

# Professorial Pay Application Form

## A: General information

<b>Full name</b>	{{name}}
<b>Department</b>	{{dept}} {{secondary_dept}}
<b>Present position</b>	{{current_position}}
<b>Current Grade</b>	{{grade}}
<b>Pay Applied for</b>	{{applied_for}}
<b>Contract</b>	{{contract}}
<b>Date of appointment at York</b>	{{appointment_date}}
<b>Previous appointments</b>	
<b>Date of last promotion</b>	
<b>Qualifications</b>	

Supplementary information

### General information

**Contract** Indicate whether you have a **research and teaching, research only** or **teaching and scholarship** post.

**Previous posts** State where held with dates, starting with your first post

# Instructions for completion

Please take the time to review the CV template before starting your application.

- **Section A:** General information
- **Section B:** Summary of key achievements
- **Section C:** Individual circumstances (optional)
- **Appendix:** Supplementary evidence

**You should COMPLETE ALL SECTIONS.** If you do not have information to provide under a heading, please write **N/A**.

It is important that the same evidence **should not be repeated** under different headings (i.e. Academic Citizenship, Research and Teaching & Scholarship): applicants should be aware that the same activities or contributions will not be double-counted under different main headings

In filling out this form, the aim should be to give members of the Academic Promotions Committee a **full but succinct account** of achievements using **bullet points, date lists or numbering** wherever possible.

Please use **evidence** where possible to demonstrate effectiveness/success

**Material that is still undergoing review and funding applications that are pending must NOT be included in the form.** Applicants can report material 'accepted for publication' or 'in press', accompanied by verifiable evidence of its status such as a letter from a publisher in the Supplementary Evidence section at the end of this document. Similarly brief details of a funding application whose outcome is awaited can also be included in the Supplementary Evidence section.

Each section should be arranged in **chronological order, most recent last**.

For all publications, enough information should be given to enable the Committee to determine precisely what is being listed, whether it is a product of sole or multiple authorship, and where it

Supplementary information

## Formats to use for publications

### Books and Reports

=Smith, A.W. and Pollard, J., 1997. *Art history: an introduction*, New York: Academic Press, pp. 456.

### Chapters in books

Including other short works, such as contributions to collections of essays published in book form)

1. <Gale, B. and Pollard, J. (ed.) 1996. *The railway years*, London: John Wiley, pp. 645.
2. \*Pollard, J. and Smith, A.W., 1996. *Minding the gap*, in Gale, B. and Pollard, J. (ed.) *The railway years*, London: John Wiley, 45-63.

### Articles in journals

Pollard, J. 1996. Optimised donor distributions in P2c4. *Image Processing*, 64, 225-227.

### Papers published in refereed conference proceedings

\*Ambe, G., and Pollard, J. 1997. *Criteria for effective groupware*, CHI'97 Conference Proceedings: Seattle, New York: ACM, 242-243.

### Practice-based research

Pollard, J. 1996. *The song of Horatio (for piano and orchestra)*. Commissioned by the BBC, Broadcast by Radio 3 (45 minutes), 23 April.

may be found. Authors must be shown in the order in which they are credited in the work. It is important that, where publications involve joint authorship, those of which the applicant is a principal author should be indicated with an asterisk \*. Those of which the authors are equal in status should be marked =, or if in a secondary or minor role mark with <. The following details will be required for each work cited. In all the examples given opposite, the applicant's name is Pollard.

# B Key Achievements

## B1 Academic citizenship key achievements

What are your key achievements in this area over the last two to three years?

### Sources

- Data available via York research database (PURE)
  - Individual academic CV
- a) Effective involvement in major administrative tasks or positions of responsibility, please describe main activities and achievements
- XXX
  - XXX
- b) Contribution to university committees or working groups, please describe your role and achievements
- XXX
  - XXX
- c) Successful management of resources
- XXX
  - XXX
- d) Engagement with national/international bodies (government, professional or commercial)
- XXX
  - XXX

## B2 Research key achievements

What are your key achievements in this area over the last two to three years?

### Sources

- NSS, PTES, PRES written comments clearly directed towards a particular teacher or supervisor
  - Student feedback
  - External review of any kind which identifies feedback specifically at breadth, depth or accuracy of content taught
  - Annual Programme Review or Module Feedback scores
- a) Publications in leading peer-reviewed journals
- XXX
  - XXX
- b) Other forms of publication or output appropriate to the subject
- XXX
  - XXX
- c) National and international research collaborations
- XXX
  - XXX
- d) Applications and success in obtaining research grants and other prizes and awards
- XXX
  - XXX
- e) Appointments to national or international funding bodies or other forms of external recognition
- XXX
  - XXX
- f) Effective knowledge transfer/engagement with external partners and contribution to the creation and development of

research groups and programmes

- XXX
- XXX

g) Invitations to advise or act as a consultant at national or international level

- XXX
- XXX

## B3 Teaching & Scholarship key achievements

What are your key achievements in this area over the last two to three years?

### Sources

- Known activities and contributions from Committee/group working or other responsibilities undertaken
  - Performance review documentation
- a) Development and delivery of high quality programmes and modules
- XXX
  - XXX
- b) Contribution to development and maintenance of teaching quality within the department/University
- XXX
  - XXX
- c) Achievements in curriculum development, innovations in teaching, learning and assessment methods
- XXX
  - XXX
- d) Please give examples of how the quality of your teaching activities has been assessed
- XXX
  - XXX
- e) How many PhD students have you supervised in the last three years? Please include feedback on your supervision
- XXX
  - XXX

## C Individual circumstances [optional]

The University recognises that some individuals have personal circumstances that may have affected their performance, whether by reduction in the volume or range of activities undertaken, or in other ways.

If you have circumstances that you would feel should be considered please provide details below.

### Circumstances

- [Detail](#)

Please describe the impact of these circumstances on your ability to undertake:

### Academic citizenship

- [Detail](#)

### Research

- [Detail](#)

### Teaching and scholarship

- [Detail](#)

### Supplementary information

#### Individual circumstances

##### Such circumstances may include:

- Absences on maternity, paternity, adoption leave or shared parental leave
- Part-time or other flexible working
- Disability, injury or ill health (permanent or temporary)
- Being from a black, Asian or minority ethnic background and/or International lived experience (first and second generation, cultural practices, etc)
- Absence from the workforce while acting as carer or undertaking domestic responsibilities
- Career breaks unconnected with academic responsibilities
- Substantive absences that the University is legally obliged to permit (including involvement as a representative of the workforce or for jury service)
- Direct impact of Covid-19, for example the impact of:
  - caring responsibilities
  - home-schooling responsibilities
  - reduced ability to fulfill research due to closure of the University or other facilities
  - reduced ability to undertake planned research, owing to the pressing need to prioritise teaching, for the summer term 2019/20 and the new academic year 2020/21;
  - extraordinary contributions of academic citizenship during the period.



## Appendix    Supplementary evidence

Please complete where relevant.

Supplementary information

### **Supplementary evidence**

Applicants may use this section to report material 'accepted for publication' or 'in press', accompanied by verifiable evidence of its status such as a letter from a publisher. Similarly this section may be used to report brief details of a funding application whose outcome is awaited. This section should remain brief and factual.