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Description automatically generated

**ACADEMIC PROMOTION APPLICATION FORM 2023/24**

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| **1. Personal details** | | | |
| Please provide your personal details as follows. | | | |
| Employee ID | e.g. 10000000 | | |
| Name |  | | |
| School | Choose an item. | | |
| Job title |  | Date appointed to current role | Click here to enter a date. |
| Career pathway | Choose an item. | | |
| Contract type | Full-time  Part-time | FTE (full time equivalent) |  |
| Applying for | Choose an item. | | |
| Basis of application | Choose an item. | | |

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| **2. Individual circumstances** | |
| Have any factors affected your career profile and volume of output that you would like taken into account in the assessment of your application? | |
| Yes (please provide details below) (250 words max)  No | |
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| Word count |  |

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| **3. Employment history** | | | | |
| Please list your employment history in reverse chronological order (i.e. starting with your current role). | | | | |
| Employer | Department | Job title | From | To |
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| **4. Qualifications** | | | |
| Please list your qualifications in reverse chronological order (i.e. starting with the most recent). | | | |
| Qualification | Institution | Award (e.g. Pass, Distinction) | Date awarded |
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| **5. Honours and awards** | | |
| Please list your honours and awards in reverse chronological order (i.e. starting with the most recent) (e.g. prizes, medals, invited member of learned society) (if applicable). | | |
| Award | Institution | Date awarded |
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| **6. Professional recognition** | | |
| Please list your recognition by professional bodies (e.g. Senior Fellowship/ Principal Fellowship of the Higher Education Academy) (if applicable). | | |
| Membership type (e.g. Senior Fellow) | Professional body | Date membership commenced |
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| **7. Teaching** | | | | |
| 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 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. | | | | |
| Year from/ to | Module/ course title | Level of study (e.g. Year 1) | Contact hours per year | Role (e.g.  Module Leader) |
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| **8. Academic leadership, management and teaching/ research-related administration roles** | | | |
| Please provide details of your academic leadership, management and teaching-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 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. | | | |
| Role | From | To | Main duties |
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| **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 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](https://orca.cf.ac.uk/) or equivalent open access repository (if applicable). | | | | |
| Reference | | % Contribution | Citations | Rating |
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| Published – Please list all other publications and/ or scholarly outputs, both prior to and since promotion/ appointment to your current role. These may include works ‘in-press’. 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](https://orca.cf.ac.uk/). 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. | | | | |
| X | Reference | | | |
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| **10. Funding** | | | | | | |
| Please provide details of your successful and unsuccessful applications for funding (if applicable). Details presented in your application should be based on your contribution since submission of your last successful promotion 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. The level of funding will vary between disciplines and career pathways and this will be taken into account in assessing applications. | | | | | | |
| Awarding body | Project title | Grant holder(s) (in order listed on proposal) | Role (e.g. PI, CoI) | Duration from/ to | Status (e.g. Successful) | Value |
|  |  |  |  |  |  |  |
| Total successful (value) | | | | | |  |

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| **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 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 | Role (e.g. Supervisor/ Co-supervisor) | Status (e.g. awarded, submitted, in-progress) |
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| **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 above. Details presented in your application should be based on your contribution since submission of your last successful promotion 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) | |
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| **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 above. Details presented in your application should be based on your contribution since submission of your last successful promotion 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) | |
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| **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 achievements since submission of your last successful promotion 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) | |
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| **15. Referee** | |
| Please provide details of one referee and a brief rationale for your choice. | |
| Title (e.g. Professor) |  |
| Forename |  |
| Surname |  |
| Institution |  |
| Email |  |
| Rationale | |
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| **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. This should be submitted in one separate PDF or Word file. Testimonials are not permitted as external assessments will be invited as part of the assessment process. |
| Yes, I attach supporting documentary evidence in one PDF or Word file which does not exceed 10 A4 sides.  No, I do not attach supporting documentary evidence. |

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| **17. Declaration** | |
| Please check the box below to confirm the information provided in this application is a true and fair reflection of your activities and achievements. | |
|  | I confirm the information provided in this application is a true and fair reflection of my activities and achievements. |

This form should be submitted in Microsoft Word to [academicpromotions@cardiff.ac.uk](mailto:academicpromotions@cardiff.ac.uk) by midday on Monday 8 January 2024.

This form is also available in Welsh.

<https://intranet.cardiff.ac.uk/cy/staff/training-and-development/promotions-and-banding/academic-promotion>