Human Resources

Unit name goes here

Personal Titles 2021/22

You are required to complete this form as part of the submission to the Personal Titles process 2021/22. Once completed, please submit this form to your Head of School.

The deadline for submission of all cases is **Monday 10 January 2022**.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ABOUT YOU | | | | | | | | |
| Name (including title) |  | | | | | | | |
| Employee number |  | | | | | | | |
| School |  | | | | | | | |
| Research Division (if appropriate) |  | | | | | | | |
| Job title |  | | | | | | | |
| Grade |  | | | | | | | |
| Full Time Equivalent (Full time = 1) |  | | | | | | | |
| University of Reading start date |  | | | | | | | |
| Date of appointment to current post (or confirmation of probation) |  | | | | | | | |
| Academic contract type | Teaching & Research | | Teaching Intensive | | | Research Intensive | | |
| Higher Education Academy  (HEA) recognition or equivalent | For those with a “T” or “T&R” contract, please indicate level of recognition by the Higher Education Academy (HEA) or state equivalent qualification: | | | | | | | |
| Fellow HEA | Senior Fellow HEA | | | Principal Fellow HEA | | None | |
| Equivalent qualification: | | | | | | | |
| Promotion sought | Associate Professor  Research Grade 8  Professor  Research Grade 9 | | | | | | |
| Documentation supplied for case | Completed application form | | | Full CV  Illustrative appendices (optional) | | | | |
| Declaration | I declare that, to the best of my knowledge, the information and evidence given in this application is true and complete. I understand that if I have given any misleading information on this form, my application may be withdrawn from consideration at any time.  Signature:    ------------------------------------------------------------------------------------------------------------------ | | | | | | |

If you have any difficulties completing the information above, please contact HR on [hr@reading.ac.uk](mailto:hr@reading.ac.uk)

|  |  |  |
| --- | --- | --- |
| ACADEMIC CITIZENSHIP AND LEADERSHIP | | |
| Please summarise your most significant achievements with regards to academic citizenship and leadership and how they have been sustained (see Annex A). **This should not exceed a total of 300 words per criterion (e.g. C1) to be divided as you decide across the two columns** | | |
|  | **Claims** | **Evidence** |
| C1  Academic Citizenship  **(Essential all)** |  |  |
| C2  Continuing professional development to ensure working practice is up to date  **(Essential all)** |  |  |
| C3  Academic leadership and/or management  **(Essential all)** |  |  |
| RESEARCH | | |
| Please summarise your most significant achievements with regards to research and how they have been sustained (see Annex A).  **This should not exceed a total of 300 words per criterion (e.g. R1) to be divided as you decide across the two columns** | | |
|  | **Claims** | **Evidence** |
| R1  **Associate Professor**  Track record of research of at least national standing, built on high quality research outputs  **Professor**  Track record of excellent research of international standing, built on outstanding quality of research outputs  **(Essential T&R, RI)** |  |  |
| R2  **Associate Professor**  Contribution to research leadership and recognition (externally and internally) as a researcher, with a national profile and/or emerging international profile  **Professor**  Providing research leadership within and beyond the University and the own discipline: significant international research impact on academia (nationally and internationally)  **(Essential T&R, RI)** |  |  |
| R3  **Associate Professor**  Record of gaining external research funding, or equivalent, as appropriate to the discipline (excluding funding for PGR students)  **Professor**  Track record of excellent external income generation as defined within the discipline (excluding funding for PGR students) |  |  |
| R4  **Associate Professor**  Formal supervision of, and/or demonstrable support for Doctoral students  **Professor**  Record of successfully supervising to completion a number of research students, as appropriate to the discipline |  |  |
| R5  **Associate Professor**  Demonstrable track record of planned public engagement and communication of research; dissemination of research across the University and beyond  **Professor**  Substantial national and international track record of planned public engagement and communication of research |  |  |
| R6  **Associate Professor**  Has drawn upon own research to achieve, or is in the process of achieving, an effect on, change or benefit, to the national and/or international economy, society, culture, public policy or services, health, the environment, education, or quality of life, beyond academia  **Professor**  Has drawn upon own research to achieve, or is in the process of achieving an effect on, change or benefit, to the national and/or international economy, society, culture, public policy or services, health, the environment, education, or quality of life, beyond academia |  |  |

|  |  |  |
| --- | --- | --- |
| TEACHING AND LEARNING | | |
| Please summarise your most significant achievements with regards to teaching and learning and how they have been sustained (see Annex A). **This should not exceed a total of 300 words per criterion (e.g. T1) to be divided as you decide across the two columns** | | |
|  | **Claims** | **Evidence** |
| T1  **Associate Professor**  Track record of excellent T&L practice, impacting on the student experience/outcomes  **Professor**  Track record of excellent T&L practice, with evidence of positive impact on students, colleagues and mentees (either internal or external) and excellent feedback  **(Essential T&R, TI)** |  |  |
| T2  **Associate Professor**  A valued contribution to Teaching and Learning at disciplinary, interdisciplinary School and/or University Level  **Professor**  Leadership of activities in T&L that improves student outcomes and/or student experience  **(Essential T&R, TI)** |  |  |
| T3  **Associate Professor**  Valued participation in teaching and learning strategic initiatives at disciplinary, interdisciplinary, School or University levels  **Professor**  Evidence of successful leadership in steering Teaching and Learning strategic initiatives at disciplinary, interdisciplinary, School or University levels  **(Essential TI)** |  |  |
| T4  **Associate Professor**  Sharing/promoting pedagogic good practice at disciplinary, interdisciplinary, School or University levels  **Professor**  Evidence of significant contribution of national or international impact to Teaching and Learning  **(Essential TI)** |  |  |
| T5  **Associate Professor**  Pedagogic research and/or impactful scholarship and/or income generation in Teaching and Learning  **Professor**  Pedagogic research and/or significant and impactful Scholarship and/or significant income generation |  |  |
| T6  **Associate Professor**  Effective consideration and/or application of new pedagogies or innovative teaching methods at disciplinary, interdisciplinary, School or University levels  **Professor**  Effective consideration and/or application of new pedagogies or innovative teaching methods |  |  |

**I (the applicant) confirm that all sections of this application have been completed within the word limits specified. I understand that if the word count has been exceeded in any area the application will be rejected.**

**Completed applications should be submitted to the Head of School by 5pm on 10 January 2022.**