|  |
| --- |
| Global Talent Academic and Research Appointment Route Request Form |
| **General** |
| Before completing this form, please see the [Global Talent Academic and Research Appointment Route Guidance Document](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) This form is used where an individual has accepted a position at the University and will:* Have responsibility for academic, research or innovation leadership and development

Or* Direct or lead an individual or team in:
1. A research project or programme of work; or
2. An innovation project or a programme of work

and wishes to apply for a Global Talent visa using the Academic and Research Appointment pathway.The form is to be completed by the **hiring/line manager, or the School/Department Administrator** with the support of the hiring/line manager.**All sections of the form must be completed, and supporting documents attached.** |
| **Researcher Details** |
| Title, First Name(s) & Surname: | Click or tap here to enter text. |
| College  | Click or tap here to enter text. |
| School  | Click or tap here to enter text. |
| Job Title  | Click or tap here to enter text. |
| Is the individual a current or new employee? | Click or tap here to enter text. |
| If the individual is a current employee please confirm the contract end date | Click or tap here to enter text. |
| **Recruitment details** |
| Open competition was held for the role. Please answer yes/no.Where an advert was placed, please confirm the start date and end date of the advert, orWhere an advert was not placed, an explanation as to how the individual was recruited | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| **Individual Details** |
| The individual must:* Option 1 - Have responsibility for academic, research or innovation leadership and development

Or* Option 2 - Direct or Lead an individual or team in:
1. A research project or programme of work; or
2. An innovation project or a programme of work

*Note: for Option 2, this must be a significant function of the role being offered, evidenced by the Job Description.* | [ ] [ ]  |
| **Interview Details** |
| The interview panel consisted of at least 3 UoE academics panel members. Please detail the job titles and department/institute of each panel member*NOTE: The 3 panel members must be from the University of Edinburgh (the employing institution).The term ‘academic representatives’ is shorthand for an interview panel comprising academic, research or innovation professionals with knowledge of the field or discipline in which the applicant is seeking endorsement.* | Click or tap here to enter text. |
| At least one expert in the applicant’s field was on the interview panel(s)OrAt least one relevant expert, independent of the University, was consulted before the job offer was made.Job title of expert | [ ] [ ] Click or tap here to enter text. |
| **Supporting Documents** |
| Please cross the boxes to indicate that you have attached the information listed belowTwo employment references Job Description  | [ ] [ ]  |
| **Completed by** |
| **Name:** Click or tap here to enter text. | **Job Title:** Click or tap here to enter text. |
| **Department:** Click or tap here to enter text. | **Email:** Click or tap here to enter text. |
| **Date (dd/mm/yyyy):** Click or tap to enter a date. | **(e-) Signature:** Click or tap here to enter text. |
| **Next Step**Forward the completed form and relevant attachments by Service Request to HR Helpline using the Heading Global Talent Academic and Research Appointment Route and the individual’s start date or current visa expiry date (if applicable).  |