

**ACADEMIC PROMOTION APPLICATION FORM (for applications for promotion to Grades 7– 9)**

**This application form should be completed by staff seeking promotion under the Academic Promotion Policy and Procedure and submitted to the Head of School by the published deadline. Before completing the form, please read through the Promotion Policy & Procedure, Framework of Criteria and Guidance for Applicants.**

**Details presented in your application should be based on achievements since submission of your last successful promotion or, if you have not been awarded promotion previously, since appointment to your current role. It is important that the same evidence is not repeated under different headings as the same activities/contributions will not be double-counted under different main headings. Material that is still undergoing review and funding applications that are pending must NOT be included in the form.​ The form may include work that has n​ot been published but has been accepted in its final form,​ demonstrated either through the ​issue of a DOI or an editor’s letter, t​o confirm that the material has been fully accepted but awaits publication.**

**Information about your applications and awards, postgraduate students and, where they have been kept up to date, publications, impacts, prizes and activities can be found in your personal Pure account and can be copied and pasted into the relevant sections of section two of the application form below. More information on how to use Pure in support of your promotion application form can be found** [**here**](https://www.abdn.ac.uk/staffnet/research/research-profile-14594.php)**.**

**There are no word limits stipulated in the form, other than in the Personal Statement, Individual Circumstances and Key Outputs sections, but overall the evidence you provide in Section 1 (sub-section 4 ‘Evidence’) of your application should not exceed 2500 words. If you have any queries please contact your HR Partner/Adviser.**

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| **Name:** |  |
| **School:** | Choose an item. |
| **Current Career Track:** | Choose an item. |
| **Current Job Title:** |  |
| **Current Grade:** | Choose an item. |
| **Level of Promotion Sought:** | Choose an item. |
| **Date of last promotion application:** |  |

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| **SECTION 1**  |
| **1. FRAMEWORK OF CRITERIA**  |
| **Please indicate below your choices of primary evidence that you will be providing for assessment under the Pillars. Your choices need to be in accordance with the minimum thresholds and possible combinations stipulated in the Academic Promotions Framework of Criteria, therefore, as a minimum, primary evidence under 2 pillars (Grade 7 – 2 pillars at level 1; Grade 8 – 2 pillars at level 2; Grade 8, Reader – one pillar at level 3 and one pillar at level 2; Grade 9 – 2 pillars at level 3)\*. You may also provide evidence under any of the remaining Pillars, should you wish to do so, as supplementary evidence for assessment (please note this is optional). All applicants must provide evidence under the Citizenship Pillar.** **\*noting the different requirement for staff providing evidence under Research+**

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| **PILLAR** | **Indicate here if providing as primary evidence for assessment (note, minimum of 2 to be selected)** | **Indicate here if providing as supplementary evidence for assessment** |
| **Research** |[ ] [ ]
| **Education** |[ ] [ ]
| **Scholarship and/or Professional Practice** |[ ] [ ]
| **Engagement, Innovation and Impact** |[ ] [ ]
| **Clinical Service** |[ ] [ ]
| **Citizenship** | **Evidence to be provided by all applicants** | **Evidence to be provided by all applicants** |

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| **2. PERSONAL STATEMENT**  |
| **Please use this section to highlight your personal case in support of your application. This should be a brief summary to introduce the more detailed evidence you provide in section 3 of your application and should be no longer than 250 words.** **Individual circumstances – if you wish to declare circumstances that you are content can be made available to the members of the University Promotion Committee, please also include these in this section (this should also be no longer than 250 words). If you wish to disclose individual circumstances on a confidential basis, please complete the Individual Circumstances Form. More information can be found in the Policy and Procedure (section 4.4.4).**  |
| **Personal Statement (no longer than 250 words)****Please use this section to highlight your personal case in support of your application. This should be a brief summary to introduce the more detailed evidence you provide in section 3 of your application and should be no longer than 250 words.**  |
| **Individual Circumstances (no longer than 250 words)**  |

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| **3. KEY OUTPUTS**  |
| **Please use this section to highlight the four key outputs that best evidence the quality of your work and briefly explain why (maximum of 50 words of explanation each). These should be contributions open to scrutiny, such as publications or other forms of publicly available output (e.g., evidence to an enquiry, an artwork etc.) that you have undertaken. They should be new outputs since your last promotion where relevant.**  |
| (i)  |
| (ii)  |
| (iii)  |
| (iv)  |

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| **4. EVIDENCE**  |
| **Please provide your primary evidence and supplementary evidence if appropriate. Please ensure the word count does not exceed 2500 words in total across this section.**  |

