

**R01**

**Updated Aug 22**

**Application form for Progression to Research Fellow**

This form should be completed once the [Progression process to Research Fellow](http://www.exeter.ac.uk/staff/exeteracademic/probationpromotionprogression/research/http:/www.exeter.ac.uk/staff/exeteracademic/probationpromotionprogression/research/) has been read.

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| Name of Researcher | |  | |
| Department | |  | |
| Faculty | |  | |
| Date of Appointment | | *DD/MM/YYYY* | |
| Name of Supervisor/Principal Investigator | |  | |
| Confirmation of completion of [mandatory training](http://www.exeter.ac.uk/staff/development/mandatory/) | |  | |
| Date of last Performance Development Review | | *DD/MM/YYYY* | |
| You must attach your CV – please confirm it has been updated prior to your submission | | Yes/No | |
| Faculty submission |  | Personal submission |  |

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| **RESEARCH CAREER PATH – FORMAL REVIEW**  **SUPPORTING STATEMENT BY MEMBER OF STAFF** | |
| **Please confirm how you meet the Grade E Role Profile (see appendix A)** | |
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| **Summary of Grade F role profile** | **Evidence that the role holder is satisfactorily fulfilling, or has the potential to fulfil, the requirements of a researcher at grade F** |
| **TEACHING AND LEARNING SUPPORT** | |
| *Appointments at this level may be required to:*   * Contribute to teaching and learning programmes in the Faculty; * Supervise postgraduate research students. |  |
| **RESEARCH AND SCHOLARSHIP** | |
| *Appointments at this level may be required to:*   * Develop research objectives, projects and proposals; * Conduct individual or collaborative research projects; * Identify sources of funding and contribute to the process of securing funds; * Extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities; * Write or contribute to publications or disseminate research findings using media appropriate to the discipline; * Make presentations at conferences or exhibit work in other appropriate events; * Act as principal investigator on research projects. |  |
| **COMMUNICATION** | |
| *Appointments at this level may be required to:*   * Routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media. |  |
| **LIAISON AND NETWORKING** | |
| *Appointments at this level may be required to:*   * Collaborate actively within the Institution and externally to complete research projects and advance thinking; * Participate in and develop external networks, for example to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities. |  |
| **MANAGING PEOPLE** | |
| *Appointments at this level may be required to:*   * Mentor colleagues with less experience and advise on professionaldevelopment; * Coach and support colleagues in developing their research techniques; * Supervise the work of others, for example in research teams or projects. |  |
| **TEAMWORK** | |
| *Appointments at this level may be required to:*   * Act as a team leader; * Develop productive working relationships with other members of staff; * Co-ordinate the work of colleagues to ensure equitable access to resources and facilities. |  |

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| **PASTORAL CARE** | | | |
| *Appointments at this level may be required to:*   * Deal with standard problems and help colleagues resolve their concerns about progress in research. | |  | |
| **INITIATIVE, PROBLEM SOLVING AND DECISION-MAKING** | | | |
| *Appointments at this level may be required to:*   * Assess, interpret and evaluate outcomes of research; * Develop new concepts and ideas to extend intellectual understanding; * Resolve problems of meeting research objectives and deadlines; * Develop ideas for generating income and promoting research area; * Develop ideas for application of research outcomes; * Decide on research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues. | |  | |
| **PLANNING AND MANAGING RESOURCES** | | | |
| *Appointments at this level may be required to:*   * Plan, co-ordinate and implement research programmes; * Manage the use of research resources and ensure that effective use is made of them; * Manage research budgets; * Help to plan and implement commercial and consultancy activities; * Plan and manage own consultancy assignments. | |  | |
| **SENSORY, PHYSICAL AND EMOTIONAL DEMANDS** | | | |
| *Appointments at this level may be required to:*   * Balance the pressures of research and administrative demands and competing deadlines. | |  | |
| **WORK ENVIRONMENT** | | | |
| *Appointments at this level may be required to:*   * Be aware of the risks in the work environment and their potential impact on their own work and that of others; * Depending on area of work (eg laboratories, workshops, studios) take responsibility for conducting risk assessments, and take responsibility for the health and safety of others and reducing hazards. | |  | |
| **EXPERTISE** | | | |
| *Appointments at this level may be required to:*   * Be a nationally recognised authority in the subject area; * Possess sufficient specialist knowledge in the discipline to develop research programmes and methodologies. | |  | |
| **KEY ACHIEVEMENTS** | | | |
| Please summarise key achievements since you were confirmed in post or your last promotion. | |  | |
| **ADDITIONAL INFORMATION** | | | |
| This section can be used to provide additional information relating to your achievements during your probation or since your last promotion.   This can include:  **(1)** Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave.  **(2)** Confirmation of other contributions you have made not defined elsewhere on this form.  **(3)** How your plans and achievements changed as a consequence of Covid-19. | |  | |
| Signature  Member of Staff |  | Date: |  |

