

Promotion Application Form Guidance 2022

Please note that it is the applicant's responsibility to ensure before submission that their application is complete and that they have provided all the required information on their application form.

The [Promotion Application Form](#) includes a section for each of the areas listed below. Please provide as much evidence as you can under each of the headings that are relevant to you. If you leave a section blank, the Committee will take this to mean that you do not have any evidence to submit under this heading. Please also refer to the [Academic Promotion Criteria](#) when completing your Promotion Application Form.

All of the information you wish to submit should be contained within the Promotion Application Form and no additional documents should be submitted. However if you wish you may include links to examples of your work that are available online.

1. **Education/Qualifications:** Details of degrees, diplomas and other qualifications, including where and when attained.
2. **Career History:** List all professional appointments held during your career, with dates and in chronological order.
3. **Publications:** Only published work or work that has been accepted for publication and has a Digital Object Identifier (DOI) is to be listed on the Promotion Application Form. In the case of the latter, the link to the DOI must be provided in the application. Unpublished work, whether in preparation or in press, will not be considered. All of your publications should be listed with publication dates and first and last page numbers (or total page numbers for a book) as follows:
 - **Books:** Authored, edited and chapters (state clearly if co-authored, with the estimated percentage contribution).
 - **Refereed Articles:** Articles in refereed journals and refereed conference papers (state clearly if co-authored, with the estimated percentage contribution).
 - **Other Publications:** Other published work including conference proceedings and commissioned reports.For all publications from the later of (i) date of appointment to the University and (ii) date of last promotion, state whether you are the Lead, Major or Minor contributor.
4. **Grants:** List any grants, including the name of the awarding body, the names of grant-holders, the value of the award (stating the value at Sussex if different), and its start and end dates. Clearly state whether you are the Principal Investigator or, if not, your contribution to the grant either in percentage time spent or work undertaken.
5. **PhD Supervision:** Detail the number of research students supervised including those completed and current students, clearly stating the fractional share of supervision and whether the students completed on time. Readership and Professorship applicants should also include whether they were the principal supervisor or second supervisor for each student supervised, and the source of funding.

6. **Education & Scholarship Portfolio:** This section should be completed by those applying under the Education & Research and Education & Scholarship pathways, but is particularly important for the latter.
- **Reflective statement (maximum 2000 words)** addressing the following:
 - (i) Rationale for your approach to teaching
 - (ii) Teaching methods that link to your rationale
 - (iii) Summary of teaching achievements
 - (iv) Summary of scholarship achievements.
 - **Information and indicative evidence to support documented activities could include (this does not count towards the 2000 word limit):**
 - (i) Summary of recent teaching activity – document modules taught, new courses/modules developed or modules redesigned; innovations in teaching, assessment and feedback.
 - (ii) Collection of student evaluation results – summarise results including response rates, document actions taken in response to evaluations.
 - (iii) Evaluative evidence in relation to teaching activity – what evaluative evidence is available in addition to student evaluations (e.g. external examiner reports, peer evaluations, qualitative student feedback, teaching awards).
 - (iv) Leadership activity e.g. course directorships – evaluation of activity in relation to course outcomes, NSS scores, external examiner reports, departmental roles.
 - (v) Inclusive practice – e.g. inclusive teaching or assessment, what comparative data are available?
 - (vi) Engagement with students as partners in their learning, rationale for and outline of project –e.g. qualitative feedback, reflection on sustainability of the initiative.
 - (vii) Professional development activities - e.g. Fellowship of Advance HE/SEDA, external examining, specific teaching-related recognition e.g. CMBE, seminars workshops; do these link to your teaching achievements in the summary section?
 - (viii) Scholarship in teaching and learning – textbooks, conference presentations, blogs, recognition for these e.g. invitations and awards.
7. **Prizes, Awards or Honours:** List prizes, awards or other honours received as well as elections to prestigious external bodies, giving names of the awarding/electing bodies and dates of such awards/elections.
8. **Academic and Professional Memberships and Networks:** List memberships of and contributions to national and international academic and professional organisations and networks. For Readership and Professorship, evidence of outcomes and the benefit to the University should be included.
9. **Conference Papers where invited as the keynote speaker:** List major invitations to be a keynote speaker at International conferences and/or internationally leading institutions.
10. **Citizenship:** Include any information about your citizenship, relevant to the promotion criteria you are applying for, such as:
- **External Academic Engagement:** Evidence and examples of contributions to peer review bodies, committees, Research Councils, appointment panels outside the Institution, external institutional reviews, government committees, professional organisations or

learned societies or similar.

- ***Contribution to University leadership:*** Evidence of well-developed management skills and evidence of significant contributions to the leadership of a Department, School or University level Board or Committee, holding academic leadership posts, leading subject and organisational reviews, leading on curriculum reviews, record and impact of management skills training and formal development.
- ***Contribution to development of others:*** Evidence and examples of developing the capabilities of others through mentoring and formal development initiatives.
- ***For Readership and Professorship applicants only:*** Include evidence of outcomes and the benefit to the University.

11. International, Business, Community and Public Engagement: Outline achievements in securing international and strategic partnerships and collaborations with other leading universities, government and civic society organisations, or the commercial sector, which are built on excellence and driven by shared academic interest. For Readership and Professorship, include evidence of outcomes and the benefit to the University.

12. Personal Statement

This should be evidence-based and clearly set out your case for promotion and specifically how you fit the promotion criteria. You can also include any circumstances that may have affected your research output if you are happy for the details to be known to the panel (if not please use the individual circumstances form).