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| **RESEARCH** **Please indicate here if you are providing evidence based on Research+ or Research** **Research+** [ ] **Research** [ ] **As detailed in the Research criteria, in keeping with the principles of DORA, you may find it helpful to organise your evidence under the following questions.*** **How have you contributed to the generation of knowledge?**
* **How have you contributed to the development of individuals?**
* **How have you contributed to the wider research community?**
* **How have you contributed to broader society? (N.B. if you are making a case under the Engagement, Innovation and Impact Pillar, you may wish to cover this under that section).**
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| **RESEARCH**  |
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| **EDUCATION**  |
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| **SCHOLARSHIP AND/OR PROFESSIONAL PRACTICE**  |
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| **ENGAGEMENT, INNOVATION AND IMPACT**  |
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| **CLINICAL SERVICE** |
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| **CITIZENSHIP – evidence to be provided by all applicants.** **Please provide an evidence-based statement regarding your contribution to University Citizenship (information, including examples of University Citizenship is provided in the Framework of Criteria/Guidance for Applicants). This should include evidence of how you have contributed to Equality, Diversity and Inclusion.**  |
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| **SECTION 2 – SUPPLEMENTARY INFORMATION**  |

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| **1. PROFESSIONAL HISTORY** **Please list your employment history in reverse chronological order (i.e., starting with your current role).**  |

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| **Employer** | **Job Title** | **From** | **To**  |
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| **2. EDUCATION/QUALIFICATIONS AND RECORD OF CONTINUOUS PROFESSIONAL DEVELOPMENT** **Please list your qualifications and record of continuous professional development (CPD) in reverse chronological order (i.e., starting with the most recent).**  |

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| **Year** | **Qualification/CPD** |
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| **3. PRIZES, AWARDS AND OTHER HONOURS****Please list your prizes, honours and awards in reverse chronological order (i.e., starting with the most recent).** **Click here if not applicable** [ ]  |

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| **Award** | **Institution/Peer Review Committee/Other** | **Date**  |
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| **4. INVITED TALKS** **Please include any invitations as keynote speaker; include invitations you were unable to take up, indicating reason. Only prestigious invitations should be detailed here, other conference activities relevant to the case for promotion should be summarised under other sections as appropriate.** **Click here if not applicable** [ ]  |

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| **Invitation (including date, most recent first)**  |
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| **5. OTHER EXTERNAL ENGAGEMENT** **Please provide brief, factual, information about other external engagement activity, such as consultancy, engagement with Government and other public sector agencies, private business etc. N.B., depending on the scale of external engagement activity, you may wish to provide this information under the Engagement, Innovation and Impact Pillar. If so, you do not have to repeat it here.** **Click here if not applicable** [ ]  |

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| **External engagement (include information about the nature of the engagement, your role and timescale)** |
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| **6. PhD STUDENT SUPERVISON** **Please indicate whether you are/have been 1st or 2nd supervisor.** |

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| **7. PUBLISHED WORK OR OUTPUTS FROM CREATIVE PRACTICE** **Please list all publications and/or scholarly outputs (you do not have to repeat the four that you have included in Section 1/sub-section 3).** **These may include works ‘in-press’ (in the separate section below) for which a DOI (or other final version of record) exists but not works currently out for review. These should be listed in reverse chronological order (starting with the most recent first). Please also write ‘New’ before each entry to indicate those since your last promotion or application for promotion.** **Please indicate where you have been lead author, or, otherwise the nature of your contribution.**  |

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| **PUBLISHED WORK**  |
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| **IN PRESS**  |
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| **8 FUNDING.** **Please provide details of your successful and unsuccessful applications for funding (internal/external). The level of funding will vary between disciplines and career pathways and this will be taken into account in assessing applications.** **Please indicate the Project Name, Funder, Your Contribution (e.g., sole applicant, principal investigator, collaborators and details of others involved) and including the % contribution, start and end dates and amount of award.** **Indicate clearly which awards are ‘New’ since your last promotion/application for promotion.**  |

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| **Successful (funding awarded)** |
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| **Unsuccessful (funding not awarded)** |
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| **9. PERSONAL REFERENCE – please complete the detail and cut/paste a copy of your personal reference in the box below.**  |

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| **Name of personal referee** |  |
| **Job title**  |  |

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| *Personal reference – please include here*  |

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| **APPLICANT’S SIGNATURE – please sign and complete the sections below** |

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| **Signature** |  |

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| **Name** |  | **Date**  |  |

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO YOUR HEAD OF SCHOOL/INSTITUTE DIRECTOR AND COPY TO** **promapps@abdn.ac.uk** **BY THE CLOSING DATE FOR THE ANNUAL EXERCISE**