Please read accompanying guidance on [Promotions Procedures 2024](https://www.st-andrews.ac.uk/media/human-resources/gradingrewardconditions/2%20-%20Academic%20Promotion%20Procedures%202024.pdf) to determine the promotion you wish to apply for and the career track you are taking.

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| **Name:** | **Current Title:** |
| **School:** | |
| If you work across a multi discipline area, you can request which panel you would like your application assessed by. This request must be submitted to the Master ([master@st-andrews.ac.uk](mailto:master@st-andrews.ac.uk)) and copied to [promotions@st-andrews.ac.uk](mailto:promotions@st-andrews.ac.uk) in advance of submitting any application. Applicants from the School of Geography and Sustainable Development, due to the differing nature of the research undertaken, may choose whether to be assessed by the Arts/Divinity panel or the Science/Medicine panel.  Please indicate which panel you wish your application assessed by:-  Science / Medicine 🞏 Arts / Divinity 🞏 | |
| **Employee ID / Staff Number:** | **Promotion Sought:** |
| **Date Appointed to University:** | **Date last applied for promotion:** |
| **Date of last promotion (if relevant):** | **Level promoted to (if relevant):** |
| **Current Career Track (please tick relevant box):**  Academic Teaching and Research (ER) 🞏  Academic Teaching (E) 🞏  Academic Research (R) 🞏 | **Career Track you are applying for (please tick relevant box):**  Academic Teaching and Research (ER) 🞏  Academic Teaching (E) 🞏  Academic Research (R) 🞏 |
| **\* Are you currently sponsored under the UKVI’s visa rules and hold a Tier 2/Skilled Worker visa?** | **Yes / No \***  \* Please complete as appropriate |

*\** **Requirements for visa holders**

As part of the University’s UKVI sponsorship duties, HR is required to report any significant changes to sponsored workers’ employment, including any promotions, changes in job title or core duties, to UKVI within 10 working days.  Additionally, should the promotion mean that you will now be sponsored in a different occupation code as defined by the UKVI, for example, a researcher being promoted into an academic role, a ‘change of employment’ application would be required.  This would require you applying and being granted your new right to work permission prior to taking up your new promoted role.

The above rules do not apply to those employed currently in a non-sponsored immigration category (e.g. Indefinite Leave to Remain, Global Talent Visa, dependant visa etc).

If you are currently a visa holder and are considering applying for promotion, then please contact the Immigration Team ([hrimmigration@st-andrews.ac.uk](mailto:hrimmigration@st-andrews.ac.uk)) to discuss the impact of the immigration rules on the promotion process.

**Please note that you must highlight on your application developments and provide evidence applicable since appointment or your last promotion.**

**Sections 1 to 6 should be no more than EIGHT A4 pages long, in Arial, font size 11, single line spacing. A full publication list (in date order, starting with the most recent – it is essential you present your publication list in this format) showing percentage contribution should be provided in Section 7. Publications should include only work which as at the closing date has already been published, is in the public domain and available for consideration. A copy of any item listed may be requested by the Panel.**

***Not all sections in this form will be pertinent to your application. Please complete those sections that you believe are relevant.***

**Section 1: Please add your up-to-date CV below – 1 page maximum**

**Section 2: Research and Scholarship**

**Description of your research area and research philosophy** (no more than 200 words). This is of particular value to the Panel members, most of whom will not be experts in your field.

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**Research outputs/publications.** Please list what you consider to be your most important publications since your appointment or last promotion. Please provide a description for each in no more than 50 words explaining the importance of the publication and your role in the case of multi-author publications. You may refer to your full publication list provided in Section 7. Publications should include only work which has already been published, is in the public domain and available for consideration.

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| Title of output |  |
| Output type (eg journal article, book chapter) |  |
| Title of journal / book (and publisher) |  |
| Year of publication |  |
| URL (open access version, where available) |  |
| Author list |  |
| If jointly authored, state your contribution |  |
| Justification for inclusion |  |

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| Year of publication |  |
| URL (open access version, where available) |  |
| Author list |  |
| If jointly authored, state your contribution |  |
| Justification for inclusion |  |

**Research environment.** Please describe your contribution to the research environment in your School since your appointment or last promotion. This should include the development of other staff; how your contribution fits with the strategic aims and goals of research; engagement with the public and contribution to the research base including collaborative working with others outside your research group, School or University (no more than 300 words).

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**Research** **grants and contracts (awarded and applied for since appointment or last promotion).** Provide dates, value and names of co-investigators where applicable.

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**Postdoctoral, PhD and other research co-workers (since appointment or last promotion).** Please provide destination information for PhD students. Please also confirm if your supervision covered 100% of their time, if you were a joint supervisor or if you supervised for the first year, etc.

