University of Greenwich Academic Promotion Application Form

## Research Assistant to Research Fellow – **Research** OnlyPathway

**Note**: Please ensure you have read information on the process and all relevant guidance information 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?** (please express as FTE\* e.g. 0.6) | | Part-time |  | Full-time |  |

\*FTE = Full-time equivalent

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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, professional awards etc.) | |

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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)** |
| **Research and Enterprise** | |
| * Engage in **independent** subject specific research leading to the publication and/or dissemination of original work at quantity appropriate to the FTE equivalent engagement in research * Provide **leadership and scientific direction** of individual work packages within larger research and enterprise projects under the leadership of an overall Principal Investigator or internally funded or small externally funded research and enterprise projects * Awareness and involvement in the process of acquiring internal and external resources to fund research and enterprise activities * Disseminate research and enterprise findings at national conferences and symposia * Engagement with the national or regional public/cultural sectors/business, industry/professional bodies in relation to research or enterprise * Participation in the supervision of PGR students |  |

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| **Teaching and Assessment** | |
| * Contribute to the delivery of some high quality, innovative and effective education and training in specialist areas of research and enterprise * Supervise undergraduate and masters research projects that contribute to the programme of work of the Research Fellow |  |

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| **Academic Citizenship & Leadership** | |
| * Proactive contribution to research group/departmental plans, activities and efficient working practices * Promote your work and represent your discipline and the work of the University internally and externally. |  |

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| **General Expectations** | |
| * Behave in a manner which reflects the University values and behaviours creating a positive environment for work and study * Proactive participation in delivering the University’s values * 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 with whom you engage * Demonstrate a commitment to equality, diversity and inclusion through engagement with University initiatives * Take a proactive approach to ethical, good practice |  |

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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 Research Fellow. |  |

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| Section 3 | Personal Circumstances | |
| **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. | |  |

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| 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 written by the head of department or equivalent.

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| **Name of head of department or equivalent:** |
| **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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**Applicant signature: Date:**

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

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| **Please note:** All applicants must ensure that their application is accompanied by an abridged CV (no more than 2 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@greenwich.ac.uk](mailto:M.P.Montague@greenwich.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).