**ACADEMIC PROMOTION PANEL CHAIR’S ASSESSMENT SUMMARY SHEET**

 **Faculty Name:** **Name of** **Faculty Panel Chair:**  **Name of Faculty Panel Administrator:**

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| **FACULTY ADMINISTRATOR TO COMPLETE** | **PANEL CHAIR TO COMPLETE** |
| **Employee Number** | **Title** | **Applicant’s Name** | **Department or School** | **Current Grade** | **Seeking Promotion (P)/Alignment (A)** | **Pathway** | **PhD or Doctorate Yes/No**  | **Fellowship HEA or Equivalent Yes/No** | **In Probation Period Yes/No** | **Met/Not Met standard** | **Feedback notes for unsuccessful applicants, including areas for development** | **Panel feedback to University Panel on successful applicants for ratification or recommendation** |
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**Faculties should upload a copy of this form** and all applications, including copies of unsuccessful letters, to the University Panel’s Teams area.

**\*Alignment (A) relates to** a staff member who is within the right grade group and is seeking an alignment to the Career Pathway, e.g. an AC4 wishing to apply to be aligned to an Associate Professor on the Career Pathway.