# Professorial replacement request

Use to request that a post is retained at Chair level

## Section 1

*Completed by Head of Department: please attach the email receipt of your professorial and senior manager vacancy request form to this document*

|  |  |
| --- | --- |
| Post: | |
| Department: | Current postholder leaving date: |
| Please articulate why retaining this post at Chair level is essential for the medium to longer-term academic strength of the department: | |

|  |  |
| --- | --- |
| Distribution of research groups and existing chairs within the department: | |
| **Research Group** | **Existing Chairs (please name)** |
|  |  |
|  |  |
|  |  |

**Next step:** Please forward to the Faculty Management Accountant for commentary

## Section 2

Completed by Faculty Management Accountant

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| --- |
| Commentary: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
| Cost of current Chair Post (incl on-costs) | £ | £ | £ | £ |
| Salary assumed if approved at Lecturer | £ | £ | £ | £ |
| Saving from replacement at Lecturer level | £ | £ | £ | £ |

**Next step:** Faculty Management Accountant to forward to Lisa Feasby, PA to the Deputy Vice-Chancellor and Provost, for consideration by Replacements Review Group for comment

## Section 5: decision of replacements review group

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| --- | --- |
| **Option 1:** The continuation of this post at chair level is justified on the grounds cited by the Head of Department |  |
| **Option 2:** This former Chair post should be replaced at Lecturer level |  |
| Earliest date of appointment: | |
| Commentary: | |