**Application for Promotion 2023/24**

This form should be completed after reading the relevant criteria and document and the promotions process, found here [Exeter Academic](https://www.exeter.ac.uk/staff/exeteracademic/). This form is only to be used for 2023/24 applications and will be succeeded in 24/25 by revised Exeter Academic criteria.

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| Name of Applicant |  |
| Staff number |  |
| Application for promotion to | Choose an item. |
| Faculty | Choose an item. |
| Department | Choose an item. |
| Job Family | Choose an item. |
| Date of Appointment | Click or tap to enter a date. |
| Date confirmed in post (Senior Lecturer (E&R) applications only) | Click or tap to enter a date. |
| Effective Date of Last Promotion (if applicable) | Click or tap to enter a date. |
| Name of Academic Manager or Supervisor/PI |  |
| Date completed LTHE/Academic Professional programme/PCAP (Lecturer and Senior Lecturer applications only) | Click or tap to enter a date. |
| Confirmation of completion of [mandatory](http://www.exeter.ac.uk/staff/development/mandatory/) [training](http://www.exeter.ac.uk/staff/development/mandatory/) |  |
| Date of last Performance Development Review | Click or tap to enter a date. |
| HEA Status (Associate Professor and Professor applications only) |  |
| You must attach your CV – please confirm it has been updated prior to your submission. | YES / NO |

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| **APPLICATION FOR PROGRESSION - SUPPORTING STATEMENT BY MEMBER OF STAFF**  Full targets available at [Exeter Academic](https://www.exeter.ac.uk/staff/exeteracademic/) | | | | |
| Please provide a summary of evidence to support achievement of objectives.  Please refer to relevant criteria at [Exeter Academic](https://www.exeter.ac.uk/staff/exeteracademic/) for details of the evidence to provide . **You must use the appropriate headings in preparing your application for support. This section should be no longer than 5 pages (or 2500 words)**  ***Education & Research applications to focus on the following criteria areas:***  *Education Targets*  *Research, Impact and Knowledge Exchange Targets*  *Academic Citizenship Targets*  *See* [*https://www.exeter.ac.uk/staff/exeteracademic/probation/educationandresearch/*](https://www.exeter.ac.uk/staff/exeteracademic/probation/educationandresearch/)  ***Education & Scholarship applications to focus on the following criteria areas:***  *Teaching Practice*  *Student/Staff Support*  *Management and Course/Education Management*  *Scholarship, Esteem and Communications*  *External Affairs*  *Qualifications/Recognition*  *See* [*https://www.exeter.ac.uk/staff/exeteracademic/probation/educationandscholarship/*](https://www.exeter.ac.uk/staff/exeteracademic/probation/educationandscholarship/)  ***Research applications to focus on the following criteria areas:***  *See links to RF and SRF at* [*https://www.exeter.ac.uk/staff/exeteracademic/probation/research/*](https://www.exeter.ac.uk/staff/exeteracademic/probation/research/)  ***For promotion to Research Fellow:***  *Teaching and Learning Support*  *Research and Scholarship*  *Communication*  *Liaison and Networking*  *Managing People*  *Teamwork*  *Pastoral Care*  *Initiative, Problem Solving and Decision-Making*  *Planning and Managing Resources*  *Sensory, Physical and Emotional Demands*  *Work Environment*  *Expertise*  ***For promotion to Senior Research Fellow:***  *Research*  *Management and Administration*  *Teaching*  ***For promotion to Associate Professor and Professor please follow the E&R structure.*** | | | | |
| **Key Achievements:** | |  | | |
| Please summarise key achievements, and your contribution to them, since your last promotion (max 10 key achievements, 1000 words) | | | | |
| **Additional Information:** | |  | | |
| This section can be used to provide additional information relating to your achievements since your last promotion. This can include:   * Any mitigation factors/details relating to your ability to fully achieve your targets . e.g. maternity/parental leave; Covid-19; illness etc | | | | |
| SIGNATURE:  Member of Staff |  | | Date |  |

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| **APPLICATION FOR PROMOTION STATEMENT BY DEPUTY PVC** | |
| The statement must confirm whether or not the application has the full support of the DPVC. The DPVC should complete this section providing their assessment of the competence and performance of the applicant with regard to the agreed targets for the promotion level. | |
| **STATEMENT** | |
| *Write a summary of how the member of staff meets each area of the criteria.* | |
| **DPVC RECOMMENDATION** | |
| Achieved criteria/ Not achieved criteria (delete as appropriate).  Promotion recommendation: supported/not supported (delete as appropriate).  If not supported then include details of the recommendation being made by Deputy PVC: | |
| Deputy PVC signature | Date |
| I confirm that I have seen this report and had the opportunity to comment on it: | |
| Member of staff | Date |