

Strictly Confidential

Promotions Committee for the Faculty/Department of _____

FIRST MEETING, 1 October 2018 Exercise

The first meeting of the Promotions Committee for the Faculty/Department of _____ was held at [] am/pm) on [date] in [venue _____].

Present: _____ (in the Chair), names of members appointed in accordance with paragraph [] of the guidance by the Faculty Board or other comparable authority; by the General Board.

Apologies for absence: _____

1. Declaration of Interest

The following declarations were reported:

Name of member:

Interest declared:

The Committee agreed (action taken regarding declarations of interest).

2. Guidance

Before proceeding with the consideration of applications, all members, at the request of the Chair, confirmed that they were familiar with the guidance.

It was noted that the purpose of the first meeting was to consider the applications received with a view to determining the additional evidence to be sought before the Committee proceeded at a subsequent meeting to consider and evaluate the case for promotion.

3. Applications for personal Professorships

It was noted that application(s) had been received from Dr. X... and the Chair confirmed that the documentation received was in keeping with the requirements of the scheme (8.13 (i) and 8.16 of the Guidance).

After noting the names of the referees and the reserve referee nominated in (i) (a) of Document 3. the Committee agreed that the following three referees and reserve referee be added under (i) (b) of Document 3 to the list of referees to be approached:

- (i)
- (ii)
- (iii)
- (Reserve)

In addition the Committee agreed the following in accordance with para 8.16:

- (i) interdisciplinary application and to invite [] to next meeting (if applicable)
- (ii) steps to be taken in relation to any additional considerations
- (iii) completion of statement on College teaching (Document 5), on Clinical Work and postgraduate medical teaching and training (Document 6) and/or on Clinical Veterinary Work and postgraduate veterinary teaching and training(Document 6V (if applicable)

- (iv) additional references
- (v) [] should provide the Faculty/Departmental case for promotion on Document 4.

4. Applications for personal Readerships

It was noted that application(s) had been received from Dr Y... and the Chair confirmed that the documentation received was in order in keeping with the requirements of the scheme (8.16 of the Guidance).

After noting the names of the referees and the reserve referee nominated in (i) (a) of Document 3. (Appendix II of the Guidance) that the Committee agreed that the following three referees and reserve be added under (i) (b) of Document 3 to the list of referees to be approached:

- (i)
- (ii)
- (iii)
- (Reserve)

In addition the Committee agreed the following in accordance with para 8.16:

- (i) interdisciplinary application and to invite [] to next meeting (if applicable)
- (ii) steps to be taken in relation to any additional considerations
- (iii) completion of statement on College teaching (Document 5 on Clinical Work and postgraduate medical teaching and training (Document 6) and/or on Clinical Veterinary Work and postgraduate veterinary teaching and training(Document 6V (if applicable)
- (iv) additional references
- (v) [] should provide the Faculty/Departmental case for promotion on Document 4.

5. Applications for University Senior Lectureships

It was noted that application(s) had been received from Dr Z..... and the Chair confirmed that the documentation received was in order and in keeping with the requirements of the scheme (8.16 of the Guidance).

After noting the names of the referee and the reserve referee nominated in (i) (a) of Document 3 , the Committee agreed that the following internal referee and reserve be added under (i) (b) of Document 3 to the list of referees to be approached:

- (i)
- (Reserve)

In addition the Committee agreed the following in accordance with para 8.16:

- (i) interdisciplinary application and to invite [] to next meeting (if applicable)
- (ii) steps to be taken in relation to any additional considerations
- (iii) completion of statement on College teaching (Document 5) on Clinical Work and postgraduate medical teaching and training (Document 6) and/or on Clinical Veterinary Work and postgraduate veterinary teaching and training(Document 6V (if applicable)
- (iv) additional references
- (v) [] should provide the Faculty/Departmental case for promotion on Document 4.

5. Applications for Contribution Increments

It was noted that application(s) had been received from Dr C [or that the Head of Department had nominated Dr C under the Contribution Reward Scheme]. The Chair confirmed that the documentation received was in order and in keeping with the requirements of the Contribution Reward Scheme for Senior Lecturers (13.20-13.22 of the Guidance).

After noting that Part 1 of Document 10 (CRS) had been completed and the suggestion for an internal referee provided on this form the Committee agreed the following in accordance with para 13.23:

- (i) The referee to be approached: [Name, role, department]
- (ii) [] should provide the Faculty/Department statement by completing Part 2 of Document 10.

6. Date of Next Meeting