**APPLICATION FOR PROMOTION TO SENIOR PROFESSIONAL TUTOR – 2024**

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| **Name** |  |
| **Current Role** |  |
| **School** |  |

**Notes**

In making your application for Senior Professional Tutor please read the attached guidance notes carefully. You are then asked to complete the following:

1. A statement not exceeding 750 words for each of the three sections (i.e. 2250 words in total). This should be largely narrative in style and set out your case coherently. Please make sure to keep the headers of each of the 3 the sections.
2. It is important that you provide evidence-based examples to support your narrative. Provide both context and **evidence** of impact, do not only list roles and duties, this does not provide substantial evidence of results or fulfilment.

This format has been adopted to provide structure to your application and enable the panel to view all applications consistently.

**Guidance Notes**

In making its decision the panel will consider the evidence relative to each of the three areas below:

1. Learning and Teaching
2. Scholarship and Professional Practice
3. Wider contribution to the mission of the University, School and subject team

The basis of the decision will be done so by framing the following two questions:

1. Is there sufficient, sustained documented evidence to demonstrate that the staff member has the capacity, willingness and ability fully to fulfil the new role if promoted
2. Is there sufficient evidence that the staff member has begun to operate at the level appropriate to that of Senior Professional Tutor in at least some of the key areas identified in the guidance notes document

Please note that the application **should be no longer than five pages** and the font may be no smaller than point 12. Each section must not exceed 750 words each. No appendices will be required from the applicant nor considered by the panel.

Evidence should be presented in a way that enables the panel to understand how it relates to the case. Whatever evidence is used, it should be presented in a way which:

* Is clear and specific
* Is based on objective measures and outcomes wherever that is appropriate.
* Provides an honest picture rather than overstating the case
* Demonstrates a sustained approach and achievement of outcomes
* Is succinct

Please ensure that for all examples you provide context and evidence of results. It is important to outline the impact, evidence and outcomes and how the examples given are a result of **your** action.

Please refer to the guidance notes document for further information.

**Section 1 - Learning and Teaching**

**Must not exceed more than 750 words**

**Section 2 – Scholarship and Professional Practice**

**Must not exceed 750 words**

**Section 3 - Wider contribution to the subject team, School and University**

**Must not exceed 750 words**