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| **RESEARCH CAREER PATH – FORMAL REVIEW**  **STATEMENT BY FACULTY DEPUTY PVC** | |
| The criteria for progression to Research Fellow requires staff to be fully meeting the requirements of the [grade E profile](http://www.exeter.ac.uk/media/universityofexeter/humanresources/exeteracademic/Role_Profile_ARF_(R).pdf) and demonstrating a potential to undertake a grade F role.  It is not necessary for a member of staff to be undertaking all of the duties in the [grade F](http://www.exeter.ac.uk/media/universityofexeter/humanresources/exeteracademic/Role_Profile_RF_(R).pdf) role profile (see link or appendix for the role profile) before they progress to that grade. Similarly, account should only be taken of the range of activities which the member of staff is expected to undertake in their role.  The Deputy PVC should complete this section providing their assessment of the competence and performance of the GRA/PRA against the role profile for Research fellow (appendix B). | |
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| *Write a summary using evidence of how the member of staff is meeting the requirements of grade E role profile and an assessment of performance of ability to meet the requirement of the role profile for research fellow grade F as set out in appendices A and B.* | |
| **DPVC RECOMMENDATION** | |
| 1. **Confirmation that the employee meets the criteria for Grade E: Yes/No (delete as appropriate).** 2. **Confirmation that the employee demonstrates potential/meets criteria for Grade F: Yes/No (delete as appropriate).** 3. **DPVC recommendation: supported/not supported (delete as appropriate).**   **If not supported then include details of the recommendation being made by Deputy PVC:** | |
| DPVC signature: | Date: |
| Supervisor/ Principal Investigator signature: | Date: |
| **I confirm that I have seen this report and had the opportunity to comment on it:** | |
| Member of staff: | Date: |

Effective Date for Progression to Research Fellow, normally decisions should be taken to be effective from 1 August; if the progression/promotion is approved mid-year it will be effective from the 1st of the month following sign off by the Deputy PVC for the Faculty Review Panel decision. Effective salary point is: First point of Grade F, sp 32. **APPENDIX A:**

**Role Profile grade E**

The role profile indicates the expectations and responsibilities of staff at this level. This does not mean that they will be expected to do all of the listed activities all of the time, nor does it guarantee that they will be given the opportunity to do all of these activities, although it does mean that the University can expect / require a member of staff at that level to do any of these activities, with reasonable notification and support.

Similarly, the role profile is not exhaustive, and a role holder may be required to undertake other duties of similar level and responsibility. In some roles and disciplines, some of the activities detailed below will be essential requirements of the role.

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| **TEACHING AND LEARNING SUPPORT** |
| Appointments at this level may be required to:   * Contribute to teaching. * Be involved in the assessment of student knowledge and assist in the supervision of student projects. * Assist in the development of student research skills. |
| **RESEARCH AND SCHOLARSHIP** |
| Appointments at this level may be required to:   * Undertake research as appropriate to the field of study. * Translate knowledge of advances in the subject area into research activity. * Write up research work for publication. * Continually update knowledge and understanding in field or specialism and develop skills. * Develop research objectives and proposals for own or joint research. * Make presentations at national and international conferences and similar events. |
| **COMMUNICATION** |
| Appointments at this level may be required to:   * Write up results of own research. * Contribute to the production of research reports and publications. * Present information on research progress and outcomes to bodies supervising research, eg steering groups. * Prepare papers for steering groups and other bodies. * Deal with routine communication using a range of media. * Communicate complex information, orally, in writing and electronically. * Prepare proposals and applications to external bodies, eg for funding and contractual purposes. * Communicate material of a specialist or highly technical nature. |

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| **LIAISON AND NETWORKING** |
| Appointments at this level may be required to:   * Liaise with colleagues and students. * Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration. * Join external networks to share information and identify potential sources of funds. |
| **MANAGING PEOPLE** |
| Appointments at this level may be required to:   * Provide guidance as required to support staff and any students who may be assisting with the research. * Manage own research and administrative activities |
| **TEAMWORK** |
| Appointments at this level may be required to:   * Actively participate as a member of a research team. * Attend and contribute to relevant meetings. * Work with colleagues on joint projects, as required * Collaborate with academic colleagues on areas of shared research interest. |
| **PASTORAL CARE** |
| Appointments at this level may be required to:   * Show consideration to others. |
| **INITIATIVE, PROBLEM SOLVING AND DECISION-MAKING** |
| Appointments at this level may be required to:   * Make use of standard research techniques and methods. * Deal with problems which may affect the achievement of research objectives and deadlines * Contribute to decisions affecting the work of the team. * Analyse and interpret the results of own research and generate original ideas based on outcomes. * Use new research techniques and methods. * Use initiative and creativity to identify areas for research, develop new research methods and extend the research portfolio. * Use creativity to analyse and interpret research data and draw conclusions on the outcomes. * Contribute to collaborative decision making with colleagues in areas of research. |

