



## ACADEMIC PROMOTION

### GUIDANCE ON COMPLETING THE APPLICATION FORM 2023/24

#### Format

Applications must be submitted by email to [academicpromotions@cardiff.ac.uk](mailto:academicpromotions@cardiff.ac.uk) by 12:00 (i.e. midday) on Monday 8 January 2024 in accordance with the following guidance.

Your application may comprise up to three attachments:

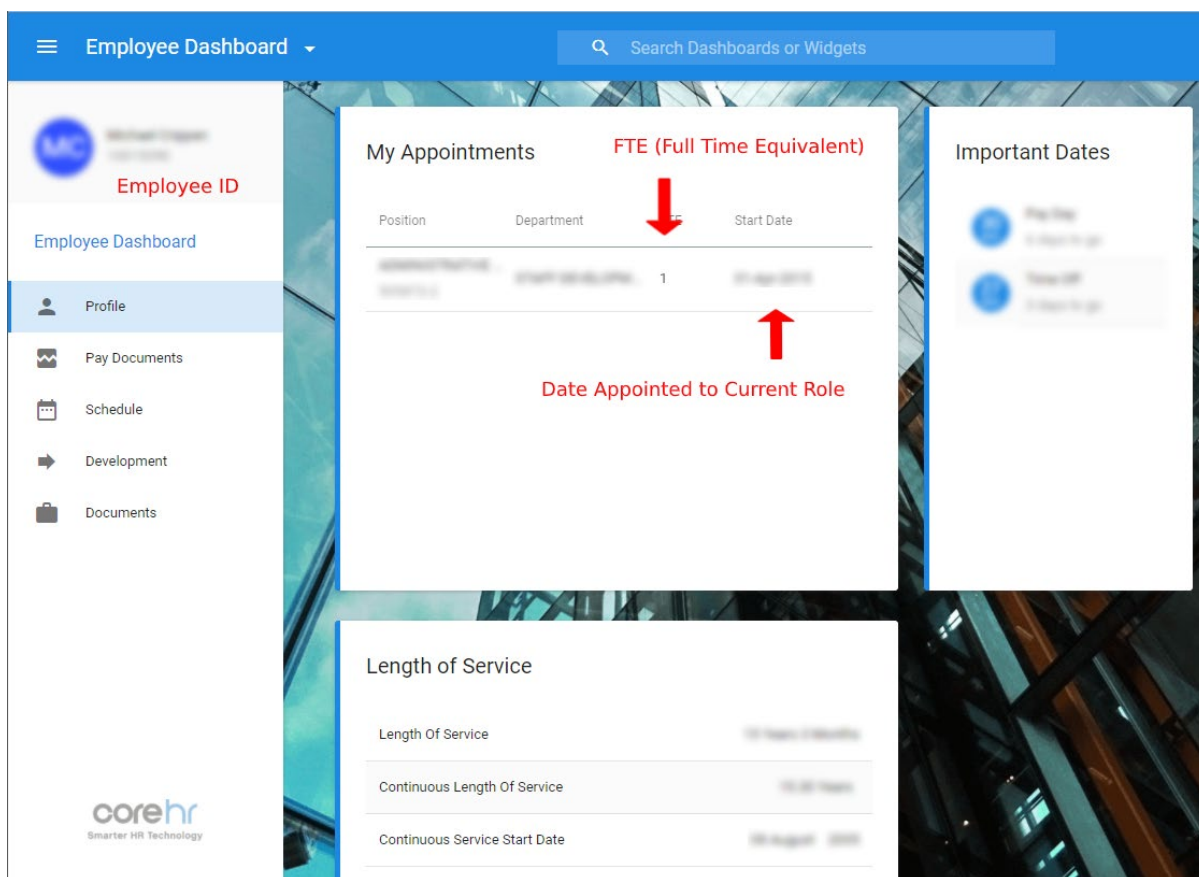
1. Application form
2. Supplementary documentary evidence (optional)
3. Evidence of works 'in-press' (if applicable)

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 the [HR System](#) under your profile picture.

