**APPLICATION FORM FOR PROMOTION**

Please ensure you read the [Academic Career Pathways (Teaching and Scholarship) guidance](https://www.acptands.hr.admin.cam.ac.uk/)

before completing this form.

IMPORTANT NOTE: You must present your case for promotion in a concise manner, avoiding duplication where possible. It is recommended that your application is a maximum of 40 pages, including all attachments.

|  |
| --- |
| **APPLICANT DETAILS** |
| **Title** |  | **Forename(s)** |  |
| **Surname** |  | **Professional surname** **(if applicable)** |  |
| **Personal Reference Number (8-digit)** |  |
| **Email address** |  |
| **Current position title** |  |
| **Current Institution/ Department/Faculty** |  | **School** | Choose an item. |
| **College (if applicable)** |  |
| **Appointment start date***(in your current post)* |  | **Appointment end date***(if applicable)* |  |
| **Continuous service date** *(The date your employment with the University commenced)* |  |
| **What office/post are you applying for?**  | Choose an item. |
| **Do you consider your application to be multidisciplinary?** *If yes, please refer to this in Section D, your personal statement.* | Choose an item. |
| **Would you like your College teaching to be considered as part of your application?** *If yes, please provide contact details of the Senior Tutor of the College at the end of Section B* | Choose an item. |
| **Do you hold a Clinical/NHS contract?** *If yes, please refer to this in Section D, your personal statement* | Choose an item. |
| **Do you carry out clinical veterinary work?** *If yes, please refer to this in Section D, your personal statement* | Choose an item. |
| **Do you have contextual factors you would like to be considered as part of your application?** *If yes, please complete the separate* [*Contextual Factors document*](https://www.acptands.hr.admin.cam.ac.uk/applicant-guidance/forms)*.* | Choose an item. |

|  |
| --- |
| **For those applying for promotion to (Teaching) Professor (Grade 11 or 12) or Clinical (Teaching) Professor only, please provide the proposed title of your (Clinical) (Teaching) Professorship, should you be successful in your application for promotion. Please ensure you have agreed the proposed title with your Head of Institution prior to submitting your application.** |
|  |

|  |
| --- |
| **Section A: Your Curriculum Vitae** |
| Please attach a copy of your CV to this application form (as a separate document). This should be a concise CV of **no more than two sides of A4 (500 words),** including any annotations, and should cover the information listed below. If preferred, you can choose to provide a narrative CV, but please ensure your narrative CV still contains the information below to ensure consistency in the information received by committees. Please tick this box to indicate you have attached your CV.* **Professional history**, including all current and previous professional appointments held. Please include your role title, place of work, start dates and (where applicable) end dates.
* **Education and qualifications**, including details of degrees, diplomas and/or other qualifications, and where and when obtained.
* **Appointments and affiliations**, including memberships of professional bodies, learned societies, advisory bodies, peer review activities (grants, journals, books etc), editorships, etc, with start, and where relevant, end dates.
* **Prizes, Awards and Honours**, including elections to prestigious professional/scientific bodies providing the full name of the awarding/electing body and year of award/election.
 |[ ]

|  |
| --- |
| **Section B: Teaching and Scholarship**Evidence of your teaching and scholarship contribution, including details of undergraduate and postgraduate courses taught, course development and pedagogical innovation, stint descriptions, grants, publications, and any other teaching and scholarship contribution you feel should be considered. College Teaching should also be included here, if you wish it to be considered. Please provide details over such a period as may be necessary to show evidence of fulfilment of the teaching and scholarship criteria.Please note, only teaching conducted at the University of Cambridge/its Colleges can be considered as part of your application. |
| **Undergraduate Teaching** |
| **Courses taught** | **Start year** | **End year** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Postgraduate Teaching** |
| **Courses taught** | **Start Year** | **End Year** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Course Developments and Pedagogical Innovation** |
| **Details** | **Start Year** | **End Year** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Stint Descriptions**Please provide details of the approximate number of hours of teaching (per annum) (‘stint’) you have undertaken under each of the headings where you have listed activity above (please also specify if you hold a fractional post, and indicate your Full Time Equivalent (FTE) figure, i.e. your regular weekly working hours as a percentage of 37). If applicable, mention should also be made of any regular and substantial contribution to the teaching programmes of other Faculties/Departments. The record should also include details of administrative work which your Faculty/Department has agreed to be equivalent to part of your annual teaching stint (please seek advice from your Faculty Committee Secretary, if you are unsure whether this applies in your case).If you are a clinician with a course leadership role, and/or whose teaching contribution is recognised by a particular PA allocation over and above the ‘standard’, please note that here. If you wish to comment on the opportunities available to you for teaching or other educational matters you may do so here) |
|  |
| **Grants**Please provide details of major grants and contracts awarded since your last promotion/appointment. |
| **Title** | **Value** | **Your role and contribution** | **Funding body** | **Start Date** | **End Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Invited or Contributed Talks/Seminars**A list of major lectures/seminars, or other research presentations, stating the month and year that each was given. |
| **Talk/Seminar Title** | **Meeting Details** | **Keynote/Plenary?** | **Month/Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Publications** (please refer to the guidance on publications on the [website](https://www.acptands.hr.admin.cam.ac.uk/making-application-promotion)):a document listing any published publications, such as peer-reviewed journal articles, book reviews, books, book chapters, online published teaching or learning resources, etc can be attached to your application. Publications should be listed in chronological order, stating for each publication the year and, where available, and page numbers (where available). All research and research-led publications that are publicly available for consideration (i.e. copies are obtainable at the time of application, or at some previous time, by members of the public through normal trade channels) can be included in your publications list. Please check this box if you have attached a publications list. |[ ]
| Samples of course descriptions, hand-outs, bibliographies, summary evidence of student and/or researcher feedback may be included as attachments, up to **a maximum of ten sides of A4**. Please check this box if you have attached any further evidence to this application. | [ ]  |
| **Feedback from previous applications**Reapplicants (those who unsuccessfully applied for the same office/post in the previous ACP T&S exercise) have the option to include the feedback statement received in the previous exercise. You may wish to do this so the committees considering your application can see the feedback previously provided, and how you have addressed that since your previous application. Please check this box if you are a reapplicant, and have attached your previous feedback statement to this application. |[ ]

