ACADEMIC PROMOTION

GUIDANCE ON COMPLETING THE APPLICATION FORM

Format

Applications must be submitted by email to academicpromotions@cardiff.ac.uk by 12:00 (i.e. midday) on 26 March 2021 in accordance with the following guidance.

Your application may comprise up to three attachments:

1. Application form
2. Supplementary teaching evidence (optional)
3. Evidence of works ‘in-press’ (if applicable)

The application form 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 and to enable word limits to be verified. Arial 12 font should be used throughout to maximise accessibility for readers.

Please do not amend the format of the application form. Additional rows may be added to sections, however, structural changes (e.g. adding, amending, or removing fields or sections) are not permitted. This is to ensure information is presented consistently and concisely and all applicants have an equal opportunity to present their case.

Section 1 – Personal details

Please provide your personal details as follows.
Employee ID

Your employee ID is the eight-digit number which you can find in CoreHR in the top left of the screen (see screenshot).

Date appointed to current role

The date you were appointed/promoted to your current role.

Details presented in your application should be based on your contribution since submission of your last successful promotion (i.e. the application deadline) or, if you have not been awarded promotion previously, since appointment to your current role.

Mostly, you can find this in CoreHR in the My Appointments section (see screenshot above). For Lecturers who have completed a three-year probation period, this is the date of initial appointment as Lecturer, not the date of completion of probation. Please contact academicpromotions@cardiff.ac.uk for advice if you have any queries in relation to this date.

Where you have had multiple equivalent roles without a break in service (e.g. two consecutive Lecturer roles) this date would be from your initial appointment in the first of these roles.

FTE (full-time equivalent)

State your FTE (full-time equivalent). FTE is the proportion of your contracted hours relative to full-time hours. You can find your FTE in CoreHR in the My Appointments section (see screenshot above).

Section 7 – Teaching

Please provide details of your contribution to teaching (if applicable).

Contact hours per year

The number of contact hours per year to which the teaching commitments relate.

Module evaluation score (i.e. overall satisfaction) (where applicable)

The module evaluation score (i.e. overall satisfaction) (where applicable).

Module evaluation scores are available on the Module Evaluation application.

1. Login using your standard network username and password.
2. Select the year from the drop-down menu in the top right corner. The application defaults to the current academic year.
3. Select the relevant module and click View. The overall satisfaction score will be at the bottom of the Agreed % tab (see screenshot below).

Please contact your School administrator for any modules not available through the application.
Section 8 – Academic leadership, management and teaching/ research-related administration roles

Main duties

Briefly describe the main duties of the role. This should be a short, factual description (e.g. bullet points). Any additional narrative regarding your achievements in these roles should be included in sections 12, 13 or 14.

Section 9 – Publications and scholarly outputs

Please list up to five publications and/ or scholarly outputs that best exemplify the quality of your work (if applicable). These may include works ‘in-press’. 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. This should be limited to the citation. Any additional narrative regarding these outputs should be included in sections 12 or 13.
% Contribution  Estimate the percentage of your personal contribution to each publication/output.

Citations  The number of citations for each publication. Citation data is available from sources including Scopus, Web of Science or Google Scholar. Our institutional repository, ORCA also provides citation counts, downloads and other altmetrics. 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

As a signatory of the San Francisco Declaration on Research Assessment (DORA), we support and promote the responsible use of metrics and quantitative indicators of research. As a University we do not use journal-based metrics (e.g. journal impact factors) as surrogate measures of the quality of individual research articles when assessing an individual researcher’s contributions for promotion. Please do not include journal-based metrics in your application.

Citation data may be used as additional information about the academic significance of outputs. Peer review will be the primary means of assessing outputs. The significance of outputs beyond academia will be recognised wherever appropriate. Outputs will be assessed on an equal basis, regardless of whether citation data is available.

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

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<th>Grade</th>
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| 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. |
<p>| 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. |</p>
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<th><strong>Internationally excellent:</strong> displays international standards of originality, significance and rigour.</th>
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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.

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.

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.

Section 10 – External funding

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

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.

Section 11 – Supervision

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).
Section 12 – Basis of application (claim of excellence)

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)

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.

Please indicate the number of words used where indicated, inclusive of all subheadings, footnotes, etc. Please do not include images or other graphic elements (e.g. charts, screenshots). This is to ensure all applicants have an equal opportunity to present their case within the word limit.

Section 13 – Basis of application (claim of ability and effectiveness)

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)

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.

Please indicate the number of words used where indicated, inclusive of all subheadings, footnotes, etc. Please do not include images or other graphic elements (e.g. charts, screenshots). This is to ensure all applicants have an equal opportunity to present their case within the word limit.

Section 14 – Collegiality and University citizenship
Please provide an evidence-based statement regarding your contribution to Collegiality and 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)

Collegiality and 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.
- Supporting the career development of colleagues, including mentoring, support, peer review and relevant collaborations, particularly in relation to early career staff.
- Voluntary or civic engagement activities supported by the University (e.g. Student Volunteering Cardiff community initiatives).
- Measures to mitigate the impact of Coronavirus (COVID-19) (e.g. membership of contingency planning groups, contribution to the University Coronavirus testing service).

Please indicate the number of words used where indicated, inclusive of all subheadings, footnotes, etc. Please do not include images or other graphic elements (e.g. charts, screenshots). This is to ensure all applicants have an equal opportunity to present their case within the word limit..

**Section 15 – Referee**

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

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.

Referees may include emeritus/ retired Professors where you believe they are sufficiently engaged with the latest developments in your discipline to comment authoritatively on your contribution to it.

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.
Section 16 – Supporting teaching evidence

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. This should be limited to existing documentary evidence. It should not include additional narrative which should be included in sections 12 or 13 of your application.

Please submit your supplementary teaching evidence in one separate PDF or Word file, with all included documents presented at their original size where possible. All text should be easily readable when viewing the document normally (i.e the equivalent of Arial 12pt). Reducing images or scans to allow 2-per-page (or more) may result in your application being returned for amendment. This is to ensure all applicants have an equal opportunity to present their case within the page limit provided, as well as ensuring all documents are clear and legible for reviewers.

You are not required to provide documentary evidence for qualifications, awards or invitations to conferences etc.

Section 17 – Declaration

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.