

# 2018 SENIOR ACADEMIC PROMOTIONS EXERCISE

## APPLICANT CHECKLIST (continued)

Applicant: .....

Office Applied for: .....

Or

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

Faculty/Department: .....

FPC: .....

No.	Details	FPC Check	HR Check
8 (cont)	<p><b>NB: Updated references should be included in the tally of references.</b></p> <p><b>Reapplicants:</b> Referees are carried over from last year's (2017) exercise.</p> <p><b>References</b> provided match those nominated on Doc 3</p> <p>All nominated references are provided (<b>Yes/No</b>)</p> <p><b>Document 8</b> completed.</p>		
10	<p><b>DOCUMENT 4</b></p> <p>New form used and signed and dated (by Head of Institution or other senior academic officer delegated by the HoD as nominated by FPC; it is inappropriate for this to be same person as Chair of FPC considering application). Ensure that this includes all additional information listed on form, including additional considerations, interdisciplinarity, confirmation of no teaching duties and last SRD review.</p>		
11	<p><b>DOCUMENT 5:</b></p> <p>If the applicant has ticked to say they have college teaching duties, Document 5 has been completed and signed by the Senior Tutor named in Document 2.</p>		
12	<p><b>DOCUMENT 6/6V:</b></p> <p>Completed and signed by the appropriate NHS Trust if the applicant's personal statement indicates they hold an honorary NHS consultant contract, or by the Clinical Manager if the applicant's personal statement indicates they are engaged in veterinary clinical work.</p>		
13	<p><b>DOCUMENT 7 part 1:</b></p> <p>Document 7 (a, b or c dependent upon the position applying for) completed and signed by the FPC Chair.</p>		
14	<p><b>DOCUMENT 8 part 1:</b></p> <p>Document 8 completed and signed by the FPC Secretary.</p>		
15	<p><b>DOCUMENT 10:</b></p> <p>Part 1 (by applicant) and 2 (by Hol) are completed and signed. The Hol has provided the name of an internal reference. If there is more than 1 applicant the Hol has ranked supported applications in priority order.</p>		
16	<p><b>FPC MINUTES:</b></p> <p>All applicants are included, evaluated against each of the criteria separately, scored, banded and ranked.</p>		

**Guidance** on scoring for teaching and general contribution (paras 5.20 and 5.21) has been followed.

Justification for high scores has been included in the minutes (paras 5.20, 5.21, 5.30, 8.34).

**Additional considerations are noted:** FPC minutes show how they have been considered, what action has been taken and why. The minutes also state whether and what allowance has been made for any additional considerations. Advice has been sought from the HRBM and further details have been sought where required, e.g. medical advice obtained (from OHS) in cases of sickness and disability.

**Interdisciplinary cases have been considered:** and an appropriate representative from that field consulted (e.g. additional reference/invited to 2<sup>nd</sup> FPC meeting). As appropriate, guidance about relevant/appropriate Sub-Committee(s) to consider the application is provided by FPC Secretary. These deliberations are included in the FPC minutes.

**Any other considerations** mentioned in the application were accounted for at the meeting, including candidates who have declared they have no teaching duties.

**Info in FPC minutes:** about special considerations and interdisciplinarity matches info in Document 7 and individual application.

**Banding and scoring:** consistent with **guidance, with no joint ranking and placing candidates with no teaching score appropriately in the rank order, as follows:**

***Professorship/Readership:***

Applicant	Ranking	Overall Score (max 50)	Banding*			Score		
			R/S	T	GC	R/S (1-10)**	T (1-10)	GC (1-10)
X								

\* Performance Descriptors: OE, SE, CE, IE, CU

\*\* Score range of 1-30 will be applied

***USL:***

Applicant	Ranking	Overall Score (max 24)	Banding*			Score		
			R/S	T	GC	R/S (1-4)**	T (1-10)	GC (1-10)
Z								

\* Performance Descriptors: OE, SE, CE, IE, CU

\*\* Capped at 4

	<b><i>NB: LOWEST TWO BANDINGS ('Clearly Unsatisfactory'; 'Insufficient Evidence') FOR ANY CRITERION WILL BE DEEMED 'BELOW THRESHOLD'</i></b>		
	<b>Contribution Scheme for Senior Lecturers</b> The FPC minutes include: <ul style="list-style-type: none"> <li>• the number of contribution increments (1 or 2, max point 63) awarded for each applicant</li> <li>• a ranked list of applicants according to the strength of their application</li> <li>• reasons where changes in the number of increments awarded have been agreed</li> <li>• those applicants who are assessed as not meeting the minimum criteria for a contribution reward, with reasons for these decisions.</li> </ul>		

**Signed:** ..... **Date** .....  
(FPC Secretary)

Once all the applicant documents are ready, the FPC Secretary should provide the applicant documentation, via Moodle, to the relevant Schools Team Administrator, together with Minutes of both FPC Meetings.

**Signed:** ..... **Date** .....  
(HR Adviser)

Once all documents have been checked and the HR Adviser is satisfied they are correct they should confirm this (or return the documents if in hard copy) to the HR Administrator.