# Use this form to apply for promotion to one of the following:

Applicant Number:

(HR Use only)

Senior Lecturer (Non-Clinical)

Associate Professor (Business School)

Reader (Clinical, Non-Clinical, Education)

Professor (Clinical, Non-Clinical and Education)

Professor of Practice (Honorary)

Senior Research Fellow / Senior Researcher

Principal Research Fellow / Principal Researcher

Titles and progression criteria for the Academic Year 2024/25 remain unchanged. Please see the Guidance Document for further advice. Send the completed form by email to the Academic Promotions at [ac.pro@imperial.ac.uk](mailto:ac.pro@imperial.ac.uk)

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| Full Name and Title |  |
| **Department** |  |
| Address for Correspondence |  |
| Email Address |  |
| **Daytime Phone Number** |  |
| **Title and Date of Current Appointment** |  |
| **Title of Honorary Association (if applicable)** |  |
| Proposed Title in full |  |
| Proposed Grade |  |
| **Higher Education**:  Include class of degrees  scholarships etc, starting with highest level first, with dates |  |
| **Membership of Professional Bodies,**  **Learned Societies etc**  (in chronological order, with dates) |  |

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| **Advice of Application Completion**  Follow the advice offered in the Academic Staff Promotions Guidance Notes when you complete your application. For example, if you belong to non-clinical staff refer to the General Role Descriptors in Appendix 1 and the Promotions Criteria in Appendix 2. For clinical staff please follow the guidance offered by Criteria for Promotion in Appendix 3.For promotion to Reader in Education and Professor of Education please follow the guidance offered by Criteria for Promotion in Appendix 5. **It is important that the information provided in your application aligns with the relevant criteria.**  Please note that national and international collaborations, research and teaching are woven into how Imperial operates and that promotion panels consider both virtual and in-person engagements. The sustainable travel policy offers guidance on how to reduce the carbon footprint resulting from travel.  <https://www.imperial.ac.uk/sustainability/our-campuses/sustainable-travel/>  **Please also see Section D in relation to the impact of the COVID-19 pandemic on your work.**  **Referee(s)** |
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| Please provide the name of **1 referee. Personal applicants may provide 2** if they wish. |
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| The status of referees must be appropriate to the promotion sought and should reflect national and international recognition for more senior positions (e.g., indicate if the referee is Assistant, Associate or Full Professor). Imperial also values diversity where possible.  Referees, both personal and departmental, should be chosen from academics who are not currently at Imperial and who have not been closely associated with the candidate in the last five years. Examples of close association include joint publications or shared research projects (See Section E of the Guidance Notes). The faculty-based referee selection panels will reject inappropriate recommendations. If in doubt, please seek advice from (Pro-) Consuls prior to submission as seeking replacements can cause delays.  I nominate the following referee(s):   1. Name:   Address:  Email:  Appointment/Status (e.g. Full Professor):  The referee has been contacted  and accepted the nomination:  **Additional Referee – For Personal Applicants Only**   1. Name:   Address:  Email:  Appointment/Status (e.g. Full Professor):  The referee has been contacted  and accepted the nomination: |

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| By signing below, I accept that you will send my application form which contains details of my research, publications, teaching, professional and administrative activities and grant income, to those nominated as referees either by myself, my Department or the University. I also accept that some referees may be located in countries that do not have adequate data protection laws as defined by GDPR.  I confirm that I have contacted the above referee(-s) and that they have agreed to provide a reference. |
| Name……………………………….Signature……………………………………Date……………………. |

**APPOINTMENTS**

Begin with the most recent and include a brief description of responsibilities.

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| Title of Appointment | **Dates (From/To)** | Department/Other Organisation | Brief Description of Responsibilities |
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**SECTION A: EDUCATION**

**CURRENT AND PAST CONTRIBUTIONS TO EDUCATION**

**CURRENT Undergraduate/Postgraduate Teaching**

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| **Name of programme and years of study** | **What Type of Teaching?** (Lecture, Tutorial, Laboratory, Supervision, Clinical etc). Number of contact hours per annum and size of classes? | **Evidence of achievement:** e.g. student success and progression, attributable MEQ/SOLE data or other quantitative and qualitative information from student feedback, peer observation and/or external examiners. Please see the Guidance Notes and the Appendix that corresponds to the promotion sought. |
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**PAST Undergraduate/Postgraduate Teaching**

Past contributions should be over the **last five** years where appropriate.

