

2016 SENIOR ACADEMIC PROMOTIONS EXERCISE

APPLICANT CHECKLIST

Applicant:

Office Applied for:

Or

Application under CRS Scheme for Senior Lecturers (as appropriate)

Faculty/Department:

FPC:

No.	Details	Applicant Check	FPC Check	HR Check
1	CV: Not more than two pages			
2	DOCUMENT 1 Annex A: Research/Scholarship Publications listed in chronological order, stating for each publication the year and page numbers, and indicate for each publication the number of pages. Only work published or in public domain is included. Detail of multi-author publications to be included in Document 2			
3	DOCUMENT 1 Annex B: Teaching Samples attached to this Annex are a maximum of 10 pages of A4			
4	DOCUMENT 1 Annex C: General Contribution Contributions other than teaching and research undertaken in the Faculty/Dept as well as any work outside the Faculty/Dept other than teaching/research are included.			
5	DOCUMENT 2: Coversheet If reapplication has been ticked the previous application was last year (2015 exercise). If interdisciplinarity has been ticked, this is included in the personal statement. If additional considerations has been ticked, the Annex has been completed. (This is not provided to referees.) If teaching has not been ticked, where applicable the name of the Senior Tutor and College have been named. If NHS Consultant contract/Veterinary Clinical Work has been ticked, this is indicated in the personal statement.			

No.	Details	Applicant Check	FPC Check	HR Check
6	DOCUMENT 2: Personal Statement Not more than 1,000 words including annotations and any detail of role in and contribution to large multi-author publications.			
7	DOCUMENT 2 Annex: Additional considerations statement detailing impact on ability to carry out duties is not more than 500 words			
8	DOCUMENT 3: References Nominated Professorships and Readerships: 5 references Applicants: 2 referees and 1 reserve FPC: 3 referees and 1 reserve Reapplicant (2015) for Professorship/Readership: 3 references Applicants: 1 referee and 1 reserve; FPC: 2 referees and 1 reserve USL: 2 references Applicants: 1 referee and 1 reserve. FPC: 1 referee and 1 reserve Reapplicant for USL (2015): 2 references Applicants: 1 referee and 1 reserve FPC: 1 referee and 1 reserve	N/A N/A N/A N/A		
9	DOCUMENT 10 (CRS) Part 1 has been completed. Suggestion for internal referee has been provided.			

Signed:

(Applicant)

Date

Once you have prepared your documents and completed the checklist, please send your pack to the relevant FPC Secretary. They will check your application and contact you if they have any queries, before sending applicant packs to the relevant HR Schools team.