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| **Application for Academic Promotion** **Form (Grades UE07 – UE10)** |
| **Guidance** |
|  Before you complete this form, please refer to the Academic Promotions Policy and the University’s Grade Profiles, which can be found on the [A to Z of HR Policies](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) page. |
| **Section 1: Applicant’s details** |
| **Please complete all of the below** |
| Name: |       |
| Employee Number: |       |
| Current Job Title: |       |
| School/Department: |       |
| College/ Professional Services Group: |       |
| Current Grade: |       |
| Contracted Hours  |       |
| Length of Service in Current Role: |       |
| Is this a hybrid role?(i.e. do you undertake both academic and professional services activities. N.B. at least 50% must be academic)  | Yes [ ]  No [ ]  |
| **Please complete if you are applying for promotion to Grade UE07**  |
| Proposed Job Title: |       |
| **Please complete if you are applying for promotion to Grade UE08** |
| Proposed Job title (tick box): | Lecturer [ ]  Research Fellow [ ]  Other       |
| **Please complete if you are applying for promotion to Grade UE09** |
| Proposed Job title (tick box): | Senior Lecturer [ ]  | Senior Research Fellow [ ]  | Reader [ ]  | Other       |
| **Please complete if you are applying for promotion to Grade UE10** |
| Honours Awarded(e.g. MBE, OBE): |       |
| Application for Personal Chair (tick as appropriate): | Yes [ ] No [ ] If yes – insert proposed title below |
| Proposed Title of Personal Chair: | Personal Chair of        |
| **Please complete all sections below** |
| Total % of Time Spent on: | Education & Teaching (E)       % | Research (R)      % | Knowledge Exchange (KE)       % | Leadership, Management & Citizenship (LM&C)     % |
| In providing evidence to support your application, it is important to reflect on HOW you have achieved what you have as well as WHAT you have achieved.  In doing so, you might wish to consider our guidance, in the form of a [Behaviours Charter](https://www.ed.ac.uk/human-resources/learning-development/annual-review/support-and-resources/the-behaviours-charter), which reflect our [values](https://www.ed.ac.uk/about/strategy-2030/our-vision-purpose-and-values).   |
| **Specify area of activity (E,R,KE,LM&C as above)** | **Evidence of representative work activities****(please restrict your evidence to a maximum of 3 pages)** | **Insert reference to relevant grade profile paragraphs** |
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| Please provide details below of any circumstances that have affected your productivity, for example; long term sickness, disability, maternity/adoption/shared parental leave. Where appropriate please provide dates. |
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| **Section 2: Applicant’s Declaration**  |
| I confirm that the information provided above is accurate in relation to my achievements. | [ ]  |
| I agree to this form being shared with nominated referees and assessors (Applicable only if you are applying for promotion to UE09 or UE10). | [ ]  |
| Signature: Click or tap here to enter text. | Date (dd/mm/yyyy):       |
| **Once completed, please pass this form to your Head of School or their nominee.** |

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| **Section 3: Head of School/Nominee:**  |
| [ ]  I support the application and believe the applicant matches the grade Choose an item. Academic Grade Profile. My comments on the merits of the application are detailed below. |
| **Or** |
| [ ]  I do not support the application to Grade Choose an item. My comments are detailed below. |
| **Head of School/Nominee comments:**      |
| Signature: Click or tap here to enter text. | Date (dd/mm/yyyy):       |