# **Promotion (regrading) Recommendation Form**

*This form applies to the regrading process for all grades of Administrative and Professional Services, Technical Services and Operational Services, and for cases for Grade 6 and Grade 7 of Research Teaching, and Knowledge Exchange.*

# **A Post Holder’s Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Department/School/Directorate |       |
| Current Job Title |       | Current Grade |       |
| Current Staff Category |       | Date Appointed to Current Role |       |
| Proposed Grade |       | Proposed Job Title/Staff Category (if changing) |       |

# **B Supporting Evidence**

*Please submit this form, together with undernoted documents required as attachments:*

|  |  |  |
| --- | --- | --- |
| 1. | Job Profile capturing current duties as if the role was being advertised. | [ ]  |
| 2. | Original Job Description/Job Profile (where available).  | [ ]  |
| 3. | An Organisation Chart indicating the hierarchy of posts and grades above and below the post under review. Grades should be provided for all posts. | [ ]  |

# **C Statement Supporting the Promoting (Regrading) Application**

*The following section should be completed by the Head of Department/Director if the application is supported otherwise it should be completed by the individual concerned as a personal submission.*

|  |
| --- |
| ***Please outline the additional duties, supported with examples, which have been added to the post since the previous review which may result in a match to a higher Job Level Descriptor, and if applicable a different staff category. Please confirm the date from which each new duties took effect.***  |
|       |
| ***Please provide the context for the changes to the role, including any relevant historical information. Clearly set out the key business drivers for the changes.*** |
|       |

# **D Head of Department Support for Promotion (regrading)/Personal Submission**

*Select one of the following statements:*

|  |  |
| --- | --- |
|  1. I support the regrading based in the evidence outlined below and in the attached job profile form.  | [ ]  |
|  2. I agree that a change in job profile is appropriate but do not support a regrading.  | [ ]  |

# **E Verification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Post Holder |       |       | Click here to enter a date. |
| Line Manager |       |       | Click here to enter a date. |
| Director/Head of Department |       |       | Click here to enter a date. |
| Dean/CFO/COO |       |       | Click here to enter a date. |