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| **Name of programme and years of study** | **What Type of Teaching?** (Lecture, Tutorial, Laboratory, Supervision, Clinical etc). Number of contact hours per annum and size of classes? | **Evidence of achievement:** e.g. student success and progression, attributable MEQ/SOLE data or other quantitative and qualitative information from student feedback, peer observation and/or external examiners. Please see the Guidance Notes and the Appendix that corresponds to the promotion sought. |
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**Management, development and delivery of education**

Describe concisely (using bullet points if appropriate) your contributions to the effective and/or innovative management, development and delivery of educational programmes **(500 words maximum or one page of typed print).**

Examples might include:

* Departmental / Faculty / University role
* Design of new modules and/or programmes, or transforming existing modules and/or programmes
* Engagement with Curriculum Review
* Successful innovation in teaching assessment and feedback practice
* Effective and innovative use of technology enhanced learning (TEL)
* Successful activities which involve students as partners in their learning
* Activities which make teaching more inclusive (e.g. by addressing diverse student experiences and highlighting contributions made by under-represented groups).
* Involvement in and leadership of activities aimed at improving teaching
* Development of an evidence-based practice

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**Teaching Awards and Learning and Teaching Qualifications**

Give concise details of any internal/external recognition given e.g. awards or qualifications, for example HEA Fellowship **(300 words maximum or half a page of typed print).**

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**Collaboration and sharing best practice**

Describe concisely (using bullet points if appropriate) your work with others within or beyond Imperial, if appropriate (with dates) **(300 words maximum or half a page of typed print).**

Examples might include:

* Collaborative teaching projects

# Involvement with Centre for Higher Education and Scholarship

# Involvement with Digital Learning Hub

# Contribution to the Graduate School and/or teaching on transferable skills programmes

# Involvement with Imperial-wide teaching programmes (e.g. BPES, Horizons)

* Membership of national and/or international educational committees
* Membership of educational and accreditation committees of professions
* Acting as an external examiner (Bachelor, Master and PhD)

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# Contributions to Industry/NHS etc through Teaching/Training

# Describe concisely (using bullet points if appropriate) your activities, if appropriate (with dates). (300 words maximum or half a page of typed print).

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**Educational Research**

**(Note: applicants for Reader in Education or Professor of Education should omit this question and instead list detailed educational research below in Part B. Research.)**

# Describe concisely (using bullet points if appropriate) any research that you have undertaken, list any teaching publications and any grants etc that you have been awarded for educational research (300 words maximum or half a page of typed print).

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# Contributions to Clinical Practice (Clinical Applicants only)

# Describe concisely (using bullet points if appropriate) any important contributions you have made to the evolution and development of clinical practice and how this has benefited patients, your hospital and other stakeholders. Please append a statement from an appropriate person within the relevant Trust as evidence of your contribution (500 words maximum or one page of typed print).

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**Student support, student welfare and pastoral care**

Describe concisely (using bullet points if appropriate)your activities, if appropriate (with dates). Where possible, highlight how your support demonstrates an understanding of diverse student experiences (**300 words maximum or half a page of typed print**).

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**SECTION B: RESEARCH**

Outline concisely (using bullet points if appropriate)the principal areas of your research.

(**500 words maximum or one page of typed print**).

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Indicate your major research contributions to date and please detail the significance of their impact and influence. Outline concisely your research plans and goals for the next five years (**500 words maximum or one page of typed print).**

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Imperial values internal and external collaboration and its furtherance of interdisciplinary work. Indicate your specificrole(s) in any collaborative work that you have undertaken including enterprising activity (e.g. via entrepreneurship). Pay particular attention to joint research grants/contracts, joint publications, joint supervision of PhD students and PDRAs and impact generated via enterprising activity (**300 words maximum or half a page of typed print**).

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**RESEARCH STUDENTS SUPERVISED**

Please list those PhD/MD students whom you **currently** supervise **before** listing PhD/MD students who have completed under your supervision. Please give start and end dates (as appropriate). With current students, please state if writing up or awaiting viva. In all cases, indicate whether you are/were sole or joint supervisor (and, if the latter, whether you are the primary supervisor).

