**ACADEMIC PROMOTION**

**Observer Report form**

The observer’s role is to monitor the proper application of the promotion procedure, particularly in relation to equality issues. The observer should provide feedback to the Faculty Promotions Committee (FPC) as appropriate and use this form to report to the University Promotions Committee (UPC) on the overall operation of the procedure.

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| **FACULTY PROMOTIONS COMMITTEE OBSERVED:** | Choose an item. |
| **Date of FPC1:** |  |
| **Date of FPC2:** |  |

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| **Please use the space below to provide relevant feedback, focusing in particular on the following questions:*** Was the procedure followed correctly and appropriately?
* Were there any equality issues? If so, how were these managed?
* Were there any exceptional circumstances or other issues? If so, how were these managed?
* Any general points regarding the operation of the procedure or decision-making of the committee?
* Any issues arising that may require amendments to the procedure itself or associated guidance?
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| **Name of Observer:** |  |
| **School/Faculty of Observer:** |  |
| **Signed:** |  | **Date:** |  |
| [ ]  Checking this box will be accepted instead of a signature if you are submitting this form via email |

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| **PEASE FORWARD THIS FORM TO YOUR RELEVANT FACULTY HR ADVISER** |