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If you consider this section to be a **major contribution** to your application, pleasespecifywhich particular achievements provide evidence of this contribution. EF colleagues should use this space to show how their research activities feed into their education responsibilities (no more than 300 words).

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**Section 3:** **Teaching and Pedagogical Activities**

**Performance in learning and teaching**

Please provide evidence regarding your teaching performance in the classroom, eg student feedback, peer review, teaching awards, consistently high MEQ scores). This section should provide some reflection along with factual information (no more than 300 words).

Colleagues are reminded that the University does not rely on MEQs alone as evidence of good teaching: candidates for promotion are encouraged to provide a variety of supporting material in addition to MEQs, such as self-reflection and peer feedback on their teaching. Guidance on how to interpret and use MEQ feedback is available via:-<https://www.st-andrews.ac.uk/assets/university/education/documents/academic-monitoring/meqs/how-to-interpret-and-use-meq-feedback.pdf>

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Please characterise your approach to learning and teaching and reflect on what makes you a successful teacher. This section should, along with factual information, be reflective (no more than 300 words).

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If teaching and pedagogical activities constitute a **major contribution** to your application, please specify and discuss what you consider to be your **three most significant achievements**, including details of delivery, development, innovation and enhancement, as appropriate (no more than 300 words).

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**Teaching Activity**

Please list any formal teaching qualifications you hold (date required), any grants you have won for teaching-related projects (with dates), and your contributions at Faculty, University, national or international level as appropriate since your appointment or last promotion.

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**Pedagogical research outputs/publications and activities**

Please list what you consider to be your most important outputs/activities since your appointment or last promotion. Please provide a description for each in no more than 50 words explaining the importance of the output/activity, and your role in the case of collaborations/multi-author publications.

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**Teaching Matrix**

Please provide the following information on your teaching activities for each of the past five years:-

*Please list the module codes to which you contributed (at 1000-, 2000-, 3000-, 4000- and 5000- level)*

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|  | 1000- level | 2000- level | 3000- level | 4000- level | 5000- level |
| 2022/23 |  |  |  |  |  |
| 2021/22 |  |  |  |  |  |
| 2020/21 |  |  |  |  |  |
| 2019/20 |  |  |  |  |  |
| 2018/19 |  |  |  |  |  |

*Which modules did you lead, co-lead or deliver single handedly (at 1000-, 2000-, 3000-, 4000- and 5000- level)?*

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| --- | --- | --- | --- | --- | --- |
|  | 1000- level | 2000- level | 3000- level | 4000- level | 5000- level |
| 2022/23 |  |  |  |  |  |
| 2021/22 |  |  |  |  |  |
| 2020/21 |  |  |  |  |  |
| 2019/20 |  |  |  |  |  |
| 2018/19 |  |  |  |  |  |

*How many new modules or programmes did you introduce (at 1000-, 2000-, 3000-, 4000-, and 5000- level; please include the module codes)?*

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| --- | --- | --- | --- | --- | --- | --- |
|  | 1000- level | 2000- level | 3000- level | 4000- level | 5000- level | Programmes |
| 2022/23 |  |  |  |  |  |  |
| 2021/22 |  |  |  |  |  |  |
| 2020/21 |  |  |  |  |  |  |
| 2019/20 |  |  |  |  |  |  |
| 2018/19 |  |  |  |  |  |  |

**Section 4:** **Impact/Outreach/Knowledge and Technology Transfer**

Describe your contribution in this area. This should cover economic, social, cultural, public policy, public engagement and other similar activities related to your research and/or teaching.

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If you consider this section to be a **major contribution** to your application, pleasespecifywhich particular achievements provide evidence of this contribution (no more than 300 words).

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**Section 5:** **Service and Leadership**

Description of service and leadership responsibilities. These may be within the School, University or your discipline (e.g. administrative roles, committee membership, seminar and conference organisation) and include research, education or other activities.

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**Performance of service and leadership.** Please reflect on your performance in service and leadership, the impact of this and what has changed, or been effectively maintained, as a result of your contribution. Please also explain what you have achieved in terms of your service and leadership role(s).

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If you consider this section to be a **major contribution** to your application, pleasespecifywhich particular achievements provide evidence of this contribution (no more than 300 words).

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**Future service and leadership plans.** How do you see your contribution in service and leadership developing over the next 5 years and how are you enabling this?

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**Section 6: Evidence of Esteem**

Invited talks, external awards, external committee memberships etc. (both attended and declined since appointment or last promotion).

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**Section 7: Publications (Please add your full publication list below – in date order, starting with the most recent - showing your contribution percentage (if relevant)). Publications should include only work which as at the closing date has already been published, is in the public domain and available for consideration.**