percentage of your personal contribution to each publication/ output.
Citations	The number of citations for each publication. Further guidance regarding citations is available on the staff intranet. https://intranet.cardiff.ac.uk/staff/research-support/equipment-and-resources/citations-and-other-bibliometric-data
Rating	Rate each publication according to your assessment of its worth. Please see the table below for guidance on grading publications.

Grade	Description
4*	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.

	World-leading: displays the highest attainable standards of originality, significance and rigour.
3*	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. Internationally excellent: displays international standards of originality, significance and rigour.
2*	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. Internationally recognised, in terms of originality, significance and rigour.
1*	Work that makes a contribution to its field. 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.

9.2 Published – Please list all other publications and/ or scholarly outputs. These should be listed in reverse chronological order (i.e. starting with the most recent) under appropriate sub-headings such as the item types specified in ORCA. Only include items published at the time of submission and not works in press, submitted or unpublished.

9.3 Your published work can be copied and pasted from the Publications section of your online staff profile. For outputs listed in ORCA, the Publications section of your staff profile will be generated automatically under appropriate sub-headings. Outputs not listed in ORCA should be added manually.

9.4 Please mark with an 'X' outputs since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. Applicants reapplying following a previous unsuccessful application should also highlight key developments since the previous application.

9.5 In Press – Please list your publications and/ or other research/ scholarship outputs that are in press (i.e. accepted for publication, but not yet published) at the time of submission. Works "in press" must be supported by a letter of acceptance for publication for journal articles, an in respect of books, a letter confirming the schedule of production. These documents should be submitted as separate attachments to your application. Items that are submitted or unpublished, but not accepted for publication, should not be listed here, but may be referenced in sections 12 and 13 of the application form.

10. External funding

10.1 Please provide details of your successful and unsuccessful applications for external funding (if applicable). Details presented in your application should be based on your contribution since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. Applicants reapplying following a previous unsuccessful application should also highlight key developments since the

previous application. The level of external funding will vary between disciplines and career pathways and this will be taken into account in assessing applications.

Awarding body	The organisation applied to/ awarding the funding.
Project title	The title of the project for which funding was applied for/ awarded.
Grant holder(s) (in order listed on application)	List the grant holder(s) in the order listed on the funding application.
Role (e.g. PI, CoI)	Your role in applying for funding (e.g. Principal Investigator, Co-Investigator)
Duration from/ to	The period from and to which the funding applies to.
Status	The status of the funding application (e.g. Successful, Unsuccessful Pending).
Value	The value of the funding applied for/ awarded.
Total successful	The total value of funding awarded. Applicants awarded funding in currencies other than pounds Sterling may wish to itemise these in separate sub-totals for each currency or provide a Sterling value, specifying an appropriate exchange rate.

11. Supervision

11.1 Please provide details of your supervision of postgraduate taught students and/ or supervision of researchers/ postgraduate research students (if applicable). Details presented in your application should be based on your contribution since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. Applicants reapplying following a previous unsuccessful application should also highlight key developments since the previous application.

Degree	The name of the programme to which the supervision relates.
Role (e.g. Supervisor/ Co-supervisor)	Your supervisory role (e.g. Supervisor/ Co-supervisor).
Status (e.g. awarded, submitted, in-progress)	The status of the supervisory role (e.g. awarded, submitted, in-progress).

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. Details presented in your application should be based on your contribution since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. Applicants reapplying following a previous unsuccessful application should also highlight key developments since the previous application. (1000 words max)

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

12.3 Please indicate the number of words used where indicated, inclusive of all sub-headings, footnotes, etc. Please do not include images.

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. Details presented in your application should be based on your contribution since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. Applicants reapplying following a previous unsuccessful application should also highlight key developments since the previous application. (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, Civic Mission & International. For staff employed on the Teaching & Scholarship career pathway claiming excellence in Teaching, this section should address the areas of Scholarship and Innovation, Civic Mission & International. For staff employed on the Research career pathway this will be Teaching and Innovation, Civic Mission & International.

13.3 Please indicate the number of words used where indicated, inclusive of all sub-headings, footnotes, etc. Please do not include images.

14. University citizenship

14.1 Please provide an evidence-based statement regarding your contribution to University citizenship. Details presented in your application should be based on your contribution since submission of your last successful promotion or, if

you have not been awarded promotion previously, since appointment to your current role. Applicants reapplying following a previous unsuccessful application should also highlight key developments since the previous application. (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, inclusive of all sub-headings, footnotes, etc. Please do not include images.

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.

Title	Your referee's title (e.g. Professor).
Forename	Your referee's forename (as used in formal communications).
Surname	Your referee's surname.
Institution	The institution at which your referee is currently based.
Email	Your referees email address.
Rationale	A brief rationale for your choice of referee.

16. Supporting documentary evidence

16.1 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, peer review of teaching). This should be submitted in one separate PDF or Word file.

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. This is to enable you to amend your application should this be requested by your School Promotion Panel (SPP) during the initial stage of assessment. Arial 12 font should be used throughout.