



Summary of Assessment Guidance

The summary of assessment form is Section 2 of the application form and summarises your self assessment and the departmental and faculty panel assessments, where feedback can also be provided. This document gives guidance on how to complete this from the perspective of the applicant and the departmental assessment and feedback.

Applicant Self Assessment- what you need to know

- The majority of the evidence you will provide should go in Section 3: Case for support. Please note the word limits in this section and cross reference your cv where necessary.
- The self-assessment section of the form is to be used to summarise your own evaluation of your level of achievement in each of the criteria sub-categories. A drop down menu has been provided in each of the boxes on the application form to help guide you with this.
- The evidence in support of your self evaluation and any qualifying comments should be provided in the text in Section 3: Case for promotion.
- Please only complete the boxes for the categories you wish to be assessed against. Otherwise, please either leave blank or select 'not applicable'.
- It is best to complete Section 2 last, based on the evidence you have provided in Section 3: Case for support.

Departmental Assessment

- The departmental assessment is the responsibility of the Head of Department and it may be completed by them personally or delegated to a Senior Academic Lead in some cases, according to faculty policy.
- When completing the departmental assessment, the assessor will need to decide whether they agree with the candidate's self assessment of their level of achievement by completing the drop down menu, which includes the options:
 - o Agree
 - o Mostly agree
 - o Disagree – level not achieved
 - o Not applicable
- Where the assessor 'mostly agrees' or 'disagrees' with the self-assessment on any of the sub-categories, a brief explanation **must** be provided in the comments section.
- Assessors may 'mostly agree' or 'disagree' because they consider that applicants have either over-stated or under-stated their achievements.
- The comments section may also be used to make any other observations useful for feedback to the applicant or for the faculty panel assessment.