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| **Associate Professor and Grade M Movement** | **logo-ltr** |

Case form for Associate Professor and Grade M Movement (to accompany CV)

*Please refer to the Grade M policy and Associate Professor and Grade M Movement procedure for further information before completing this form:* [Movement within level e (Grade M) | Human Resources | University of Bristol](http://www.bristol.ac.uk/hr/grading/academic/movement/gradem/) *and* [Associate Professor and Grade M Movement Procedure | Human Resources | University of Bristol](https://www.bristol.ac.uk/hr/grading/academic/movement/d2e/professorial-procedures/professorial-procedures.html)*.*

*Note: For the 2024/25 round, we are limiting movement for professorial grade M staff to normal movement within range 1 and normal movement to range 2. Please note that movement for associate professors will remain unchanged.*

*Associate professors and Range 1 professors subject to Normal Movement (one increment move every two years) do not submit a case form or CV. However, if their Head of School considers that any are not demonstrating the increasing levels of achievement and excellence as determined by the range and set out in the appropriate APF, the Head of School should include their details in Section A and rationale in Section B (no CV is required).*

*For all other cases, the person making a request for movement within Grade M should complete Section A. In exceptional circumstances, this could be the Head of School if making a nomination on behalf of a professor.*

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| **SECTION A:** | | | |
| **Employee name:** |  | **Current Range:** |  |
| **Job title:** |  | **School:** |  |
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| **Head of School only – possibility of Normal Movement being withheld:** *(Please tick as appropriate)* | | | |
| Normal Movement within the Associate Professor range | | Normal Movement within Range 1 | |
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| **Candidate (or Head of School on behalf of a professor in exceptional circumstances) – reason for requesting movement within Grade M:** *(Please tick as appropriate)* | | | |
| ~~Accelerated Movement within Range 1~~  ~~Movement within Range 2~~  ~~Movement within Range 3~~ | | ~~Accelerated Movement to Range 2~~  Movement to Range 2  ~~Movement to Range 3~~ | |
| **Please give full details of your case for movement within Grade M:**  *Please provide a narrative summary of your case beneath with reference to the* [*Grade M Academic Promotions Framework*](https://uob.sharepoint.com/:b:/r/teams/grp-academicpromotionsframework/Shared%20Documents/Extending%20the%20APF/202111%20Academic%20Promotions%20Framework%20for%20Grade%20M%20Movement.pdf?csf=1&web=1&e=wuC16D) *(APF) for guidance on completing Part 1 and Part 2. Note that both parts are required for movement within and between ranges. The combination of Part 1 and Part 2 should be no longer than one side of A4.*  *Note that for movement within a range, it is an opportunity to demonstrate your onwards trajectory as a professor. It should highlight what you have done and the difference you have made since your promotion, recruitment or previous case for movement (whichever is the most recent).*  *Note that for all cases for movement, your accompanying CV provides the opportunity to provide more details of your activities and achievements, which can be referenced from your narrative case below.* | | | |
| **Part 1 – Bringing others on**  Click or tap here to enter text. | | | |
| **Part 2 – Making a difference**  Click or tap here to enter text. | | | |
| **Equality issues/individual circumstances**  *Please include any equality issues/individual circumstances you may wish to bring to the attention of those considering your case and provide details of the impact that these have had on your academic output. This should include dates of any absence, any restrictions on ability to travel or network nationally or internationally, restrictions on working hours, details of any part-time working patterns, and any other factors impacting on the time available to undertake research and/or teaching and/or associated duties. These include any equality factors and/or the impact on your work due to Covid-19.* | | | |
| Click or tap here to enter text. | | | |
|  | | | |
| **Name (of person making a case):** |  | | |
| I am: | The Employee Head of School  *(Please tick as appropriate)* | | |
| **Signature:** |  | **Date:** |  |
| Checking this box will be accepted instead of a signature if you are submitting this form via email. | | | |
| **PEASE EMAIL THIS FORM, ALONG WITH YOUR CV, TO YOUR HEAD OF SCHOOL** | | | |

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| **SECTION B:****to be completed by the Head of School.** *Please provide comments beneath.* | | | |
| **Comments** (on the submitted case and CV, or the evidence for any concerns about those subject to Normal Movement that could lead to withholding an increment):  Click or tap here to enter text. | | | |
| **Signature:** |  | **Date:** |  |
| Checking this box will be accepted instead of a signature if you are submitting this form via email | | | |
| **PLEASE FORWARD THIS FORM TO POLICY & REWARD TEAM, HUMAN RESOURCES**  **(Email: reward-team@bristol.ac.uk)** | | | |

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| **SECTION C:****to be completed by the Dean and DVC & Provost**  *Please provide comments beneath or record outcome/feedback via another mechanism.* | | | |
| **AGREED**  **NOT AGREED** | | | |
| **Comments:**  Click or tap here to enter text.  **If the above individual is currently in receipt of an R&R payment, please state what will happen to the R&R if the case is agreed:**  Click or tap here to enter text. | | | |
| **Signature Dean:** |  | **Date:** |  |
| Checking this box will be accepted instead of a signature if you are submitting this form via email. | | | |
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| **Signature DVC & Provost:** |  | **Date:** |  |
| Checking this box will be accepted instead of a signature if you are submitting this form via email. | | | |
| **PLEASE FORWARD THIS FORM TO POLICY & REWARD TEAM, HUMAN RESOURCES**  **(Email: reward-team@bristol.ac.uk)** | | | |