**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 date you submitted your application) or, if you were not promoted to your current role through the Academic Promotions process, since appointment to your current role.

Mostly, you can find this in the [HR System](#) 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](mailto: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 the [HR System](#) in the My Appointments section (see screenshot above).

## **Section 2 – Individual circumstances**

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.

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 or injury
- mental health circumstances
- impact of transition for the trans and non-binary community
- personal, familial, or other non-academic circumstances that have restricted or delayed the applicant's professional career
- impacts related to the Coronavirus (COVID-19) pandemic (e.g. bereavement, sickness absence, mental health and wellbeing, caring responsibilities, education and childcare, self-isolation, shielding of the extremely clinically vulnerable, furlough, flexible working arrangements, financial challenges, travel restrictions).

Details outlined should be limited to a description of the circumstances themselves and their impact on your volume of output. This section should not be used to outline your activities and achievements which should instead be included in sections 12 to 14 of your application.

Applicants preferring to keep specific details of such factors confidential should focus on their impact. Retrospective disclosures will not be considered, unless circumstances come to light which were not known by the applicant at the time of submission. 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.

## **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.
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## **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 (i.e. the date you submitted your application) or, if you were not promoted to your current role through the Academic Promotions process, 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** 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.

Grade	Description
4*	<p>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.</p> <p>World-leading: displays the highest attainable standards of originality, significance and rigour.</p>
3*	<p>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> <p>Internationally excellent: displays international standards of originality, significance and rigour.</p>
2*	<p>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.</p> <p>Internationally recognised, in terms of originality, significance and rigour.</p>
1*	<p>Work that makes a contribution to its field.</p> <p>Recognised nationally in terms of originality, significance and rigour.</p>
0* Research related scholarship	<p>Work that is not classified as research for REF but which supports and enhances academic or research activities. For example:</p>

	<ul style="list-style-type: none"> <li>• work that comprises outputs that disseminate the findings of other researchers, without significant contribution to knowledge</li> <li>• textbooks and other scholarly activity</li> <li>• standard review articles or textbook chapters that survey previously published work without a significant, novel, intellectual contribution</li> <li>• editorials and discussion papers</li> <li>• abstracts (refereed or otherwise).</li> </ul>
Scholarship as research	<p>Scholarship that is defined as research and may be classified as 4*-1* as above.</p> <p>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.</p>
Teaching related scholarship	<p>Significant contributions to the understanding of pedagogy of the subject area/ professional practice, scholarship related to learning and teaching and involving:</p> <p>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.</p> <p>This work may be characterised as 4*-1* as above.</p>

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. Outputs included in a previous successful application as 'in-press' and have since been published should not be marked as new outputs in the subsequent application. 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 (i.e. the date you submitted your application) or, if you were not promoted to your current role through the Academic Promotions process, 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)

Status (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 (i.e. the date you submitted your application) or, if you were not promoted to your current role through the Academic Promotions process, 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 sub-headings, 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 (i.e. the date you submitted your application) or, if you were not promoted to your current role through the Academic Promotions process, 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 sub-headings, 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 (i.e. the date you submitted your application) or, if you were not promoted to your current role through the Academic Promotions process, 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 sub-headings, 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 documentary evidence**

Evidence presented in the application form may be supplemented by up to 10 A4 sides of supporting documentary evidence in relation to any area of the application.

Supporting evidence must be:

- limited to existing documentary evidence (e.g. student feedback or peer review of teaching)
- no more than 10 sides of A4
- submitted in one PDF or Word file

- presented at their original size. All text should be easily readable, for example the equivalent of size 11 font Reducing images to include 2 or more per page may result in your application being returned for amendment

Supporting documentary evidence must not include:

- original narrative outlining your contribution to the benchmarks. All such narrative should be included in sections 12 or 13 of your application
- testimonials. All external assessments will be invited as part of the assessment process.
- personal data such as student feedback in which individual students are identifiable. Such information should be anonymised prior to submission.

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.