University of Greenwich Academic Promotion Application Form

# to Associate Professor – Teaching and Learning Career Pathway

**Note**: Please ensure you have read all information and relevant guidance on the process before completing this form.

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| Section 1 | About You - this must be the same as your personal information on [Horizon](https://www.gre.ac.uk/articles/public-relations/horizon-hub) – and inform HR of any updates |

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| **Full name, including title:** |  | **Employee Number:** |  |
| **Substantive job title and any additional job role:** |  | | |
| **Month/year appointed\*:** |  | | |
| **School/Department:** |  | | |
| **Faculty:** |  | | |
| **Current grade:** |  | | |

\*The month and year you were appointed to your current job title.

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| **Are you applying for promotion or alignment?** |  | Promotion |  | Alignment |  |
| **What is your current work status?** (expressed as FTE e.g. 0.6) | | Part-time |  | Full-time |  |

*Please see the explanatory notes at the end of this form for more information.*

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| **Do you hold the following qualifications/awards?** | **Yes/No** |
| **PhD or Doctorate** |  |
| **PGCE or PGCHE** |  |
| **Fellowship HEA (FHEA)** |  |
| **Senior Fellowship HEA (SFHEA)** |  |
| **Additional Qualifications:** (academic and teaching qualifications, and professional awards) | | |

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| Section 2 | Evidence |

**Note**: Please provide your case/evidence for promotion (maximum 500 words for each section). Information should demonstrate achievements against the relevant academic career pathway.Guidance on Career Pathways for Academic Staff and appropriate evidence can be found on the HR webpages.

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| Criteria | Evidence (applicant to complete) |
| **Teaching and Assessment** | |
| * Contribution to the University’s national and international profile in teaching and the student experience * Significant role for innovation and enhancement in teaching in the Department, and Faculty, or University, positively impacting colleagues and students * Sustained high quality contribution to teaching at a range of levels (UG, PGT, PGR, CPD) using different modes of delivery, including online. * Lead the design, development and delivery of a range of programmes of study at various levels * Develop and apply successful innovative and appropriate teaching techniques and material across Departments and Faculties |  |

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| **Research and Enterprise** | |
| * Engage in sustained scholarly activities delivering nationally recognised outputs * Leadership of /collaboration with others to deliver research or enterprise which impacts practice * Dissemination of teaching innovations and initiatives at Faculty and University level * Published discipline-related or pedagogic research/learning resources in relevant area * Secure external income/funding for teaching and teaching-related activity or discipline-based research |  |

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| **Academic Citizenship and Leadership** | |
| * Significant contribution to the development of a culture of teaching excellence across the institution * Significant contribution to educational leadership at Faculty or University level, including membership of committees and working groups, mentoring and support * Leadership of partnerships with external organisations which enhance student recruitment and student experience * Significant contribution to University policy on teaching, learning, assessment and the student experience * Key role in external subject specific or higher education organisations/bodies |  |

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| **General Expectations** | |
| * Behave in a manner which reflects the University values and behaviours and creates a positive environment for work and study * Proactive participation in delivering the University’s values * Develop expertise in inquiry/research-informed teaching with an increasing degree of autonomy * Keep abreast of developments within the field and seek continuous improvement of own professional practice * Actively participate in established professional development framework activities * Maintain a high standard of student engagement and satisfaction * Seek to maximise the learning outcomes of students |  |

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| **Achievements and Future Developments in the Role** | |
| * Highlight the extra contributions you have made since your last promotion (if applicable). * Outline your future priorities and plans for contributing to achieving the University Strategy if promoted to Associate Professor. |  |

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| Section 3 | Personal Circumstances |

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| **Summary of personal circumstances:**  Please outline any personal circumstances which need to be considered as part of your application to help the panel put in context the volume of your output. (e.g. working a different FTE pattern to your current role; periods of absence due to ill health, parental leave etc.) You can refer to REF documentation on Personal Circumstances for a guide (<https://ref.ac.uk/publications/guidance-on-submissions-201901/>) but any personal circumstances that have affected your ability to produce academic work can be included here. |  |
| Information provided here will be viewed by both local and university panels. If the information is of a sensitive nature and you wish for only the chair of the panels and HR to view please tick here. | |

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| Section 4 | Head of School/Department Report and Recommendation |

**Note**: This section should be completed by the head of department or equivalent.

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| **Name:** |
| **Career outline statement (maximum 600 words):** Please provide a brief outline of the applicant’s overall achievements to date, highlighting personal contribution and impact in the wider context of the applicant’s academic discipline/field and comment how the applicant has demonstrated sustained high performance at their current appointment level and shown the ability to perform to the required standard in line with the relevant career pathway at the level for which promotion is being sought. |
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References:

Your faculty will be asked for the name of up to three impartial academic experts that work in your field, who will be approached to obtain independent verification of your academic promotion submission.

By signing below, should you be successful at the faculty panel, you are giving consent to the university sending your complete application pack (which includes information provided in the personal circumstances section of the application form) to the university’s chosen referees.

Please submit any queries relating to this to [LND@gre.ac.uk](mailto:LND@gre.ac.uk)

**Applicant signature: Date:**

**Head of School/Department signature: Date:**

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| **Important:** Please ensure that your application is accompanied by an abridged CV (no more than two pages) and a full list of publications. **Applications should be submitted as a single PDF document.** |

Completed applications should be forwarded to the relevant faculty email address given below:

* Faculty of **Business** – Maureen Montague [M.P.Montague@gre.ac.uk](mailto:M.P.Montague@gre.ac.uk)
* Faculty of **Education, Health** **and Human Sciences** – Suzanne McGrath [S.McGrath@greenwich.ac.uk](mailto:S.McGrath@greenwich.ac.uk)
* Faculty of **Engineering and Science** –Sharon Wood [S.R.Wood@gre.ac.uk](mailto:S.R.Wood@gre.ac.uk)
* Faculty of **Liberal Arts and Sciences** – Sharron Denham [S.Denham@gre.ac.uk](mailto:S.Denham@gre.ac.uk)

## Explanatory notes

FTE = Full-time equivalent where a full five-day week is expressed as "1.0".

Promotion = A change to a higher grade (e.g. lecturer to senior lecturer).

Alignment = A change to your job title but not your grade (e.g. principle lecturer to associate professor).