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| College of Medicine and Veterinary Medicine  Medical Clinical Staff – Application for Promotion to Personal Chair | | |
| **Criteria for the Award** | | |
| **Criteria for the Award of a Personal Chair**    **3.1** In recommending the award of any Personal Chair the following principles apply:   * The award should recognise academic achievement of the highest distinction; * The award should connote international recognition; * The award should be made on the basis of past achievement and the expectation of continuing appropriate contribution at that level, including the capacity, and acceptance of the responsibility, for academic leadership within the university     **3.2** The following criteria applies:  **3.2.1**   * Candidates must have contributed to the advancement of knowledge and understanding or its creative or professional application at the highest level through research or scholarship or original work in the creative arts or any combination of the three; * Candidates must demonstrate outstanding achievement in research and scholarship as evidenced in publication or other forms of peer-reviewable output. This includes research in academic subjects, in areas of disciplinary teaching and pedagogy, and in other areas of study which advance the educational process or professional practice; * Candidates must also demonstrate the capacity for academic leadership, including the ability to influence, stimulate and inspire others.     **3.2.2**  The candidate’s case may rest solely on the grounds specified above in 3.2.1 or it may include one or more additional factors (see 3.2.3 below). Where additional factors are invoked the quantity (but not the quality) of published research and scholarship of international standard required in the overall case will be correspondingly reduced. Such additional factors as are invoked may constitute the major part of the case, but they cannot alone constitute it.    **3.2.3**  The additional factors may be any or all of the following:   * Other forms of and contributions to research activity in any of the areas described in 3.2 above through scholarship by methods other than publication; applied research; consultancy; advanced professional practice; creative work; * Teaching excellence which may include: advancement of disciplinary teaching (through, for example, curriculum development); excellence as a teacher (including the ability to stimulate and inspire students at all levels including postgraduate); other forms of educational development (for example, assessment practice); and development of teaching materials including textbooks; * Advancement and promotion of the subject or discipline through creative work, teaching, clinical or hospital service, administrative or managerial duties (including research management); * Professional standing commensurate with international recognition, as demonstrated through advisory work, recognition by learned societies, professional bodies etc. and other forms of external recognition and awards; * Contribution to institutional strategic goals at School, College or University level. | | |
| **Guidance** | | |
| Once completed, pass your completed form to your Head of School or his/her nominee for endorsement.  You no longer need to physically sign HR forms as long as you submit them via email from your University of Edinburgh email account. Please refer to the [HR A-Z Forms Page](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) for more information.  If you require this document in an alternative format please contact HR via email humanresources@ed.ac.uk or by telephone on 0131 650 8127. <https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials/altformatintro> | | |
| **Section 1: Employee’s details** | | |
| Employee Name: |  | |
| Employee Number: |  | |
| Honours Awarded (e.g. MBE, OBE): |  | |
| School/Department: |  | |
| College/Professional Services Group: |  | |
| Current Grade: |  | |
| Contracted Hours: |  | |
| Length of Service in Current Role: |  | |
| Total % of Time Spent on: | Clinical Activities % | Teaching % |
| Research % | Leadership Management % |
| Title of Personal Chair: |  | |

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| If time spent on Teaching, Research, Leadership & Management and Clinical activities over the past year has been typical of a standard year, please indicate the percentage of your time (expressed as a percentage of a year’s work as entered into TAS) that you spent on each of these activities. If the past year’s percentage breakdown is atypical, please provide an approximate percentage averaged from TAS returns over the past 3-5 years and provide an explanatory note in the box provided e.g. past year included sabbatical leave. | | |
| *If time spent on Teaching, Research, Leadership & Management and Clinical activities has* ***not*** *been typical of a standard year, please provide details below:* | | |
| Please provide information and examples in the space below to detail how your case meets the appropriate criteria. Please note that your statement should not exceed two pages (the Head of School sign off section is additional). | | |
| **Employee’s Declaration** | | |
| I confirm that the information above is accurate in relation to my job. | | |
| Signature of applicant: Click or tap here to enter text. | Date (dd/mm/yyyy): |
| **To the applicant’s Head of School or Head of School’s nominee:** | | |
| Please complete the section below as soon as possible and pass to the College HR Co-ordinator. The Head of School is expected to complete the tick box section and provide a full statement below prior to submission to HR. | | |
| I support the application and believe the applicant matches the criteria for a Personal Chair. My comments on the merits of the case are detailed below. | | |
| Or | | |
| I do not support the application to a Personal Chair and my comments on the case are detailed below. | | |

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| **Head of School comments:** | |
| Signature: Click or tap here to enter text. | Date (dd/mm/yyyy): |