**GUIDANCE FOR APPLICANTS ON THE NEW PROMOTION POLICY AND PROCEDURE (ACADEMIC STAFF) AND THE FRAMEWORK OF CRITERIA FOR PROMOTION**

**Introduction**

This document provides guidance on the new academic promotion process and should be read in conjunction with the Promotion Policy and Procedure (Academic Staff) and the Framework of Criteria for Promotion. These apply in respect of promotion to academic grades 7, 8 and 9.

Applications for promotion to grades 5 and 6 are dealt with through a separate process available at [Promotion Procedure for Teaching and Research Staff 5-6.pdf (abdn.ac.uk)](https://www.abdn.ac.uk/staffnet/documents/Promotion%20Procedure%20for%20Teaching%20and%20Research%20Staff%205-6.pdf).

Staff seeking promotion to grades 7, 8 and 9 are also encouraged to attend a briefing session or view the presentation material, available in the Academic Promotion Toolkit. If you have any queries, please contact the HR Adviser/Partner for your School.

This guidance is split into the following key sections.

1. **Career development discussions.**
2. **Equality, Diversity and Inclusion.**
3. **Understanding the Framework of Criteria.**
4. **Preparing your application form.**
5. **How your application will be considered.**
6. **Receiving the outcome of your application and feedback.**
7. **Appeals.**

**1. Career development discussions**

Consideration of your career development should form part of your regular catch-up meetings with your Academic Line Manager (ALM)/Head of School and, in particular, your annual review meeting. The Promotion Policy and Procedure highlights an expectation that you will have completed an annual review in the 12 months preceding an application for promotion. It is acknowledged that in the first round of using the new Promotion process, you may not have had an annual review and this will not prevent you from being able to submit an application but please ensure you have a discussion with your ALM/Head of School before submitting it.

Your ALM/Head of School will discuss your career development with you and your readiness for promotion. Your application for promotion should, therefore, be a natural step in a planned, supported and managed career development process. Where your ALM/Head of School considers that you are not ready to make an application for promotion, the discussion with you will focus on what steps you can take to enhance your readiness to submit an application.

**2. Equality, Diversity and Inclusion**

Equality, Diversity and Inclusion are fundamental to the promotions process. It is recognised that our statistics show there are some challenges associated for some staff falling under the protected characteristics categories in gaining promotion. The University actively supports inclusive work environments and recognises that in achieving equality of opportunity, some applicants may have to be assessed differently (e.g., where staff work part time as well as those who have had career interruptions due to caring responsibilities, ill health or disability. It is acknowledged that periods of absence may need to be considered as they may have affected the volume but not quality of outputs and activities).

Within the process, there is the option for staff to declare individual circumstances on their application form (in which case the University Promotion Committee members will see the information) or confidentially in a separate form that will only be seen by your Head of School, HR and the convenor of the University Promotion Committee. More information about this is in section 4.4.4 of the Policy/Procedure.

Further steps to ensure that equality, diversity and inclusion underpin the academic promotions process include:

* the involvement of a social bias observer on the University Promotion Committees. This may include a trade union representative also adopting the role of social bias observer.
* a clear process for those involved in the promotions process to consider whether there are any conflicts of interest and to declare these as appropriate. Applicants can also highlight any perceived conflicts of interest as the names of those involved in the relevant University Promotion Committee will be published shortly after the closing date for applications.
* steps taken to ensure, as far as possible, that the University Promotion Committees are gender and race balanced.
* all University Promotion Committee members required to undertake Unconscious Bias training.
* asking applicants to indicate how they have contributed to Equality, Diversity and Inclusion as part of Citizenship.

**3. Understanding the Framework of Criteria for promotion**

The Framework of Criteria for promotion has been developed to recognise the range of activity that our academic staff undertake, whether they are on the Research, Teaching & Research, Teaching & Scholarship or Clinical Service academic career tracks. The National Academic Role Profiles, used for role analysis/job evaluation and directly as the criteria for the previous promotions process, still underpin the grading of our academic roles and are reflected in the new Framework of Criteria. However, the new criteria are enhanced to capture the fact that the range of academic activities undertaken by staff has evolved over time and should be recognised appropriately via our promotions process.

