

DOCUMENT 4 (COVERSHEET)

Application for promotion from 1st October 2019

The Faculty/Departmental Case for Promotion

PLEASE COMPLETE YOUR CASE ON THE ATTACHED SHEET – DOCUMENT 4

See Section 7 (Document 4).

The statement by the Head of the institution or other delegated senior academic officer should present the case for promotion and any relevant factual comment on the information contained in the application and the applicant's personal statement (Document 2). (See paras 7.54 to 7.60 of the guidance.)

The statement provided in Document 4 should be a statement which represents the internal view of the Faculty/ Department of the case for promotion; it should **not** be based on other evidence generated by the promotion procedure.

The statement should comment on the strength of the case for promotion to the office specified by the applicant in terms of the criteria for that office as set out in the guidance (Section 5, paras 5.1 to 5.29)., based on knowledge of the applicant's contribution and achievement in relation to research/scholarship (with reference to originality, contribution to the advancement of knowledge and reputation), teaching (if applicable) and general contribution, including evidence of excellence in these criteria. If the applicant has ticked the box on the Coversheet to Document 1, the Statement in Document 4 should include confirmation that their duties do not include teaching (see 7.13). The statement should also comment on the applicant's overall role and contribution to the academic enterprise and their standing in relation to other academic staff in the department/faculty.

The case for promotion will **not** be disclosable on request to the applicant. However, it will be disclosed should the applicant make a data subject access request, as required under the provisions of the Data Protection Act 1998.

If an applicant regards his or her case for promotion as interdisciplinary or holds a 'joint' University Lectureship (see Special Ordinance C(x) 3), or his or her duties involve a regular and substantial contribution to the teaching programme of other Faculty/Departments, it may be necessary for the Head of Institution or delegated person responsible for preparing the case for promotion to consult with the Head(s) of other relevant institutions before drafting the statement.

In the case of an applicant who has completed the annex to Document 2, providing details of contextual factors that should be taken into account when evaluating their contribution, and giving details of the impact this has had on their ability to carry out their usual duties, attention is drawn to paras 2.11-2.13. The Head of Institution or other person responsible for preparing the statement should seek advice from the appropriate HR Business Manager in the Human Resources Division before drafting this statement, which should comment on the effect of these additional considerations on the applicant's achievements.

In the case of applicants who hold offices or unestablished posts which are not centrally funded, the statement must include details of the funding, including the source from which the case for promotion is to be met. If non-UEF funds are used to fund a promotion for a fixed-term and not to the retirement age, there must be objective justification for the fixed-term appointment. Advice should be sought from the relevant HR Business Manager

In cases where the applicant is in their probationary period, the case for promotion should include confirmation that the candidate has met the requirements of probation and therefore confirmation of appointment in the current office would be supported.

The statement should also include confirmation of when the applicant was last reviewed under the University's staff review and development (also known as 'appraisal') scheme. The SRD Scheme guidance for academic staff is provided at:

<http://www.admin.cam.ac.uk/offices/hr/policy/appraisal/academic/>.

Please note that statements that do not provide sufficient detail or do not conform with the guidance will be returned by the Chair of the Faculty Committee with a request that the statement is amplified and returned by the date on which the agenda and papers are circulated to members of the Faculty Committee (para 9.9(v)).

DOCUMENT 4

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Applicant: _____ Faculty/Department: _____

In the statement below, which should not exceed two sides of A4, you should comment on the strength of the case for promotion to the office specified by the applicant in terms of the criteria for that office, as set out in the guidance (Section 5, paras 5.1 to 5.29).

Research/Scholarship

Please set out below your comments based on your knowledge of the applicant's contribution and achievement in relation to Research/Scholarship (with reference to originality, contribution to the advancement of knowledge and reputation),

Teaching (if applicable – see paras 7.13-7.15 about applicants whose duties do not include teaching)

Please set out below your comments based on knowledge of the applicant's contribution and achievement in relation to teaching, including evidence of excellence (see para 5.32).

If the applicant has ticked the box on the Coversheet to Document 1, you should confirm that the applicant's duties do not include teaching.

General Contribution

Please set out below your comments based on knowledge of the applicant's contribution and achievement in relation to general contribution, including evidence of excellence (see para 5.38)

General Comments:

Please also comment on the applicant's overall role and contribution to the academic enterprise and indicate their standing in relation to other academic staff in the department/faculty.

Please include in this section other additional information, such as:

- confirmation of whether the case is interdisciplinary and what action was taken to include relevant information in this statement,
- the effect of contextual factors on the applicant's achievement where the applicant has declared them, and set out their impact, in their statement (Annex to Document 2),
- details of the funding if the applicant holds a position that is not centrally funded,
- confirmation that the candidate has met the requirements of probation where the applicant is in their probationary period
- the date when the applicant was last reviewed under the Staff Review and Development Scheme.

Signed: _____ Date : _____

Title: _____

Head of Institution / Other delegated senior academic officer
(Please print name and specify title of the office held)