**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 criteria for ‘Promotion of Lecturers from Grade 7 to Grade 8’[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/)

The application form should be completed in the following order:



Once you have completed the application form please return it with the supporting documentation to your Head of Department/Division.

There is further guidance 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**

Please provide a summary of your achievements by reference to the specific criteria for the promotion to Lecturer grade 8.

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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 recent 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 supporting evidence of the effectiveness of your teaching including:

* full student online unit evaluation feedback for the above units including student comments (names of other colleagues who have taught on the course should be redacted from both the scores table *and* student comments)
* the most recent teaching observation carried out by a senior member of the Department

**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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**Guidance**

The promotion criteria for teaching have been mapped to the UK Professional Standards Framework (PSF) such that being a Higher Education Academy (HEA) Fellowship holder may be used as direct evidence for some of the teaching elements. Further guidance on the use of the Fellowship of the HEA as evidence against the promotion criteria can be found at – [HEA Fellowship mapping document for academic promotion (bath.ac.uk)](https://www.bath.ac.uk/publications/hea-fellowship-mapping-document-for-academic-promotion/)

**FUTURE TEACHING PLANS**

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

**EVIDENCE OF TEACHING/MANAGEMENT & LEADERSHIP ACTIVITY**

Please specify which attributes/achievements form the basis of your claim for promotion with reference to the Career Progression Framework document and provide the supporting evidence for this.

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**HEAD OF DEPARTMENT/DIVISION ASSESSMENT AND RECOMMENDATION**

**To be completed by Head of Department/Division**

Please provide an assessment of the application for promotion indicating your level of support.

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**COMMENTS OF THE DEAN OF FACULTY/SCHOOL**

**To be completed by the Dean**

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**Next Steps**

On completion of this application form, you should send it with the supporting information to your Head of Department/Division for assessment and to seek the views of the Dean.

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.

Application forms and supporting documentation will be checked for completeness. Any applications found to have information missing will be returned to you for amendment.

Details of what happens next can be found at - [www.bath.ac.uk/hr/working/academic-promotion/index.html](http://www.bath.ac.uk/hr/working/academic-promotion/index.html)