**PERSONAL DETAILS**

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| Full Name |  |
| Department |  |
| Head of Department/Division |  |
| Current post |  |
| Start date in current post |  |
| FTE *(full time equivalent)* |  |
| Previous posts at the University *(with dates)* |  |
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| Posts prior to joining the University*(with dates)* |  |
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| Qualifications including teaching qualifications and HEA fellowship *(with dates)* |  |
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| Membership of Professional Bodies |  |
| Any significant work-related issues or periods of absence during the period under review  |  |

**Guidance**

This application form should be completed with reference to the Career Progression Framework document: [Career progression in the education and research job family framework (bath.ac.uk)](https://www.bath.ac.uk/publications/career-progression-in-the-education-and-research-job-family-framework/)

Please provide information in all sections relevant to the promotion for which you are applying and reorder the application form so your major contribution is presented at the beginning followed by your effective contribution.

Once you have completed the application form please return it plus the supporting documentation to your Head of Department/Division so they can start the internal consultation process.

There is further guidance included throughout the form to help you, however, please ensure all guidance in red is removed from the form before submitting the final version to your Head of Department/Division.

**SUMMARY STATEMENT**

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| Application for promotion/translation to |  |

If applying for Senior Lecturer, please specify the basis of your application.

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| Major contribution |  |
|  |
| Effective contribution |  |

Please provide a summary of your achievements with reference to the specific criteria for the promotion for which you are applying.

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**APPLICATION FORM**

**TEACHING**

Please provide below a record of how you meet the teaching criteria as specified in the Career Progression Framework document by describing your teaching activity and the effectiveness of your teaching.

**DESCRIPTION OF TEACHING**

Please describe your approach to teaching (maximum 250 words).

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**TEACHING ACTIVITY**

**Undergraduate/taught postgraduate units**

Please provide the detail of your recent teaching activity **(normally the last 3 years).**

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| --- | --- |
| Academic Year |  |
| Unit code and title |  |
| Type of activity (e.g. lecture/problem class/seminar/tutorial) | Number (of lectures/problem classes etc.) | Number of students | Contact time (hours) and % of unit taught by you | Online unit evaluation from SAMIS attached? *(delete as appropriate)* |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |

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| --- | --- |
| Academic Year |  |
| Unit code and title |  |
| Type of activity (e.g. lecture/problem class/seminar/tutorial) | Number (of lectures/problem classes etc.) | Number of students | Contact time (hours) and % of unit taught by you | Online unit evaluation from SAMIS attached? *(delete as appropriate)* |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |

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| --- | --- |
| Academic Year |  |
| Unit code and title |  |
| Type of activity (e.g. lecture/problem class/seminar/tutorial) | Number (of lectures/problem classes etc.) | Number of students | Contact time (hours) and % of unit taught by you | Online unit evaluation from SAMIS attached? *(delete as appropriate)* |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |
| *Please repeat this information in the format above for each unit* |

**Guidance**

Please provide evidence of the effectiveness of your teaching including:

* full student online unit evaluation feedback for the above units *(normally the last 3 years)* including student comments. The names of other colleagues who have taught on the course should be redacted from both the scores table *and* student comments.
* any other reports on your teaching effectiveness, teaching observations or other reports from colleagues such as the Director of Studies who have examined your course documentation and moderated your assessment practice and standards, comments from external examiners or data on completion rates and students’ progress and attainment

**EFFECTIVENESS OF TEACHING**

Please reflect on your teaching including what went well and areas for improvement. Describe any changes you will make generally or in relation to specific units, taking account of the feedback received (maximum 250 words).

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**DEVELOPMENTS IN TEACHING OR SUPPORTING LEARNING**

Please describe how you keep up to date on general issues and current expectations in teaching and/or supporting learning in your subject (maximum 250 words).

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**FUTURE TEACHING PLANS**

How do you expect your teaching to develop in the next five years and beyond? (Summary in up to 250 words).

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**EVIDENCE OF MAJOR OR EFFECTIVE CONTRIBUTION**

Please specify which attributes/achievements form the basis of your claim for promotion/translation with reference to the specific criteria for which you are applying and provide the supporting evidence for this.

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**RESEARCH AND SCHOLARSHIP**

Please provide below a record of how you meet the research criteria as specified in the Career Progression Framework document by describing your research activity and the impact of this.

**DESCRIPTION OF RESEARCH**

Please describe the nature of your research including your key research audiences, your major achievements and the impact of this research (250 words).

**RESEARCH ACTIVITY**

Please insert your Research Activity Report from Pure here.

**[Insert here]**

**Guidance**

* The Research Activity Report should be inserted in portrait format by copying and pasting it into the form (you can add this to a new page within the document).
* Percentage contributions for all joint working on publications **must** be added manually.
* For guidance on how to create the Report, please follow the link; [Producing your Research Activity Report in Pure (bath.ac.uk)](https://www.bath.ac.uk/guides/producing-your-research-activity-report-in-pure/) or contact pure@bath.ac.uk

**FUTURE RESEARCH PLANS**

How do you expect your research to develop in the next five years and beyond? (Summary in up to 250 words).

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**EVIDENCE OF MAJOR OR EFFECTIVE CONTRIBUTION**

Please specify which attributes/achievements form the basis of your claim for promotion/translation with reference to the specific criteria for which you are applying and provide the supporting evidence for this.

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**MANAGEMENT AND LEADERSHIP**

Please provide below a record of how you meet the management and leadership criteria as specified in the Career Progression Framework document by describing your management and leadership activity and effectiveness in this area.

**DESCRIPTION OF MANAGEMENT AND LEADERSHIP**

Please outline your management or leadership responsibilities and/or any initiatives within the Department, Faculty/School or University which you have been involved in (250 words)

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**EFFECTIVENESS OF MANAGEMENT AND LEADERSHIP**

Please reflect on the effectiveness of your individual achievements in the management and leadership responsibilities including your individual contribution, the impact of this and what has changed as a result of your involvement (250 words)

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**FUTURE MANAGEMENT AND LEADERSHIP PLANS**

How do you expect your management and leadership to develop in the next five years and beyond? (Summary in up to 250 words).

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**EVIDENCE OF MAJOR OR EFFECTIVE CONTRIBUTION**

Please specify which attributes/achievements form the basis of your claim for promotion with reference to the specific criteria for which you are applying and provide the supporting evidence for this.

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**Next Steps**

On completion of this application form, it should be sent along with the supporting information to your Head of Department/Division to initiate the internal consultation process, including the Faculty/School Promotions Committee.

If the application is to be progressed, your Head of Department/Division will send the application form and supporting evidence to HR via hr-academic-staff-committee@bath.ac.uk along with:

* the Head of Department/Division’s assessment
* a supporting statement from another senior member of the Department
* the names and details of independent referees (provided by Head of Department/Division)

Once the application is submitted, HR will seek the views of the referees and the Dean of Faculty/School.

Details of what happens next can be found at – [Academic promotion (bath.ac.uk)](https://www.bath.ac.uk/guides/academic-promotion/)