**RESEARCH & TEACHING, RESEARCH ONLY, RESEARCH SCIENTIST, UNIVERSITY OF GLASGOW SINGAPORE GRADE 9**

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| **APPLICANT DETAILS** |
| **Forename** | **Surname** | **Title** | **ORCiD**[[1]](#footnote-1) | **Staff Number** |
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| **College / University Services** | **School / Research Institute / Service** |
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| **Current Track (e.g R&T, R-Only, LTS, Clinician, Research Scientist)** | **Current Grade** | **FTE** |
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| **Current Job Title** | **Date appointed to current position** |
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| **Date appointed to the University** | **PgCAP Completion Date** |
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| **Have you applied for promotion at UofG before? If yes, in which year?** | **Are you currently sponsored under the UKVI’s visa rules and hold a Tier 2 (general) Leave to Enter Residence Permit?** |
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**Are you currently on ECDP or Academic Probation? Yes** [ ]  **No** [ ]

*If yes, please complete the following:*

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| **Academic Probation/ECDP** |  |
| **Current Year (Year 1, Year 2 etc)** |  |
| **PgCAP Status** |  |

**PROMOTION APPLIED FOR**

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| **Track (e.g. R&T, R-Only)**  | **Change in Track?** | **Grade** | **Designation/Job Title Sought** |
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Please note that UK Visas and Immigration rules for Tier 2 sponsored workers limit the extent to which roles can be changed without requiring a new visa. Advice on potential changes impacted by a positive promotion outcome, should be sought from the relevant College or University Services HR team at an early stage.

When reviewing the [promotion criteria](https://www.gla.ac.uk/myglasgow/humanresources/all/pay/promotion/acpromotion/acadpromo/promotioncriteria/), please consider whether there any additional circumstances that might have had an impact on your ability to achieve the required criteria in one or more areas on which your application will be assessed. If such a consideration applies to you, please provide details in the box below:

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| *(Examples: Parental leave; disability; long-term absence due to ill health; time off to care for dependants)* |

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| Covid-19 |

Please use this space to highlight the impact of the current situation on your work since March 2020. Examples of this could be the effect of homeworking balanced with additional caring responsibilities, or the effect on research if lab space was not accessible. Alternatively, others may have found that opportunities for collaboration have increased. Please be as specific as possible on the outputs that were affected.

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**PROMOTION CRITERIA**

Your application will be assessed against the [promotion criteria](https://www.gla.ac.uk/myglasgow/humanresources/all/pay/promotion/acpromotion/acadpromo/promotioncriteria/) relevant to your chosen career track, on the basis of the documentation submitted, including your spreadsheets, curriculum vitae and outputs listing. Please outline how you have met the University’s criteria for promotion whilst demonstrating your capacity to perform at the level you are seeking. Please also note the following requirements:

* Promotion of staff on fractional contracts will be based on demonstrating fractional performance in each qualifying performance dimension, rather than by reducing the threshold number of qualifying dimensions.
* It is recommended that conversations with line managers be sought ahead of completing the application form.
* Applications will be based on academic activity in the recent six-year period.

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| **SECTION A: RESEARCH & SCHOLARSHIP** |

**OUTPUTS**

A report of all outputs, sourced from Enlighten, should be included with this application. Please detail below your most significant (4-6) outputs[[2]](#footnote-2). When explaining your choice of output, please highlight the contribution that each output has made to advancing the field and refer to indicators of quality as appropriate to your discipline. Appropriate indicators include, for example, reference to (UK) REF panel criteria or benchmarked and subject-normalised citation metrics, but **not** journal impact factor. In the case of jointly authored outputs, please state your contribution to the work[[3]](#footnote-3).

