

**APPLICATION FORM FOR TRANSFER  
FROM ACP (TEACHING & SCHOLARSHIP) TO ACP (RESEARCH AND TEACHING)**

**SECTION 1: TO BE COMPLETED BY THE APPLICANT BEFORE SUBMISSION TO THEIR HEAD  
OF INSTITUTION**

Please ensure you read the following document before completing this form:

- ACP: Process for transfers between the academic career pathways

<b>Applicant Details</b>			
<b>Title</b>		<b>Forename(s)</b>	
<b>Surname</b>		<b>Professional surname (if applicable)</b>	
<b>Personal Reference Number (8-digit) (this can be found on your payslip)</b>			
<b>Email address</b>			
<b>Position/Job Title</b>			
<b>Institution</b> (Department/Faculty)		<b>School</b> (e.g. School of Arts & Humanities)	
<b>College (if applicable)</b> This is the College of which you are a Member or Fellow.			

### **Curriculum Vitae**

Please submit a copy of your CV with this application form. This should be a concise CV of not more than two sides of A4 (500 words), including any annotations. It should normally include the following sections:

- Professional History
- Education and Qualifications
- Appointments and Affiliations
- Prizes, Awards and Honours

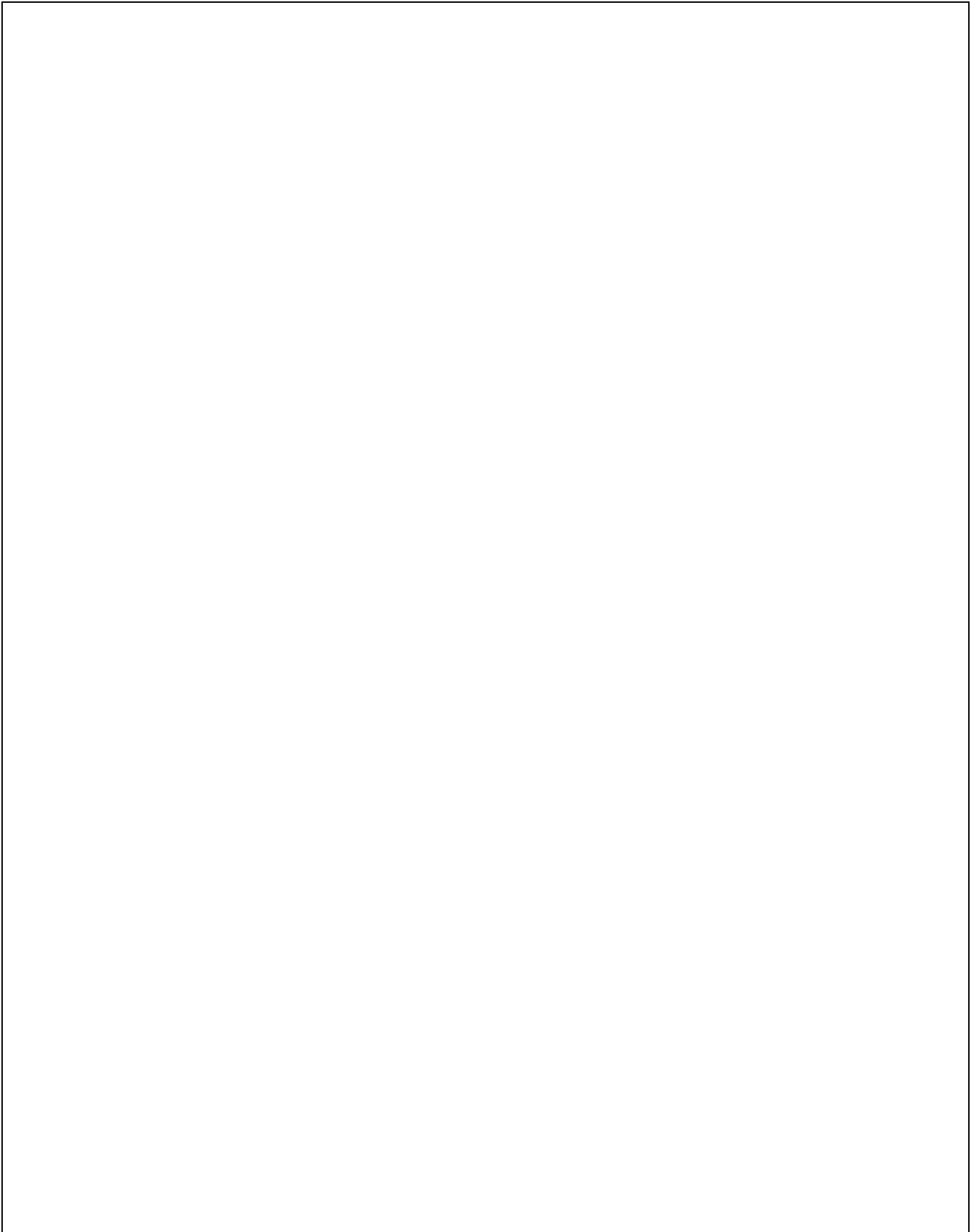
Please also separately submit:

- A list of your publications, such as peer-reviewed journal articles, book reviews, books, book chapters. The list should be in a clear chronological order, stating for each publication (including any books) the year of publication, and page numbers and number of pages (where available). Peer-reviewed publications should be listed separately.
- Details of major grants and contracts awarded, both current and over the last 5 years.

Please tick this box to indicate you have attached your CV.	<input type="checkbox"/>
Please tick this box to indicate you have attached a separate list of your publications.	<input type="checkbox"/>
Please tick this box to indicate you have attached a separate list of your grants and contracts awarded.	<input type="checkbox"/>

**Case for Transfer**

Please provide a statement setting out the reasons you consider it appropriate to transfer to the Academic (Research & Teaching) Career Pathway. It should include evidence of your excellence and achievements in research, scholarship and teaching and a summary of your research plans.



**Referee Details**

Please provide the names, titles and contact details of at least two external referees to comment on your application.

**FIRST REFEREE**

Title	
Forename	
Surname	
Position	
Organisation	
Email address	

**SECOND REFEREE**

Title	
Forename	
Surname	
Position	
Organisation	
Email address	

**RESERVE REFEREE**

Title	
Forename	
Surname	
Position	
Organisation	
Email address	

**Applicant Signature**

Please sign and date the form before submitting to your Head of Institution. A typed signature is sufficient.

Signature	
Date	

**SECTION 2: TO BE COMPLETED BY THE APPLICANT'S INSTITUTION**
**Head of Institution Recommendation**

Please indicate whether or not you support this individual's application to transfer to the ACP R&T. In your statement, please take into account the strategic and operational needs of the Institution (including resource considerations, research strategies and teaching requirements).

You should be satisfied that the applicant is the best possible candidate as if you were appointing them in a competitive process, referring to:

- the individual's career development and suitability for appointment to an R&T role;
- your normal selection criteria for a similar post, and
- the probation and/or promotion criteria for the relevant grade alongside your local indicators of excellence, if available.

Do you support the individual's application to transfer? (Please delete as appropriate)

**Yes/No**

If not, are you creating a new post to be advertised? (Please delete as appropriate)

**Yes/No**

**Please provide a statement setting out the reasons for your recommendation in full.**

**Hol Signature**

Please sign and date the form before sending to your Head of School.

**Form completed by:**  
(A typed signature is sufficient.)

**Job Title:**

**Date**

**SECTION 3: TO BE COMPLETED BY THE APPLICANT'S SCHOOL**
**Head of School Recommendation**

Please indicate whether or not you support this individual's application to transfer to the ACP R&T. In your statement, please take into account the strategic and operational needs of the Institution (including resource considerations, research strategies and teaching requirements).

You should be satisfied that the applicant is the best possible candidate as if you were appointing them in a competitive process, referring to:

- the individual's career development and suitability for appointment to an R&T role;
- your normal selection criteria for a similar post, and
- the probation and/or promotion criteria for the relevant grade alongside your local indicators of excellence, if available.

Do you support the individual's application to transfer? (Please delete as appropriate)

**Yes/No**

If not, are you creating a new post to be advertised? (Please delete as appropriate)

**Yes/No**

**Please provide a statement setting out the reasons for your recommendation in full.**

**HoS Signature**

Please sign and date the form before sending to your Lead HR Business Partner.

**Form completed by:**  
(A typed signature is sufficient.)

**Job Title:**



Date:

**SECTION 4: TO BE COMPLETED BY THE HR COMMITTEE SUB-COMMITTEE**

<b>HRC Sub-Committee Recommendation</b>	
Is this application supported? (Please delete as appropriate)	Yes/No
<b>If not supported, please provide a statement setting out the reasons for this decision, for the applicant's information.</b>	

<b>HRC SC Signature</b>	
<b>Form completed by:</b> (A typed signature is sufficient.)	
<b>Job Title:</b>	
<b>Date:</b>	