The Framework includes the following key features and principles:

**(i) Pillars/criteria - 5 Pillars and related criteria that cover different areas of academic activity.**

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| **RESEARCH****Level 1****Level 2****Level 3** |  | **EDUCATION****Level 1****Level 2****Level 3** |  | **SCHOLARSHIP AND/ OR PROFESSIONAL PRACTICE****Level 1****Level 2****Level 3** |  | **ENGAGEMENT, INNOVATION & IMPACT****Level 1****Level 2****Level 3** |  | **CLINICAL SERVICE****Level 1****Level 2****Level 3** |  |

* For each of the Pillars there are detailed criteria across 3 levels – Levels 1, 2 and 3. The levels represent increasing responsibility and requirements in terms of evidence for promotion.

**(ii) Requirements by Grade**

The Framework outlines the minimum thresholds in terms of evidence required for each grade across our academic tracks.

The broad requirements are illustrated in the diagram below.

***Plus evidence of Citizenship is required for all applications***

**N.B. for staff on the Research Academic Career Track, there is an option to provide evidence based on Research+ and another pillar at a lower level.**

The Framework is organised as follows:

* There is a section for each academic career track – the first step for you, therefore, is to find the academic career track that applies to you.
* There is then a breakdown by level for each career track as follows:
* Research – Advanced Research Fellow, Senior Research Fellow, Reader, Professor.
* Teaching and Research – Lecturer, Senior Lecturer, Reader, Professor.
* Teaching and Scholarship – Lecturer, Senior Lecturer, Reader, Professor.
* Clinical Service – Lecturer, Senior Lecturer, Reader, Professor.
* For each level, information is provided about the minimum thresholds in terms of evidence that is required for that level as well as the possible combinations of minimum thresholds.

The extract of the Framework below provides further clarity.

**This shows the level of promotion being sought under the career track**

**This indicates the Academic Career Track that the information below applies to**

**Academic career track – Research**

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|  **For promotion to -** |  |
| **Evidence minimum thresholds & options****This highlights the requirement to evidence Citizenship****The columns opposite detail the minimum thresholds and possible combinations for each Grade**  | **(i) Research Level 1+*****Or*****(ii) Research Level 1 with one of the following at Level 1: Education; Engagement, Innovation and Impact** ***And*** **Baseline evidence: Citizenship** | **(i) Research Level 2+; Education Level 1*****Or*****(ii) Research Level 2+; Engagement, Innovation and Impact Level 1** ***Or*****(iii) Research Level 2 with one of the following Level 2:****Education; Engagement, Innovation and Impact** ***And*** **Baseline evidence: Citizenship** | **(i) Research Level 3+; Education Level 1*****Or*****(ii) Research Level 3+; Engagement, Innovation and Impact Level 1*****Or*****(iii) Research Level 3 with one of the following Level 2: Education; Engagement, Innovation and Impact** ***And*****Baseline evidence: Citizenship** | **(i) Research Level 3+; Education Level 2** ***Or*** **(ii) Research Level 3+; Engagement, Innovation and Impact Level 2** ***Or*****(iii) Research Level 3 with one of the following Level 3: Education; Engagement, Innovation and Impact** ***And*****Baseline evidence: Citizenship** |  |  |

**4. Preparing your application form**

At the launch of the annual academic promotions exercise, you will be advised of the deadline to submit your application form to your Head of School.

The application form consists of two main sections – the first section to provide a high-level summary, information about four key outputs and then detailed evidence against the Framework of Criteria. There is then a second section to provide supplementary information to back up the evidence you provide in the first section.

A copy of the application form with guidance for each section is provided at Appendix 1.

* **Use of Pure to prepare your application form**

You are encouraged to ensure that you make use of Pure to record your publications, open research, research activities and other esteem factors. Information contained in Pure can be cut and pasted into the relevant sections of the application form.

Further guidance on Pure and its use in respect of the promotions process can be found [here](https://www.abdn.ac.uk/staffnet/research/research-profile-14594.php#panel15416) .

* **The criteria**

Information about the criteria for each Pillar can be found in the Framework of Criteria. Each set of criteria includes a general introduction about what is covered under each Pillar and then information for Level 1, Level 2 and Level 3. Examples of supporting indicators for each level are provided.

Please note there is not the expectation that you provide evidence against each of these supporting indicators and there may be other examples that you wish to include in your application.