*This information will be auto-populated in the online application form*

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| **Title of output 1:** |  |
| **Output type (e.g. journal article, book chapter):** |  |
| **Title of journal / book (and publisher):** |  |
| **Year of publication:** |  |
| **URL (open access version, where available):** |  |
| **Author list[[4]](#footnote-4):** |  |
| **If jointly authored, state your contribution3:** |  |
| **Justification for inclusion:** |  |
| **Please indicate the likely rating of this output, in REF terms****[[5]](#footnote-5), and the justification for that rating:** |  |

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| **Title of output 2:** |  |
| **Output type (e.g. journal article, book chapter):** |  |
| **Title of journal / book (and publisher):** |  |
| **Year of publication:** |  |
| **URL (open access version, where available):** |  |
| **Author list**4**:** |  |
| **If jointly authored, state your contribution3:** |  |
| **Justification for inclusion:** |  |
| **Please indicate the likely rating of this output, in REF terms**5**, and the justification for that rating:** |  |

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| **Title of output 3:** |  |
| **Output type (e.g. journal article, book chapter):** |  |
| **Title of journal / book (and publisher):** |  |
| **Year of publication:** |  |
| **URL (open access version, where available):** |  |
| **Author list**4**:** |  |
| **If jointly authored, state your contribution3:** |  |
| **Justification for inclusion:** |  |
| **Please indicate the likely rating of this output, in REF terms**5**, and the justification for that rating:** |  |

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| **Title of output 4:** |  |
| **Output type (e.g. journal article, book chapter):** |  |
| **Title of journal / book (and publisher):** |  |
| **Year of publication:** |  |
| **URL (open access version, where available):** |  |
| **Author list**4**:** |  |
| **If jointly authored, state your contribution3:** |  |
| **Justification for inclusion:** |  |
| **Please indicate the likely rating of this output, in REF terms**5**, and the justification for that rating:** |  |

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| **Title of output 5:** |  |
| **Output type (e.g. journal article, book chapter):** |  |
| **Title of journal / book (and publisher):** |  |
| **Year of publication:** |  |
| **URL (open access version, where available):** |  |
| **Author list**4**:** |  |
| **If jointly authored, state your contribution3:** |  |
| **Justification for inclusion:** |  |
| **Please indicate the likely rating of this output, in REF terms**5**, and the justification for that rating:** |  |

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| **Title of output 6:** |  |
| **Output type (e.g. journal article, book chapter):** |  |
| **Title of journal / book (and publisher):** |  |
| **Year of publication:** |  |
| **URL (open access version, where available):** |  |
| **Author list**4**:** |  |
| **If jointly authored, state your contribution3:** |  |
| **Justification for inclusion:** |  |
| **Please indicate the likely rating of this output, in REF terms**5**, and the justification for that rating:** |  |

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| **Outputs should meet funder and REF requirements for Open Access[[6]](#footnote-6). They should exemplify best practice in open research, as appropriate to the discipline, including through the transparency of data, methods, materials, design and analysis, and practices that support replication[[7]](#footnote-7).****Applicants should indicate how they have demonstrated excellence by referring to indicators as appropriate to discipline (e.g. reference to REF panel criteria, article-level citation metrics or external recognition, e.g. prizes awarded).****This statement should be no more than 100 words.** |
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**AWARD GENERATION**

Please include a completed [Grant Calculation Spreadsheet (Appendix 1).](https://www.gla.ac.uk/media/Media_557352_smxx.xlsx) Copy to be returned with promotion application form

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| **Applicants should indicate how they have demonstrated excellence [e.g. prestige of funder or scheme (e.g. fellowships, highly selective schemes)].****This statement should be no more than 100 words.** |
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**PGR/RESEARCH SUPERVISION**

Please include a completed [Appendix 2: PGR Calculation spreadsheet](https://www.gla.ac.uk/media/Media_561445_smxx.xlsx). Copy to be returned with promotion application form

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| **Applicants should indicate how they have demonstrated excellence (e.g. the success of supervised students, completion rates, or student prizes).** **This statement should be no more than** **100 words**. |
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| **SECTION B: IMPACT** |

You may wish to consider your involvement with: industrial connectivity; partnership with private or public sector agencies or companies; influencing public policy; public engagement. Applicants should indicate how they have demonstrated excellence (providing evidence of how the reported activities might lead to impact outside academia).

This statement should be no more than **250 words**.

