**ACADEMIC PROMOTION**

**Head of School Evaluation Form**

**Strictly Confidential**

The purpose of the Head of School evaluation is to provide an appraisal of the evidence provided by the applicant in their application form for members of the University Promotion Committee. It will be used at the University Promotion Committee to draw out the strengths and weaknesses of the case. The report should be completed in line with the Guidance for Heads of School.

|  |  |
| --- | --- |
| **Applicant’s name:** |  |
| **Applicant’s current job title:** |  |
| **School:** | Choose an item. |
| **Department/Unit:** |  |
| **Applicant’s current career track:** | Choose an item. |
| **Level of promotion sought:** | Choose an item. |

|  |
| --- |
| **OVERVIEW OF CASE:***Please provide an appraisal of the applicant’s case for promotion, in light of the norms for their discipline and including a critical analysis of their strengths and any areas for development. This should not come as a surprise to the applicant, therefore, should have already been discussed with them as part of ongoing discussions with you or their Academic Line Manager. Any relevant subject-specific knowledge and context should also be included here. For example, if there any variations from the core criteria defined by the candidate’s career pathway, please provide the reasons here.****There is a suggested word limit of 200 words.*** |
|  |

|  |
| --- |
| **CONSULTATION:** *Further information is available in the Guidance concerning the requirements for consultation.* *Please detail below who you have consulted as part of preparing your Head of School Evaluation.*  |
| 1.  | 2.  | 3.  |
| 4.  | 5.  | 6.  |
| 7. | 8. | 9.  |

|  |
| --- |
| **OVERVIEW OF APPLICANT’S EVIDENCE:***Please provide an appraisal of the evidence provided by the applicant against each Pillar completed in line with the Framework of Criteria for Promotion, drawing on the views of others you have consulted. You should verify the evidence and comment on this in the context of your School and include comment, as appropriate, on the extent to which the applicant is leading activity rather than contributing to it. Where the applicant has not provided evidence against a Pillar, please state ‘n/a’. For the Pillar ‘Citizenship’, please comment on evidence of contribution to Citizenship as appropriate to the career stage of the applicant. Applicants must provide evidence of their contribution to Equality, Diversity and Inclusion under Citizenship.* ***There is a suggested word limit of 200 words for each section completed.***  |

|  |
| --- |
| **Pillar: Research**  |
|  |

|  |
| --- |
| **Pillar: Education**  |
|  |

|  |
| --- |
| **Pillar: Scholarship and/or Professional Practice**  |
|  |

|  |
| --- |
| **Pillar: Engagement, Innovation & Impact**  |
|  |

|  |
| --- |
| **Pillar: Clinical Service**  |
|  |

|  |
| --- |
| **Pillar: Citizenship (baseline evidence appropriate to career stage required for all applications)** |
|  |

|  |
| --- |
| **ANY OTHER RELEVANT INFORMATION:***Please use this space to provide any further relevant information not included above. This may include further detail about the application in light of disciplinary norms or your assessment of the impact on the applicant’s performance of any personal circumstances disclosed in their application or in a submitted Individual Circumstances Form. Where an Individual Circumstances form has been submitted please do not include detail about this in this form. Categorise and state below your view on the impact of them, i.e. either (i) likely to have had little or no impact; (ii) likely to have had some impact or, (iii) likely to have had a substantial impact.*  |
|  |

|  |  |
| --- | --- |
| **Head of School Name:** |  |
| **Signed:** |  | **Date:** | Click or tap to enter a date. |

|  |
| --- |
| **PLEASE FORWARD THIS FORM TO** **promapps@abdn.ac.uk** |