**5. How your application will be considered**

Once your application has been submitted the process that will be followed is:

* Your Head of School will complete their Head of School Evaluation, including consulting relevant senior academic members of staff for their input. More information about the Head of School evaluation can be found in the Academic Promotion Toolkit.
* Your application and the Head of School evaluation will be submitted to the relevant University Promotion Committee for consideration and a decision to be reached. There are two committees – one considering applications to Lecturer/Research Fellow and Senior Lecturer/Senior Research Fellow, and one considering applications to Reader and Chair.
* The membership of each committee is as detailed below.
* **University Committee (to consider applications to Lecturer, Research Fellow, Senior Lecturer and Senior Research Fellow)**

Membership:

 Vice-Principal (Convenor)

 2 further Vice-Principals or Deans

 Interdisciplinary Director

 4 Senior Academic members of staff

 HR Manager or Senior HR Partner (clerk)

 Social Bias Observer / Union Observer (to observe only)

 N.B. Membership will be balanced to have the capability to assess all Pillars, to represent a range of disciplines and every effort will be made to ensure gender and race balance.

 In attendance:

 Heads of School (to present cases for their area only)

* **University Committee (to consider applications to Reader and Chair)**

 Membership:

 Senior Vice-Principal (Convenor)

 2 Vice-Principals or Deans

 Interdisciplinary Director

 4 Senior Academic members of staff

 HR Manager or Senior HR Partner (clerk)

 Social Bias Observer / Union Observer (to observe only)

 N.B. Membership will be balanced to have the capability to assess all Pillars, to represent a range of disciplines and every effort will be made to ensure gender and race balance.

 In attendance:

 Heads of School (to present cases for their area only)

* The names of those sitting on committees will be published shortly after the closing date for applications. This provides the opportunity for any conflicts of interest to be flagged. More information about this can be found in the policy/procedure.
* For applications to Grade 7 Lecturer and Advanced Research Fellow, the University Promotion Committee members will determine whether the application meets the criteria.
* For applications to Grade 8 (Senior Lecturer, Senior Research Fellow), Reader and Grade 9 (Professor) the University Promotion Committee members will determine whether there is a prima facie case for promotion and whether to proceed to taking up of external evaluations. Where the decision is to proceed to taking up external evaluations, your Head of School will be asked to nominate individuals. Once received, the Committee will then meet again to consider the external evaluations and reach a decision as to whether the criteria are met.

**6. Receiving the outcome of your application and feedback**

Once the University Promotion Committee has reached a decision regarding your application, you will receive the written notification of the outcome from the Convenor of the committee.

You will receive a copy of the Head of School evaluation as well as written feedback from the University Promotion Committee about their discussion/deliberations.

A meeting with your Head of School/ALM will be arranged to coincide with receiving the outcome and during this meeting the Head of School evaluation and written feedback from the University Promotion Committee about their discussion/deliberations will be shared with you. This applies to both successful and unsuccessful applications with unsuccessful applicants being prioritised. The focus of the discussion for unsuccessful applicants will be on what steps can be taken to enhance a future application.

**7. Appeals**

The policy includes provision for staff to appeal an unsuccessful outcome on procedural grounds only. This means that you cannot appeal on a matter that is deemed to be academic judgement but can appeal only if an aspect of the policy/procedure has not been followed or some other irregularity has arisen. The policy and procedure details information about how any appeal is heard, involving members of staff who have not previously been involved in reviewing the application or reaching a decision about it.

**Further information**

If you have any queries regarding this guidance please contact your HR Adviser/Partner.

