**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 role/grade are you applying for?** | | | Choose an item. |
| **Do you consider your application to be interdisciplinary/cross-departmental?** *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 (including any COVID-19 related factors)?** *If yes, please complete the separate* [*Contextual Factors and/or COVID Impact Statement 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 (Teaching) Professor (Grade 12) only, please provide the proposed title of your (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. 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. 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/end dates. * Prizes, Awards and Honours, including elections to prestigious professional/scientific bodies providing the full name of the awarding/electing body and date (year) of award/election. |  |

|  |  |  |
| --- | --- | --- |
| **Section B: Teaching and Scholarship**  Evidence of your teaching and scholarship contribution, including details of undergraduate and postgraduate courses taught, postgraduate research supervisions, course development and pedagogical innovation, stint descriptions, grants, publications, researcher development, 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, both current and over the last five years. | | | | | | | | |
| **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, page numbers and number of pages. This list should include published work only. 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. | |  |
| **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. | | |
|  | | |
| **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/making-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 for which you are applying. Please refer to the [guidance](https://www.acptands.hr.admin.cam.ac.uk/applicant-guidance/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 Grade 11 or (Teaching) Professor at Grade 12 should provide details of **two referees and one reserve referee.** Referees for promotion to a Professorship (Grades 11 and 12) should normally be external to the University, but there may be circumstances where it is appropriate to nominate referees from cognate subject areas in the University. ***Please note, if you are a re-applicant for these positions, you only need to provide details of one referee and one reserve referee, as per the guidance.*** * 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 should provide details of **one referee and one reserve referee.** At least one of the referees you nominate should be internal to the University.   **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/applicant-guidance/references). Your application, with the exception of any Contextual Factors and/or COVID Impact Statement 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 Grade 11 or Grade 12 only, not required for re-applicants for these positions)** | |
| **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**](mailto:acp@admin.cam.ac.uk) | |
| **Signature** |  |
| **Date** |  |