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| Application for Academic Promotion/Regrading Grade 7 Job Matching Form |
| **Guidance** |
| Once completed, please pass to your Head of School or his/her nominee for endorsement. Your Head of School should approve the form and email to your local HR Team.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: |       |
| School/Department: |       |
| College/ Professional Services Group: |       |
| Current Grade: |       |
| Contracted Hours: |       |
| Length of Service in Current Role: |       |
| Current Job Title: |       |
| Proposed Job Title: |       |
| Total % of Time Spent on: | Teaching       %  | Research        % | Management      % |
| If time spent on Teaching, Research and Management has **not** been typical of a standard year, please provide details below. You may wish to reference any special circumstances to be taken into account. |

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| Area of activity **(T, R, M, as above)** | Evidence of representative work activities | Insert reference to relevant profile paragraphs |
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| **Section 2: 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):       |

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| **To the applicant’s Head of School or Head of School’s nominee:**  |
| Place a cross in the appropriate box below. The HoS is expected to provide a full statement below prior to submission to local HR. Please sign this form and then submit it electronically to your local HR team. Ensure the original copy is retained in your local files. |
| [ ]  I support the application and believe the applicant matches the Grade 7 academic grade profile. My comments on the merits of the case are detailed below. |
| Or |
| [ ]  I do not support the application to Grade 7 and my comments on the case are detailed below. |
| **Head of School comments:**      |
| Signature: Click or tap here to enter text. | Date (dd/mm/yyyy):       |

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| **Additional Information** |
| Please refer to role profile summary for Grade 7 which can be found at: <https://www.ed.ac.uk/files/atoms/files/grade-profiles_updated_august_2018_v.6.pdf> * **Please note that it is not expected that individuals will undertake activities relevant to all of the paragraphs in the profiles.**
* Please provide examples of the work that you undertake in each area of activity ([Teaching](https://www.ed.ac.uk/files/atoms/files/exemplarsexcellencestudenteducation.pdf) (including MOOCs/online learning)**,** Research, Leadership & Management) since you were appointed/last promoted and reference the relevant paragraphs from the role profiles in the right hand column.
* Evidence of representative work activities should show how you meet that particular criterion, including timeframes or dates, where possible.
* If time spent on Teaching, Research and Leadership & Management 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/maternity leave.

**Section 1 should not exceed 4 pages. This guidance can be deleted from the form prior to submission.** * **Teaching (Paragraphs 7.2.1 to 7.2.8)** Note that for a more teaching-focussed role evidence against paragraphs 7.2.6 to 7.2.8 is normally required.
* **Research (Paragraphs 7.2.9 to 7.2.17)** Note that for a more research-focussed role evidence against paragraphs 7.2.14 to 7.2.17 is normally required.
* **Management (Paragraphs 7.2.18 to 7.2.20)**
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