

## Document 9, Annex 1

### GUIDANCE ON THE CONTENT OF FACULTY COMMITTEE MINUTES

(this page should be deleted from the final version of the minutes)

**For each applicant:** please provide a summary of the Committee's assessment of the application, clearly indicating key evidence that the Committee relied on in reaching its decision.

*Under each criterion,* the Committee should provide comments on the application, as follows:

#### **Research/Scholarship**

The Committee's assessment and evaluation of the applicant under the 3 criteria:

- Originality,
- Contribution to the advancement of knowledge, and
- Reputation.

The score and band allocated by the Committee should also be included here.

#### **Teaching**

The Committee's indicative assessment of the candidate's teaching contribution, providing recommendations to the School Committee.

If the evaluation and score recommended is that the standard is significantly above or below the expected level, the evidence that led to this decision should be clearly stated.

The score and band allocated by the Committee should also be included here.

#### **General Contribution**

The Committee's indicative assessment of the candidate's general contribution, providing recommendations to the School Committee.

If the evaluation and score recommended is that the standard is significantly above or below the expected level, the evidence that led to this decision should be clearly stated.

The score and band allocated by the Committee should also be included here.

#### **General comments**

In addition, the Committee should provide additional information about the candidate's application, as appropriate, for example:

The action taken by the Committee in response to the following aspects:

- Interdisciplinarity
- Contextual Factors
- No teaching.

Also, general comments of the strength of this case for promotion should be provided, including:

- The Committee's assessment of whether the candidate met the criteria for promotion, and if not the reasons why.
- The Committee's decision on the ranking of the candidate against other applicants for this office, and the reason where there are several candidates with the same overall score.

The overall (total) score and rank allocated by the Committee should also be included here.

**PROFESSORSHIPS**

Dr X [Surname], Department/Faculty of Y [placed in alphabetical order]

**Research/Scholarship**

**Teaching**

**General Contribution**

**General comments**

**READERSHIPS**

**Dr X [Surname], Department/Faculty of Y**

**Research/Scholarship**

**Teaching**

**General Contribution**

**General comments**

**SENIOR LECTURESHIPS**

Dr X [Surname], Department/Faculty of Y

**Research/Scholarship**

**Teaching**

**General Contribution**

**General comments**