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| **PLANNING AND MANAGING RESOURCES** |
| Appointments at this level may be required to:   * Plan and manage own research activity in collaboration with others. * Contribute to the planning of research projects. * Use research resources, laboratories and workshops as appropriate. * Monitor research budgets. |
| **SENSORY, PHYSICAL AND EMOTIONAL DEMANDS** |
| Appointments at this level may be required to:   * Exercise sensory and physical demands varying from relatively light to a high level depending on the discipline and the type of work. * Carry out tasks that require the learning of certain skills. * Balance the competing pressures of research and administrative demands and deadlines. |
| **WORK ENVIRONMENT** |
| Appointments at this level may be required to:   * Be aware of the risks in the work environment and their potential impact on their own work and that of others. * Depending on area of work (eg laboratories, workshops, studios) take responsibility for conducting risk assessments, and take responsibility for the health and safety of others and reducing hazards. |
| **EXPERTISE** |
| Appointments at this level may be required to:   * Possess sufficient knowledge in the discipline and of research methods and techniques to work within established research programmes. * Engage in continuous professional development. * Understand equal opportunity issues as they may impact on areas of research content. |

**APPENDIX B:**

**Role profile grade F**

This role profiles builds on the demands, level of competence and responsibility expected of staff in the same job family at Grade E level. The role profile indicates the expectations and responsibilities of staff at this level. This does not mean that they will be expected to do all of the listed activities all of the time, nor does it guarantee that they will be given the opportunity to do all of these activities, although it does mean that the University can expect/require a member of staff at that level to do any of these activities, with reasonable notification and support. Similarly, the role profile is not exhaustive, and a role holder may be required to undertake other duties of similar level and responsibility. In some roles and disciplines, some of the activities detailed below will be essential requirements of the role.

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| **TEACHING AND LEARNING SUPPORT** |
| Appointments at this level may be required to:   * Contribute to teaching and learning programmes in the Faculty. * Supervise postgraduate research students. |
| **RESEARCH AND SCHOLARSHIP** |
| Appointments at this level may be required to:   * Develop research objectives, projects and proposals. * Conduct individual or collaborative research projects. * Identify sources of funding and contribute to the process of securing funds. * Extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities. * Write or contribute to publications or disseminate research findings using media appropriate to the discipline. * Make presentations at conferences or exhibit work in other appropriate events. * Act as principal investigator on research projects. |
| **COMMUNICATION** |
| Appointments at this level may be required to:   * Routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media. |
| **LIAISON AND NETWORKING** |
| Appointments at this level may be required to:   * Collaborate actively within the Institution and externally to complete research projects and advance thinking. * Participate in and develop external networks, for example to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities. |
| **MANAGING PEOPLE** |
| Appointments at this level may be required to:   * Mentor colleagues with less experience and advise on professional development. * Coach and support colleagues in developing their research techniques. * Supervise the work of others, for example in research teams or projects. |
| **TEAMWORK** |
| Appointments at this level may be required to:   * Act as a team leader. * Develop productive working relationships with other members of staff. * Coordinate the work of colleagues to ensure equitable access to resources and facilities. |

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| **PLANNING AND MANAGING RESOURCES** |
| Appointments at this level may be required to:   * Plan, co-ordinate and implement research programmes. * Manage the use of research resources and ensure that effective use is made of them. * Manage research budgets. * Help to plan and implement commercial and consultancy activities. * Plan and manage own consultancy assignments. |
| **SENSORY, PHYSICAL AND EMOTIONAL DEMANDS** |
| Appointments at this level may be required to:   * Balance the pressures of research and administrative demands and competing deadlines. |
| **WORK ENVIRONMENT** |
| * Be aware of the risks in the work environment and their potential impact on their own work and that of others. * Depending on area of work (eg laboratories, workshops, studios) take responsibility for conducting risk assessments, and take responsibility for the health and safety of others and reducing hazards.   (Like all the elements, this builds on the demands in the profiles at lower levels. In this case there is no additional demand from Grade E level.) |
| **EXPERTISE** |
| Appointments at this level may be required to:   * Be a nationally recognised authority in the subject area. * Possess sufficient specialist knowledge in the discipline to develop research programmes and methodologies. |