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| **SECTION C: LEARNING & TEACHING PRACTICE** |

Consider your recent (six-year) record of substantive contribution to Learning and Teaching Practice, including normal routine activity. For example, external examination of UG and PG level, contribution/leadership of PGT growth. Leadership and innovation in improving the student experience. Roles in education policy development at local, national or international levels. Applicants should indicate how they have demonstrated excellence (e.g. through substantial achievement as a practitioner, leader and manager of teaching that influences practice within or across disciplines).

This statement should be no more than **750 words**.

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| **SECTION D: LEADERSHIP, MANAGEMENT & ENGAGEMENT** |

Consider your record of substantive contribution to Leadership, Management & Engagement. For example, leadership of strategic initiative and/or policy at School, Institute, College, national or international level; leadership in shaping the School/Institute/discipline in the University; leadership in shaping the discipline nationally and/or internationally; membership of key external committee(s) at both national and international level. Applicants should indicate how they have demonstrated excellence (i.e. by the instigation of change within the University to the wider benefit of staff or students).

This statement should be no more than **250 words**.

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| **SECTION E: ESTEEM**  |

Consider your record of external esteem indicators. For example, winner of prizes and medals at national and international levels; membership/fellowship of learned societies and committee membership/chairmanship; invited/plenary talks at international conferences; reviewer of grants or publications for international research bodies; membership of editorial boards.

Excellence in esteem is intrinsic to the definition and so does not need to be evidenced further.

This statement should be no more than **250 words**.

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| **APPLICANT’S STATEMENT** |

Please detail any other information regarding career highlights which you would wish to include as key to your role within the University that has not been provided for elsewhere in this form. This statement should be no more than **500 words**.

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| **STATEMENT FROM HEAD OF SCHOOL / DIRECTOR OF RESEARCH INSTITUTE** |

Do you support this application for promotion? Yes [ ]  No [ ]

Please provide a statement that supports your decision specifically addressing the merits of the case for promotion when assessed against the relevant [promotion criteria](https://www.gla.ac.uk/myglasgow/humanresources/all/pay/promotion/acpromotion/acadpromo/promotioncriteria/).

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| **CONSENT & SIGNATURES** |

For your application to be assessed it will be necessary for this form to be shared with members of the College Promotion Committee and the Principal’s Board of Review.

By submitting your application, you are consenting to your information being shared with others involved with this process as noted above.

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| **Signature of Applicant** | **Date** |
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| **Signature of the Head of School / Director of Research Institute** | **Date** |
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1. https://www.gla.ac.uk/myglasgow/research/managingyourpublications/publicationsandresearchreputation/identifiers/orcid [↑](#footnote-ref-1)
2. For this purpose, the REF definition of ‘output’ (section 217, [Guidance on Submissions](https://www.ref.ac.uk/media/1092/ref-2019_01-guidance-on-submissions.pdf)) will be used: ‘In addition to printed academic work, research outputs may include, but are not limited to: new materials, devices, images, artefacts, products and buildings; confidential or technical reports; intellectual property, whether in patents or other forms; performances, exhibits or events; and work published in non-print media.’ [↑](#footnote-ref-2)
3. The CASRAI (Consortia Advancing Standards in Research Administration Information) document may be helpful in articulating roles and contributions: <http://dictionary.casrai.org/Contributor_Roles>. [↑](#footnote-ref-3)
4. If there are more than 6 co-authors, simply list the number of co-authors. [↑](#footnote-ref-4)
5. In REF, outputs are assessed on a 1\*–4\* scale of based on the criteria of originality, significance and rigour. A 4\* output is world-leading in terms of originality, significance, and rigour. A 3\* output is internationally excellent in terms of originality, significance, and rigour but falls short of the highest standards of excellence. A 2\* output is recognised internationally in terms of originality, significance, and rigour. [↑](#footnote-ref-5)
6. https://www.gla.ac.uk/myglasgow/openaccess/ [↑](#footnote-ref-6)
7. For guidance, refer to the eight Transparency and Openness Promotion (TOP) guidelines (<http://cos.io/top>) and the FAIR data principles, which aim to make data Findable, Accessible, Interoperable and Reusable (<https://www.force11.org/group/fairgroup/fairprinciples>). [↑](#footnote-ref-7)