

# Application for promotion

## Head of Department report

<b>Name of Applicant:</b>	{{name}}
<b>Department:</b>	{{dept}}
<b>Grade Applied For:</b>	{{grade}}

	<b>Level proposed by the applicant</b>	<b>HoD view</b>
<b>Research:</b>	1 / 2 / 3 / Not Applicable	1 / 2 / 3 / Not Applicable
<b>Teaching and Scholarship:</b>	1 / 2 / 3 / Not Applicable	1 / 2 / 3 / Not Applicable
<b>Academic Citizenship:</b>	1 / 2 / 3 / Not Applicable	1 / 2 / 3 / Not Applicable

**Are the details provided by the applicant correct to your knowledge?**

Yes / No

**Have you consulted relevant senior colleagues on this application?**

Yes / No

**In your view, does the applicant merit promotion?**

Yes / No

Summarised view from the HoD and other senior colleagues who have been consulted on this application? Please highlight any reservations or aspects of the applicant's contribution that the Academic Promotions Committee need to be aware of?

Enter summary here

Please summarise any additional contextual evidence which you consider to be relevant to the candidate's application. If the applicant has provided details of any particular individual circumstances please confirm that this reflects your understanding of any mitigations agreed with the applicant.

Enter summary here

Please confirm the referees that we should contact for this applicant.

	<b>Name</b>	<b>Institution</b>	<b>Email address</b>
#1			
#2			
#3			

For details of the referee requirements for different grades and contract types, see <https://www.york.ac.uk/admin/hr/pay-and-grading/promotion/criteria/>.

**To be completed by the Head of Department:**

I confirm that I have followed the guidance for Heads of Departments at <https://www.york.ac.uk/admin/hr/pay-and-grading/promotion/hods/> and I have considered any special circumstances the applicant has shared in their application.

<b>Name:</b> (Head of Department)	<b>Date:</b>
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**To be completed by the applicant:**

**I have read the comments made by my Head of Department and other senior colleagues**

I accept them / I wish to add additional comment

The applicant should enter any additional comments here

<b>Name:</b> (Applicant)	<b>Date:</b>
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