

**ACADEMIC CAREER PATHWAY CHANGE (ACPC) FORM**

**To be completed by Executive Dean and member of staff.**

**For Dubai and Malaysia staff this form should be countersigned by the Vice Principal of the Campus.**

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| **Return by email to**: | HRhelp@hw.ac.uk  | **Date of application** |  |

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| **Name of Employee:** |  | **Employee Number:** |  |

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| **Current Job Title and Career Path** |  |
| **School**  |  |
| **Line Manager** |  |

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| **Salary as at date of application** |  | **Current Grade** |  | **Spine Point as at date of application**  |  |

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| **Job title of career path requested**  |
| 🞏 Assistant Professor Teaching & Research🞏 Assistant Professor Teaching & Scholarship🞏 Associate Professor Teaching & Scholarship | 🞏 Associate Professor Teaching & Research🞏 Professor 🞏 Professor Knowledge Exchange/Enterprise  |

**TO BE COMPLETED BY MEMBER OF STAFF**

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| **Evidence of criteria in support of this application/recommendation – 1 side A4 max / font size 10.** (Refer to criteria and guidance provided in the Academic Level Descriptors. Outline clearly why the change should be made.)  |

**TO BE COMPLETED BY THE Executive Dean. (Review the case for change to an academic contract, including an assessment of the individual’s achievements and contribution against the Academic Level Descriptors)**

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| **Supporting statement by Executive Dean:** |
| **I confirm that I support the above case and the staff member is aware of this submission.** **Signed: Date:** **Print Name:**  |

**TO BE COMPLETED BY THE VICE PRINCIPAL DUBAI OR MALAYSIA if appropriate. (Review the case for career path change, including an assessment of the individual’s achievements and contribution against the Academic Level Descriptors)**

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| **Recommendation Vice Principal:** |
| **I confirm that I support the above case and the staff member is aware of this submission.** **Signed: Date:** **Print Name:**  |

**To be completed by member of staff**

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| **Heriot-Watt is committed to equality of opportunity for all. Please highlight circumstances, e.g. career break(s), maternity/paternity/adoption leave, illness, caring responsibilities etc. where work outputs may have been impacted, to allow for consideration in relation to metrics. Please also mention any instances of part-time working including duration and FTE (where full time equals 1.0 FTE). Please provide this information in the Special Circumstances Document.**  | **Delete as Appropriate****Y/N** |

**Documents to enclose with form:**

🞏 **CV** [**https://CV Template**](https://heriotwatt.sharepoint.com/%3Aw%3A/r/sites/hr-yourcareeranddevelopment/Shared%20Documents/Senior%20Promotion%20Board/CV%20Template%202017.doc?d=w4a377cc9a9fa4e2c99121e9797c4d0b6&csf=1&e=tfNhIo)

🞏 **Publications list** [**https://Publications List Template**](https://heriotwatt.sharepoint.com/%3Aw%3A/r/sites/hr-yourcareeranddevelopment/Shared%20Documents/Senior%20Promotion%20Board/Publications%20Template.docx?d=w0419a3f589124ce2ab2c9c5ddbd24e76&csf=1&e=LZe5Ye)