|  |
| --- |
| **Teaching and Scholarship Contribution**Please provide any additional evidence of your teaching and scholarship contribution which has not already been set out in other sections, such as postgraduate supervisions, administrative work that the institution has agreed to be equivalent to part of the annual teaching stint, details of any regular and substantial contribution to the teaching programmes of other institutions, and a summary of examining duties.Please refer to the Assessment Criteria and Indicators of Excellence. |
|  |

|  |
| --- |
| **College Teaching**If you wish to include details of College teaching and work undertaken as a College Director of Studies, please include it in the above. If you have done so, please provide the name, College and email address of the Senior Tutor, for the College at which you have conducted your most significant/substantial teaching. **Please note**, the Senior Tutor will be contacted and asked to provide a statement regarding your contribution to the College. |
| **Name** |  |
| **College** |  |
| **Email Address** |  |

|  |
| --- |
| **Section C: Service**A list of contributions other than in teaching and scholarship undertaken in the Faculty/Department/University and also any work outside the Faculty/Department/University which you consider relevant to this application. Please refer to the Assessment Criteria for examples.  |
|  |

|  |
| --- |
| **Section D: Personal Statement**Please provide a personal statement in support of your application, which sets out your achievements with reference to the evaluative criteria. Please refer to [the guidance](https://www.acptands.hr.admin.cam.ac.uk/application-promotion) for more details. (maximum of 1,000 words) |
|  |
| **Please enter word count** |  |

|  |
| --- |
| **Section E: Referee Details**Please provide the names, titles and contact details of referees as follows, based on the office/post for which you are applying. Please refer to the [guidance](https://www.acptands.hr.admin.cam.ac.uk/guidance-applicants/references) for more information on referees. You must confirm with the individuals you wish to nominate that they are willing and able to provide a reference prior to submitting this form.* Those applying for promotion to (Teaching) Professor at Grades 11 or 12 or to Clinical (Teaching) Professor should provide details of **two referees and one reserve referee.** Most referees for promotion to a Professorship (Grades 11 and 12) or Clinical (Teaching) Professor will be external to the University, but there may be circumstances where it is appropriate to nominate referees from cognate subject areas in the University. You can choose to nominate a referee from the University of Cambridge, but they should be external to your own institution. ***Please note, if you are a reapplicant for these positions, you only need to provide details of one referee and one reserve referee, as per*** [***the guidance***](https://www.acptands.hr.admin.cam.ac.uk/guidance-applicants/references)***.***
* Those applying for promotion to Associate (Teaching) Professor at Grade 10, Associate (Teaching) Professor at Grade 9, Senior Teaching Associate at Grade 8 or Teaching Associate at Grade 7 must supply the details of one internal referee and one reserve (who can be internal to the University or external).

**Important note:** the relevant Faculty Committee will also nominate referee(s) to be contacted regarding your application, as described in [the guidance](https://www.acptands.hr.admin.cam.ac.uk/guidance-applicants/references). Your application, with the exception of any Contextual Factors provided, will be shared with the nominated referees for their review. |

|  |
| --- |
| **FIRST REFEREE (all applications)** |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Position** |  |
| **Organisation** |  |
| **Email address** |  |
| **SECOND REFEREE (for first-time applications for (Teaching) Professor at Grades 11 or 12 or Clinical (Teaching) Professor only, not required for reapplicants for these offices/posts)** |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Position** |  |
| **Organisation** |  |
| **Email address** |  |
| **RESERVE REFEREE (all applications)** |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Position** |  |
| **Organisation** |  |
| **Email address** |  |

|  |
| --- |
| **Section F: Signature**Please sign and date the form before submitting to **acp@admin.cam.ac.uk**  |
| **Signature** |  |
| **Date** |  |