**Appendix 1 – Guidance: Application Form**

**ACADEMIC PROMOTION APPLICATION FORM – GUIDANCE**

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| **ACADEMIC PROMOTION APPLICATION FORM** **(for applications for promotion to Grades 7-9)****This application form should be completed by staff seeking promotion under the Academic Promotion Policy and Procedure and submitted to the Head of School by the published deadline. Before completing the form, please read through the Promotion Policy & Procedure, Framework of Criteria and Guidance for Applicants.** **Details presented in your application should be based on achievements since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. It is important that the same evidence is not repeated under different headings as the same activities/contributions will not be double-counted under different main headings. Material that is still undergoing review and funding applications that are pending must NOT be included in the form.​ The form may include work that has n​ot been published but has been accepted in its final form,​ demonstrated either through the ​issue of a DOI or an editor’s letter, t​o confirm that the material has been fully accepted but awaits publication.** **Information about your applications and awards, postgraduate students and, where they have been kept up to date, publications, impacts, prizes and activities can be found in your personal Pure account and can be copied and pasted into the relevant sections of section two of the application form below. More information on how to use Pure in support of your promotion application form can be found** [**here**](https://www.abdn.ac.uk/staffnet/research/research-profile-14594.php)**.****There are no word limits stipulated in the form, other than in the Personal Statement, Individual Circumstances and Key Outputs sections, but overall the evidence you provide in Section 1 (sub-section 4 ‘Evidence’) of your application should not exceed 2500 words. If you have any queries please contact your HR Partner/Adviser.** | **GUIDANCE*****Please note the word limit specified for the following sections - Personal Statement, Individual Circumstances and Key Outputs, as well as the overall word limit of 2500 words for the information you provide in the Evidence section.***  |
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| **Name:** |  |
| **School:** | Choose an item. |
| **Current Career Track:** | Choose an item. |
| **Current Job Title:** |  |
| **Current Grade:** | Choose an item. |
| **Level of Promotion Sought:** | Choose an item. |
| **Date of last promotion:** |  |

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| **SECTION 1**  |
| **1. FRAMEWORK OF CRITERIA**  |
| **Please indicate below your choices of primary evidence that you will be providing for assessment under the Pillars. Your choices need to be in accordance with the minimum thresholds and possible combinations stipulated in the Academic Promotions Framework of Criteria, therefore, as a minimum, primary evidence under 2 pillars (Grade 7 – 2 pillars at level 1; Grade 8 – 2 pillars at level 2; Grade 8, Reader – one pillar at level 3 and one pillar at level 2; Grade 9 – 2 pillars at level 3)\*. You may also provide evidence under any of the remaining Pillars, should you wish to do so, as supplementary evidence for assessment (please note this is optional). All applicants must provide evidence under the Citizenship Pillar.** **\*noting the different requirement for staff providing evidence under Research+**

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| **PILLAR** | **Indicate here if providing as primary evidence for assessment (note, minimum of 2 to be selected)** | **Indicate here if providing as supplementary evidence for assessment** |
| **Research** | [ ]  | [ ]  |
| **Education** | [ ]  | [ ]  |
| **Scholarship and/or Professional Practice** | [ ]  | [ ]  |
| **Engagement, Innovation and Impact** | [ ]  | [ ]  |
| **Clinical Service** | [ ]  | [ ]  |
| **Citizenship** | **Evidence to be provided by all applicants** | **Evidence to be provided by all applicants** |

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 | ***Please use the drop down menus where ‘Choose an item’ is indicated to provide this information.******Please refer to the Framework of Criteria to decide which Pillars you will provide evidence under. Remember that your choices need to be in accordance with the minimum thresholds and possible combinations stipulated in the Framework of Criteria, therefore, as a minimum, primary evidence under 2 pillars (Grade 7 – 2 pillars at level 1; Grade 8 – 2 pillars at level 2; Grade 8, Reader – one pillar at level 3 and one pillar at level 2; Grade 9 – 2 pillars at level 3)\*. You may also provide evidence under any of the remaining Pillars, should you wish to do so, as supplementary evidence for assessment (please note this is optional). All applicants must provide evidence under the Citizenship Pillar.*** ***\*noting the different requirement for staff providing evidence under Research+*** |
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| **2. PERSONAL STATEMENT**  |
| **Please use this section to highlight your personal case in support of your application. This should be a brief summary to introduce the more detailed evidence you provide in section 3 of your application and should be no longer than 250 words.** **Individual circumstances – if you wish to declare circumstances that you are content can be made available to the members of the University Promotion Committee, please also include these in this section (this should also be no longer than 250 words). If you wish to disclose individual circumstances on a confidential basis, please complete the Individual Circumstances Form. More information can be found in the Policy and Procedure (section 4.4.4).**  |
| **Personal Statement (no longer than 250 words)****Please use this section to highlight your personal case in support of your application. This should be a brief summary to introduce the more detailed evidence you provide in section 3 of your application and should be no longer than 250 words.****Individual Circumstances (no longer than 250 words)**