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| **Type of Degree** | **Start Date** | **Writing Up/ Awaiting Viva/ End Date** | **Name of Student (and transfer date, if applicable)** | **Title of Project** | **Name of Primary Supervisor** | **Name of Secondary Supervisor(s) if applicable** |
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**Post-Doctoral Staff (PDRAs)**

List the names and start dates of PDRAs who have worked under your guidance and direction in the last 5 years and indicate for each whether that guidance/direction is shared and, if so, with whom. Highlight steps taken to encourage applications from under-represented groups **(300 words maximum or half a page of typed print).**

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**Animal Research**

Do you work with animals? YES/NO

If YES, are you happy for this page of your application to be sent out to referees? YES/NO

If YES, give concise details (using bullet points if appropriate)of your contribution to Imperial’s processes on ethical review and/or animal welfare (e.g. membership of, or other contribution to, the following groups: AWERBs, 3Rs group, QA group; recognised contributions to the 3Rs). Please also give details of any contributions to national/international guidelines or organisations concerned with animal welfare **(300 words maximum or half a page of typed print).**

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## RESEARCH GRANTS AND CONTRACTS OBTAINED OVER THE PAST FIVE YEARS

Only include, in chronological order, external funding (incl. externally funded studentships), not, for example, internally recycled NHS funding / Internal funds

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| **Source of Funds** | **Title of Project** | **Duration (months)** | **Start Date** | **End Date** | **Total Value of Support to Imperial in £ sterling\*** | **Role (e.g. are/were you the Principal Investigator?)** | **Names of other grant or Contract Holders (if any)** | **Other Comments** |
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\*including equipment and overheads where relevant and using current conversion rates where necessary

# PUBLICATIONS

# Please provide a complete list of all your publications and indicate those that have been published since your last promotion.

***Imperial is a signatory to DORA (Declaration on Research Assessment), which mandates that in hiring and promotion decisions, the scientific content of a paper, not the JIF (Journal Impact Factor), is what matters. More information on DORA is available at***

<https://sfdora.org/>

# SECTION C: SERVICE AND ESTEEM

# Management, Administrative and Other Relevant Activities

Give concise details (using bullet points if appropriate)and indicate the associated workloadof the contribution you make to management and/or administrative activities e.g. Course Organiser, Admissions Tutor, Health and Safety Coordinator, Head of Research Strategy/Research Coordinator, Director of Undergraduate/Postgraduate Studies, Senior Tutor, Departmental SWAN Coordinator, Diversity Champion, Department Disability Liaison Officer, Warden, Academic Adviser, Mentor etc. Please also include details of any committees to which you make an active contribution within Imperial **(500 words maximum or one page of typed print).**

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# Personal Development and Developing Others

Indicate concisely **(300 words maximum or half a page of typed print)** how you have enhanced your career development,e.g.,

# have you attended workshops or developmental activities and what have you learnt?

# what activities have you been involved with to help ensure equal opportunities, e.g. a specific aspect of curriculum development, championing diversity initiatives, mentoring black, ethnic minority or female staff?

# have you acted as a mentor or a coach?

# have you nominated others for awards?

# for those with staff management responsibilities, how do you ensure that you provide developmental guidance and help to your staff?

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**Evidence of Esteem, External Visibility and Professional Activities**

Highlight evidence of esteem within your professional peer group, for example:

* fellowship of top academic institutions (such as FRS or FREng);
* keynote and plenary lectures at international conferences;
* organisation of top conferences;
* membership of editorial boards of international journals;
* membership of governmental and research council committees etc;
* sitting on management committees of professional organisations or public policy bodies;
* visiting fellowships;
* prizes and awards etc.

Include details of involvement in consultancies or industrial initiatives arising out of your research, such as spin-out companies, in chronological order with dates **(300 words maximum or half a page of typed print).**

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**Schools outreach, widening participation, student recruitment and Departmental admissions**

# Describe concisely (using bullet points if appropriate) your activities, if relevant to your role, if appropriate (with dates) (300 words maximum or half a page of typed print).

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**SECTION D: WORKING TOGETHER**

**The Values Framework at Imperial**

The values framework (<https://www.imperial.ac.uk/about/values/>) guides the behaviour of our community and has been developed to signpost behaviour that contributes to a positive working and studying environment. Values show how we respect and support each other in achieving personal goals and the strategic objectives of Imperial. The five areas with ambitions for leaders summarised below[[1]](#footnote-1).

