**Application form for Progression to Senior Research Fellow (R)**

**R02**

**Updated Aug 22**



Date of this version: August 2022 Page 1 of 8

This form should be completed once the [Progression process to Senior Research Fellow](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/researchdocuments2017/Process_for_Progression_to_Senior_Reseach_Fellow.pdf) 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](http://www.exeter.ac.uk/staff/development/mandatory/) [training](http://www.exeter.ac.uk/staff/development/mandatory/) | |  | |
| Date of last Performance Development Review | | *DD/MM/YYYY* | |
| Faculty submission |  | Personal submission |  |
| You must attach your CV – please confirm it has been updated prior to your submission | | YES / NO | |

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| **RESEARCH CAREER PATH - FORMAL REVIEW**  **SUPPORTING STATEMENT BY MEMBER OF STAFF** | |
| **Please confirm how you meet the Grade F Role Profile (see appendix B) and show potential for Grade G Role Profile (see appendix B)** | |
| Please provide a summary supported by evidence. | |
| **RESEARCH INITIAL AND FURTHER MILESTONES:** | Targets as set out in the link in Appendix A or insert agreed targets as per PDR. |
| Summary of evidence to support achievement of targets. Use information from your PDR forms for information. Show how progress is being made and detail publications since (a) date of appointment, (b) grants applied for, (c) grants obtained and (d) PGR supervised each year. | |

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| **MANAGEMENT AND ADMINISTRATION INITIAL AND FURTHER MILESTONES:** | | Targets as set out in the link in Appendix A or insert agreed targets as per PDR | | |
| Summary of evidence to support achievement of targets. Use information from your PDR forms for information. | | | | |
| **TEACHING FURTHER MILESTONE:** | | Targets as set out in the link in Appendix A or insert agreed targets as per PDR | | |
| Summary of evidence to support achievement of targets. Use information from your PDR forms for information. | | | | |
| **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 DEPUTY PVC** |
| The Deputy PVC should complete this section providing their assessment of the competence and performance of the Research Fellow against the milestone criteria and the role profile for Senior Research fellow |
| **RESEARCH** |
| *Write a summary of how their research activities including (a) publications since date of appointment, (b) grants applied for, (c) grants obtained and (d) PGR supervised have met their targets as outlined in their statement.* |
| **MANAGEMENT AND ADMINISTRATION** |
| *Write a summary of how the member of staff has met their Management and administration targets* |
| **TEACHING** |
| *Write a summary of how the member of staff has met their Teaching targets.* |

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| **DEPUTY PVC RECOMMENDATION** | |
| 1. **Confirmation that the employee meets the criteria for Grade F: Yes/No (delete as appropriate).** 2. **Confirmation that the employee demonstrates potential/meets criteria for Grade G: Yes/No (delete as appropriate).** 3. **Achieved initial and final milestones/ Not achieved initial and final milestones (delete as appropriate).** 4. **Deputy PVC recommendation: supported/not supported (delete as appropriate).**   **If not supported then include details of the recommendation being made by Deputy PVC:** | |
| Deputy PVC signature: | Date: |
| Supervisor/ Principal Investigator: | Date: |

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| **I confirm that I have seen this report and had the opportunity to comment on it:** | |
| Member of staff | Date |

Effective Date for Promotion to Senior 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 G (40)

# APPENDIX A:

Please refer to the [**Research Career Pathway document**](http://www.exeter.ac.uk/media/universityofexeter/humanresources/exeteracademic/researchdocuments2017/Criteria_to_Senior_Research_Fellow_-_Research_Career_Path.pdf) for the initial and further milestones you need to provide evidence for.

# APPENDIX B: Role Profile Grade F and Grade G

**Grade F Role Profile –**

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** |

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| 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. |

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| **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. |
| **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. |

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| **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. |

# Grade G Role Profile –

This role profiles builds on the demands, level of competence and responsibility expected of staff in the same job family at Grade F 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.   (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 F level) |
| **RESEARCH AND SCHOLARSHIP** |
| Appointments at this level may be required to:   * Contribute to the development of research strategies for the Faculty. * Define research objectives and questions. * Develop proposals for research projects which will make a significant impact by leading to an increase in knowledge and understanding and the discovery or development of new explanations, insights, concepts or processes. * Actively seek research funding and secure it as far as it is reasonably possible. * Generate new research approaches and identify, adapt, develop and use research methodologies and techniques appropriate to the type of research. |

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| * Review and synthesise the outcomes of research studies. * Interpret findings obtained from research projects and develop new insights, expanding, refining and testing hypotheses and ideas. * Contribute generally to the development of thought and practice in the field. |
| **COMMUNICATION** |
| Appointments at this level may be required to:   * Disseminate conceptual and complex ideas of a wide variety of audiences using appropriate media and methods to promote understanding. |
| **LIAISON AND NETWORKING** |
| Appointments at this level may be required to:   * Lead and develop internal networks for example by chairing and participating in Institutional committees. * Lead and develop external networks for example with other active researchers and leading thinkers in the field. * Develop links with external contacts such as other educational and research bodies, employers, professional bodies and other providers of funding and research initiatives to foster collaboration and generate income. |
| **MANAGING PEOPLE** |
| Appointments at this level may be required to:   * Provide academic leadership to those working within research areas - for example, by co- ordinating the work of others to ensure that research projects are delivered effectively and to time, or organising the work of a team by agreeing objectives and work plans. * Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development. * Act as line manager (eg of research teams). * Act as a personal mentor to peers and colleagues. |
| **TEAMWORK** |
| Appointments at this level may be required to:   * Lead teams within areas of responsibility. * Ensure that teams within the Faculty work together. * Act to resolve conflicts within teams. |
| **PASTORAL CARE** |
| Appointments at this level may be required to:   * Be responsible for dealing with referred issues for researchers within own project areas. * Provide first line support for colleagues, referring them to sources of further help if required. |

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| **INITIATIVE, PROBLEM SOLVING AND DECISION-MAKING** |
| Appointments at this level may be required to:   * Resolve problems affecting the delivery of research projects within own area and in accordance with regulations. * Make decisions regarding the operational aspects of own research programme. * Contribute to decisions which have an impact on other related programmes. * Provide advice on issues such as ensuring the adequate balance of research projects, appointment of researchers and other performance matters. * Identify opportunities for strategic development of new projects or appropriate areas of activity and contribute to the development of such ideas. |
| **PLANNING AND MANAGING RESOURCES** |
| Appointments at this level may be required to:   * Be responsible for the delivery of own research programmes. * Contribute to the overall management of the Faculty in areas such as budget management and business planning. * Be involved in Faculty level strategic planning and contribute to the Institution’s strategic planning processes. * Plan and deliver research, consultancy or similar programmes, ensuring that resources are available and required income levels are achieved. * Contribute to the management of quality, audit and other external assessments, eg the Research Assessment Exercise. |
| **SENSORY, PHYSICAL AND EMOTIONAL DEMANDS** |
| Appointments at this level may be required to:   * Balance the pressures of research and administrative demands and competing deadlines.   (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 F level.) |
| **WORK ENVIRONMENT** |
| Appointments at this level may be required to:   * Depending on area of work (eg laboratories, workshops, studios), take responsibility for conducting risk assessments and reducing hazards |
| **EXPERTISE** |
| Appointments at this level may be required to:   * Be an internationally recognised authority in the subject area. * Possess in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field. |