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| **3. KEY OUTPUTS**  |
| **Please use this section to highlight the four key outputs that best evidence the quality of your work and briefly explain why (maximum 50 words of explanation each). These should be contributions open to scrutiny, such as publications or other form of publicly available output (e.g. evidence to an enquiry, an artwork etc.) that you have undertaken. They should be new outputs since your last promotion where relevant.**  |
| (i)  |
| (ii) |
| (iii)  |
| (iv)  |

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| **4. EVIDENCE**  |
| **Please provide your primary evidence and supplementary evidence if appropriate. Please ensure the word count does not exceed 2500 words in total across this section.**  |
| **RESEARCH** **Please indicate here if you are providing evidence based on Research+ or Research** **Research+** [ ] **Research** [ ] **In keeping with the principles of DORA, you may find it helpful to organise your evidence under the following questions.** **How have you contributed to the generation of knowledge?****How have you contributed to the development of individuals?****How have you contributed to the wider research community?****How have you contributed to broader society? (N.B. if you are making a case under the Engagement, Innovation and Impact Pillar you may wish to cover this under that section).**  |
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| **EDUCATION**  |
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| **SCHOLARSHIP AND/OR PROFESSIONAL PRACTICE**  |
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| **ENGAGEMENT, INNOVATION AND IMPACT**  |
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| **CLINICAL SERVICE**  |
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| **CITIZENSHIP – evidence to be provided by all applicants** **Please provide an evidence-based statement regarding your contribution to University Citizenship (information including examples of University Citizenship is provided in the Framework of Criteria/Guidance for Applicants). This should include evidence of how you have contributed to Equality, Diversity and Inclusion.**  |
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 | ***The Personal Statement section is the opportunity for you to highlight key achievements that indicate your readiness for promotion. There is no format for this section but you should use it as the opportunity to introduce the key outputs that you will be highlighting as well as the detailed evidence that you will be providing in Section 3. Please do not exceed the word limit of 250 words.*** ***Individual circumstances. You do not need to complete this section unless you wish to highlight any individual circumstances that may have impacted on the overall volume (but not quality) of your outputs/ achievements. This may be circumstances such as working part time, caring responsibilities or health matters and it is recognised that particularly during the pandemic there may have been an impact on staff. Please note you have the choice of including the information in this form (in which case the University Promotion Committee will see it) or, if you wish for the information to only be seen by a smaller number of people, to complete the******separate Individual Circumstances form.******In this section please highlight your four key outputs that you think best evidence the quality of your work. Depending on your career track and evidence that you are providing, these could be outputs relating to:******Research.******Education.******Scholarship/Professional Practice.******Engagement, Innovation & Impact.******Clinical Service.*** ***The information you provide should be evidence since your last promotion application if you have previously applied for promotion.*** ***Please remember to stay within the word limit stipulated (50 words per key output).*** ***The ‘Evidence’ section is where you should provide the detailed information, outlining your case for promotion.*** ***You should complete the sections you have indicated earlier in this form as those you will be providing your primary evidence under as well as information under other Pillars if you wish to as supplementary (but this is not mandatory).*** ***All applicants must present information under Citizenship. More information about Citizenship can be found in the Framework of Criteria.*** ***If you are not providing evidence under Pillars please just leave the section blank.*** ***Refer to the Research/Research + criteria if you are completing this section.******Remember that the supporting indicators are examples – there may be others and you do not need to provide evidence against each example given.*** ***Refer to the Education criteria if you are completing this section.******Remember that the supporting indicators are examples – there may be others and you do not need to provide evidence against each example given.*** ***Refer to the Scholarship and/or Professional Practice criteria if you are completing this section.******Remember that the supporting indicators are examples – there may be others and you do not need to provide evidence against each example given.*** ***Refer to the Engagement, Innovation and Impact criteria if you are completing this section.******Remember that the supporting indicators are examples – there may be others and you do not need to provide evidence against each example given.*** ***Refer to the Clinical Service criteria if you are completing this section.******Remember that the supporting indicators are examples – there may be others and you do not need to provide evidence against each example given.*** ***Evidence about Citizenship must be provided by all applicants. More information about indicators of what constitutes Citizenship can be found in the Framework of Criteria.******As part of this you must include evidence of how you have contributed to Equality, Diversity and Inclusion.***  |
| **SECTION 2 – SUPPLEMENTARY INFORMATION**  | ***This section of the form is intended to provide information to back up the evidence that you have provided in Section 1 ‘Evidence’*** ***Where relevant, please prefix any new information since your last promotion application with \*New\* in each section.*** |
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| **1. PROFESSIONAL HISTORY** **Please list your employment history in reverse chronological order (i.e. starting with your current role).**  |
| Job Title and Employer | From | To  |
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| **2. EDUCATION/QUALIFICATIONS AND RECORD OF CONTINUOUS PROFESSIONAL DEVELOPMENT****Please list your qualifications and record of continuous professional development (CPD) in reverse chronological order (i.e. starting with the most recent).** |
| **Year** | **Qualification/CPD** |
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| **3. PRIZES, AWARDS AND OTHER HONOURS** **Please list your prizes, honours and awards in reverse chronological order (i.e. starting with the most recent).** **Click here if not applicable ☐** |
| **Award** | **Institution/Peer Review Committee/****Other**  | **Date** |
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| **4. INVITED TALKS** **Please include any invitations as keynote speaker; include invitations you were unable to take up, indicating reason. Only prestigious invitations should be detailed here, other conference activities relevant to the case for promotion should be summarised under other sections as appropriate.****Click here if not applicable ☐** |
| **Invitation (including date, most recent first)** |
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| **5. OTHER EXTERNAL ENGAGEMENT** **Please provide brief, factual, information about other external engagement activity, such as consultancy, engagement with Government and other public sector agencies, private business etc. N.B. depending on the scale of external engagement activity you may wish to provide this information under the Engagement, Innovation and Impact Pillar. If so, you do not have to repeat it here.**  **Click here if not applicable** [ ]  |
| **External Engagement (include information about the nature of the engagement, your role and** **timescale)** |
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| **6. PhD STUDENT SUPERVISION** **Please indicate whether you are/have been 1st or 2nd supervisor.**  |
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| **7. PUBLISHED WORK OR OUTPUTS FROM CREATIVE PRACTICE****Please list all publications and/or scholarly outputs (you do not have to repeat the four that you have included in Section 1/sub-section 3).** **These may include works ‘in-press’ (in the separate section below) for which a DOI (or other final version of record) exists but not works currently out for review. These should be listed in reverse chronological order (starting with the most recent first). Please also write \*New\* before each entry to indicate those since your last promotion or application for promotion.** **Please indicate where you have been lead author, or otherwise the nature of your contribution.**  |