* **Respect**

We treat each other **fairly** and **appropriately**, with **kindness and respect**, **valuing** each person’s individual experience, perspectives and contributions.

* **Collaboration**

We work together, cultivating an **inclusive and impactful** community.

* **Excellence**

We aim for **quality** in everything we do, taking **pride** in our work, delivering **impact** (making a positive difference) through our passion and **commitment.**

* **Integrity**

We act in a **principled** way, being **honest** and open, **checking**, **challenging** and **changing** our practices and behaviours.

* **Innovation**

We become **inspired** by possibilities, venturing into the unknown with **open minds** and having the **courage to embrace change**.

Further guidance can be found here [Values - Behaviour Framework (imperial.ac.uk)](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/values/1-Values_Behaviours-Framework.pdf). Giving brief examples, explain how you are guided by the values framework and the ways in which these inform your day-to-day practice **(300 words maximum or half a page of typed print).**

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**Personal Circumstances**

The Academic Promotions Committee is committed to ensuring and upholding equal opportunities for all applicants. In order to do so, it is important for the Committee to be made aware of personal circumstances that may have held back or slowed down an applicant’s career progression, so that these may not be allowed to impact negatively upon a candidate’s prospects for promotion. Such circumstances might include (but are not restricted to):

* maternity leave, paternity leave, shared parental leave;
* adoption leave;
* part-time working;
* disability;
* career break;
* secondment;
* ill health or injury;
* caring responsibilities;

Describe concisely, giving dates where applicable, your individual circumstances. Indicate, as far as is practicable, how you consider your contribution has been affected as a consequence. Your response will be kept completely confidential to those members of the Academic Promotions Committee who are dealing with your application. Should you wish to discuss any matter before completing the form, please contact Angela Kehoe, Head of HR (Natural Sciences & Progression) [a.kehoe@imperial.ac.uk](mailto:a.kehoe@imperial.ac.uk)

**Details of circumstances that I believe have affected my career progression:**

**Impact of the COVID-19 Pandemic**

The Academic Promotions Committee is aware that the COVID-19 outbreak will have had a significant impact on the contributions that many members of staff have been able to make and a statement outlining the impact of COVID-19 on your work is expected. Promotions panels are cognizant that there may, for example, be significantly different impacts between varying fields, research group sizes and between genders. It is anticipated that the short, medium, and long-term impact will depend on the promotion sought and the area of work. Please clarify the impact upon your work in the space provided below. Examples of impact may include illness, difficult working conditions, caring responsibilities, delays associated with the award of grants, furloughed staff or collaborators and work associated with changes in teaching delivery. Specifically, list examples of collegiality where you have stepped up to help others and where contributions have been made towards maintaining Imperial Values. Promotion panels will take this into account. As uncertainties may prevail throughout the academic year, you will be given the additional opportunity to present further information at interview or in advance of promotion reviews. We ask that you provide information as honestly and fully as possible to ensure that promotion panels make decisions based on all relevant facts. Given the uncertainties associated with evolution of COVID-19, we will continue to monitor the situation during the coming academic year and beyond.

Should you wish to discuss any matter before completing the form, please contact Angela Kehoe, Head of HR (Natural Sciences & Progression) [a.kehoe@imperial.ac.uk](mailto:a.kehoe@imperial.ac.uk)

**Details of circumstances caused by COVID-19 that I believe have affected my career progression:**

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| **Please indicate commitments between mid-February and mid-June, giving dates you will be unavailable, and the reason. Accommodations can only be made for pre-booked holidays and pre-booked/paid attendance at overseas conferences.** |
| **Other Details** |
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| If you are applying for promotion to Senior Lecturer, you will not necessarily be interviewed. If you would like to request an interview please indicate by ticking this box.  If you are a personal applicant for promotion to Associate Professor (Business School), Reader or Professor, or are applying for promotion to Senior Lecturer and have requested an interview, please state below the name of the person whom you would like to be an observer at your interview: |
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1. Please note that the values framework replaced Imperial Expectations from November 2021 and that the current academic year 2022/23 forms part of a transition period. Hence, the link below that relates the values framework to Imperial Expectations may be helpful when providing examples: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/values/Values_Values_Link-to-Imperial-Expectations.pdf>

   [↑](#footnote-ref-1)