

## 2020 SENIOR ACADEMIC PROMOTIONS EXERCISE

### APPLICANT CHECKLIST (continued)

Applicant: ..... Office Applied for: .....

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

.....

Faculty/Department: ..... Faculty Committee:.....

No.	Details	FC 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 (2019) 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 Faculty Committee. (It is not appropriate for this to be same person as Chair of Faculty Committee considering the application). Ensure that this includes all additional information listed on form, including contextual factors, 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 Faculty Committee Chair.</p>		
14	<p><b>DOCUMENT 8 part 1:</b></p> <p>Document 8 completed and signed by the Faculty Committee Secretary.</p>		
15	<p><b>DOCUMENT 10:</b></p> <p>Part 1 (by applicant) and 2 (by HoI) are completed and signed. The HoI has provided the name of an internal reference. If there is more than 1 applicant the HoI has ranked supported applications in priority order.</p>		
16	<p><b>DOCUMENT 9: FACULTY COMMITTEE MINUTES:</b></p> <p>All applicants are included, with Annex 1 (coversheet) and Annex 2 (assessment sheet) or Annex 3 (USL CRS assessment) completed for each individual, and Annex 4 (Summary list of all applicants).</p>		

	<p><b>Guidance</b> on scoring for teaching and general contribution (paras 5.30-5.40) has been followed.</p> <p>Justification for high scores has been provided (paras 5.35, 5.36, 9.23).</p> <p><b>Contextual factors are noted:</b> Faculty Committee assessment (Annex 2) show how they have been considered, what action has been taken and why; also, whether and what allowance has been made for any contextual factors. 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.</p> <p><b>Interdisciplinary cases have been considered:</b> and an appropriate representative from that field consulted (e.g. additional reference/invited to 2<sup>nd</sup> Faculty Committee meeting). As appropriate, guidance about relevant/appropriate School Committee(s) to consider the application is provided by Faculty Committee Secretary. These deliberations are included in the Faculty Committee minutes.</p> <p><b>Any other considerations</b> mentioned in the application were accounted for at the meeting, including candidates who have declared they have no teaching duties.</p> <p><b>Faculty Committee minutes:</b> concerning contextual factors and interdisciplinarity matches the info in Document 7 and individual application.</p> <p><b>Banding and scoring:</b> consistent with <b>guidance, with no joint ranking, and placing candidates with no teaching score appropriately in the rank order (Doc 9, Annex 4).</b></p> <p><b><i>NB. A candidate will not meet the criteria for promotion if for any criterion their contribution is assessed as falling in either the 'Clearly Unsatisfactory' or 'Insufficient Evidence' banding.</i></b></p>		
	<p><b>Contribution Scheme for Senior Lecturers</b> Annex 3 to the Faculty Committee minutes includes:</p> <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 .....

(Faculty Committee Secretary)

Once all the applicant documents are ready, the Faculty Committee Secretary should provide the applicant documentation, via Moodle, to the relevant Schools Team Administrator, together with Minutes and Annexes from the Faculty Committee Meeting.

**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.