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| **PUBLISHED WORK** |
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| **IN PRESS** |
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| **9. FUNDING** **Please provide details of your successful and unsuccessful applications for funding (internal/external). The level of funding will vary between disciplines and career pathways and this will be taken into account in assessing applications.****Please indicate the Project Name, Funder, Your Contribution (e.g. sole applicant, principal investigator, collaborators and details of others involved) and including the % of your contribution, Start and End Dates, Amount of Award.** **Indicate clear which awards are \*New\* since last promotion / application.**  |
| **Successful (funding awarded)** |
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| **Unsuccessful (funding not awarded)** |
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| **10. PERSONAL REFERENCE - please include a copy of your personal reference below.**  |
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| **Signature:** |  |
| **Name:** |  | **Date:** |  |

 | ***Prefix any new Education/Qualifications since your last promotion application with \*New\*******Prefix any new Prizes/Awards/Honours since your last promotion application with \*New\*******Remember that you can cut and paste information from your Pure account into this section.*** ***Prefix any new Invited Talks since your last promotion application with \*New\*******Remember that you can cut and paste information from your Pure account into this section.*** ***Prefix any new external engagements since your last promotion application with \*New\*******Remember that you can cut and paste information from your Pure account into this section.*** ***If you provide this information under the EII Pillar you do not need to repeat it here.*** ***Prefix any new PhD Student Supervision since your last promotion application with \*New\*******Remember that you can cut and paste information from your Pure account into this section.*** ***Prefix any new published works/outputs from creative practice since your last promotion application with \*New\*******Remember that you can cut and paste information from your Pure account into this section.*** ***In this section you should provide information about applications for funding – both successful and unsuccessful.*** ***This can include internal and external funding and please prefix with \*New\* those applications made since your last application for promotion as appropriate.*** ***Remember that you can cut and paste information from your Pure account into this section.*** ***Please attach a copy of your personal reference to your application form.***  |

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| **Please submit your completed form to your Head of School and copy to** **promapps@abdn.ac.uk** **by the closing date specified.** |