

# Professorial Annual Review Online Form

## User Guide

You are required to complete an online form by logging in with your University username and password at <http://hrforms.reading.ac.uk>. If you wish to access the form from a computer that is not wired to the university network, you will need to connect using the VPN. Please contact DTS on 0118 378 6262, or extension 6262, if you have any problems connecting to the VPN.

Personal data held on Trent and CentAUR will automatically pull through to the secure online form. Please ensure that your publications record is up to date on CentAUR before commencing the form, as any subsequent changes will not be updated. If you identify any errors, please contact Human Resources or the CentAUR team.

When you log in, you will see the following options:

- Professorial Annual Review Form
- Lump Sum Award Form
- Recruitment Gateway

You should click on “Add New” by the side of Professorial Annual Review Form. This will take you straight into the form.

### Page 1

The first page will automatically pull through your personal and position data held on Trent. Please check the information on this page and press “Next”. The information on this page will be saved automatically. There are navigation buttons at the bottom of the page. You can complete the form in stages by clicking on “Save” and exit the form at any time by clicking on “Home”.

NOTE: all fields marked with \* are required.

This form has been pre-populated with information held on Trent and CentAUR to make it easier for you to complete. Please contact either Human Resources ([hr@reading.ac.uk](mailto:hr@reading.ac.uk)), or the CentAUR team ([centaur@reading.ac.uk](mailto:centaur@reading.ac.uk)), if any of the information is incorrect. Please do not try to edit this form.

### PERSONAL DETAILS (READ ONLY)

Full Name: \*

[REDACTED]

Email: \*

[REDACTED]

Employee Number: \*

[REDACTED]

Research Division:

[REDACTED]

### POSITION DETAILS (READ ONLY)

School:

[REDACTED]

Department:

[REDACTED]

Position Title:

[REDACTED]

### PAY DETAILS (READ ONLY)

Zone: \*

[REDACTED]

Current Salary: \*

[REDACTED]

FTE: (e.g. 1.0 = full-time) \*

[REDACTED]

Save

Next

NOTE: On clicking "Next" button your application will be automatically saved.

## **Page 2**

This page shows details of your contract.

You will need to input the date when you were appointed/promoted to the title of Professor.

If it is not already completed, you will need to indicate your membership level for the HEA, or whether you have any equivalent qualifications.

You are only required to indicate if you are seeking advancement to a higher zone, as the Advisory Group considers all submissions and recommends awards where merited. If you wish to be considered for advancement to a higher zone, you will need to save your CV in PDF format and upload it to the form. You should not upload any other documents e.g. papers, book chapters, as these will be deleted before submission to the Advisory Group.

Your publication details will be automatically populated from CentAUR. You must ensure that your CentAUR record is accurate and up to date before starting this form, as any subsequent changes will not be reflected.



## Page 3

This page requires you to fill in details highlighting your most significant teaching, research and citizenship activities and achievements for the 12-month period up to 31 December 2021.

The box is a free text box which you can type directly into, but please note, if typing directly into the box, if the form is left open in the browser for 20 minutes, the session will expire, and all content entered will be lost. To mitigate this, you may wish to type your statement up on a word document first so you can check the word count, save it, and then paste this into the online form.

There is a limit of 9000 characters (approximately 1500 words), but in an advance zone application, up to 15000 characters are allowable (approximately 2500 words).

Please use bullet points where appropriate to make your submission clear.

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## PROFESSORIAL ANNUAL REVIEW STATEMENT

Please use the following section to highlight your most significant teaching, research and citizenship activities and achievements for the 12 month period up to 31 December 2021, including any academic esteem markers, making reference to the [Professorial Zone Criteria](#). Cases for zone advancement should evidence sustained contribution since promotion to the current zone, as well as the last 12 months.

It is recognised that due to the nature of individual colleagues' roles, the balance of activities and achievements may vary and that not every criterion of the Professorial Zone Criteria will be of equal relevance or importance.

Please note, there is a 9000 characters limit (approximately 1500 words), but in an advance zone application, up to 15000 characters are allowable (approximately 2500 words).

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NOTE: On clicking 'Next' or 'Previous' buttons your application will be automatically saved.

## Page 4

You may provide details of any personal circumstances you wish to be taken into consideration on this page (please see Professorial Annual Review Guidelines document for further information).

Personal circumstances include: sick leave, maternity/paternity/adoption/shared parental leave, caring responsibility, or any other circumstances covered by the Equality Act 2010. You should not describe the personal circumstances themselves, but rather, detail how the circumstances have impacted upon your work for the period under review. You may wish to have a confidential discussion with Your Head of School before completing this section.

If you feel there have been no special circumstances affecting your performance, you should simply ignore this section of the form and leave it blank.

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PERSONAL CIRCUMSTANCES

You may use this section if you wish to draw to the attention of the Advisory Group, any specific equality-related issues that you consider relevant. Please describe the affect of any personal, familial, or other non-academic circumstances that have impacted on your work for a period of time and may have had a detrimental impact on the quantity and type of academic activity you have been able to undertake. You should not describe the personal circumstances themselves, but rather, detail:  
1. The period of time for which the circumstances have had an affect;  
2. how the circumstances have impacted upon your work for the period under review.  
Please refer to the Professorial Annual Review Guidelines for further information.

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Save

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NOTE: On clicking "Previous" button your application will be automatically saved.

## Page 5

This is a summary page of your completed form. If there is anything you wish to change, you should click on the “Edit” button next to the relevant section. This will take you back to the page so you can make amendments. You will then need to click through each page of the form to get to the end and then click on “Submit” when you are satisfied with the information presented.

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This page is a summary of your submission. Please check the information carefully. If you wish to make any changes, click on the "Edit" button next to the relevant section. When you have finished, click on the "Submit" button to forward your submission to your Head of School.

#### PERSONAL DETAILS

Question	Response
Full Name	
Email	
Employee number	
Research Division	

#### POSITION DETAILS

Question	Response
School	
Department	
Position Title	

#### PAY DETAILS

Question	Response
Zone	
Current Salary	
FTE (e.g. 1.0 = full-time)	

#### CONTRACT DETAILS

Edit

Question	Response
University Start Date:	
Date of Appointment to Professor:	Required field
Academic contract type:	<input checked="" type="radio"/> Teaching & Research <input type="radio"/> Research Intensive <input type="radio"/> Teaching Intensive
Teaching recognition (Higher Education Academy (HEA))	<input type="radio"/> Fellow of the HEA (FHEA) <input type="radio"/> Senior Fellow of the HEA (SFHEA) <input type="radio"/> Principal Fellow of the HEA (PFHEA)
Fellowship or equivalent:	<input type="radio"/> No equivalent qualification or recognition <input type="radio"/> Other equivalent qualification or recognition Required field
Review requested:	<input type="radio"/> Advancement to higher zone
Documentation supplied for the cases:	<input type="radio"/> Full CV
Publications:	

Uploaded files: 1. two-page-lew-cv-Divili&pdf

NOTE: On clicking "Previous" button your application will be automatically saved.

If you have any questions about the form, please email Sarah Ceato (Reward Coordinator) [s.k.ceato@reading.ac.uk](mailto:s.k.ceato@reading.ac.uk).