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| College of Medicine and Veterinary MedicineMedical Clinical Staff – Application for Promotion to Readership (Including Honorary Readers) |
| **Criteria**  |
| **Criteria for Readership**Readerships is awarded as a mark of personal distinction to members of academic staff whose contributions to the advancements of their subject, the University and Student Education are recognised as important.**Expectations of a Reader**The title of Reader is conferred on an individual to recognise on the basis of excellence across all dimensions of the academic role. Further information can be found here: <https://www.ed.ac.uk/files/atoms/files/reader_criteria_2018.pdf> |
| **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: |       |
| School/Department: |       |
| College/Professional Services Group: |       |
| Current Grade: |       |
| Contracted Hours: |       |
| Length of Service in Current Role: |       |

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| Total % of Time Spent on: | Clinical Activities %       | Teaching %       |
| Research %        | Leadership Management %       |
| 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):       |

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| **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 Readership. My comments on the merits of the case are detailed below. |
| Or |
| [ ]  I do not support the application to a Readership 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):       |