

# 2019 SENIOR ACADEMIC PROMOTIONS EXERCISE

## APPLICANT CHECKLIST

Applicant: .....

Office Applied for: .....

Or

Application under CRS Scheme for Senior Lecturers (as appropriate) .....

Faculty/Department: .....

Faculty Committee:.....

No.	Details	Applicant Check	FPC Check	HR Check
1	<b>CV:</b> Not more than two pages			
2	<p><b>DOCUMENT 1 Annex A: Research/Scholarship</b>            Publications listed in chronological order, stating for each publication the year and page numbers, and indicate for each publication the number of pages.            Only work published or in public domain is included.            No additional information should be provided.            (Details of multi-author publications to be included in Document 2)</p>			
3	<p><b>DOCUMENT 1 Annex B: Teaching</b>            Samples attached to this Annex are a maximum of <b>10 pages of A4</b></p>			
4	<p><b>DOCUMENT 1 Annex C: General Contribution</b>            Contributions other than teaching and research undertaken in the Faculty/Dept as well as any work outside the Faculty/Dept other than teaching/research are included.</p>			
5	<p><b>DOCUMENT 2: Coversheet</b>            If <b>reapplication</b> has been ticked the previous application was last year (2018 exercise).             If <b>interdisciplinarity</b> has been ticked, this is included in the personal statement.             If <b>contextual factors</b> has been ticked, the Annex has been completed. (This is not provided to referees.)             If <b>no teaching</b> box has not been ticked, where applicable the name of the Senior Tutor and College have been named.             If <b>NHS Consultant contract/Veterinary Clinical Work</b> has been ticked, this is indicated in the personal statement.</p>			

