**School/Institute Promotion Group meeting pro forma**

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| *To ensure equity and consistency in promotion processes across the university, each decision-making panel/group must complete this pro forma at the start of the meeting.* |
| **1. Panel composition** |  | **Dates of training (i.e. to show evidence of attendance within the last 2 years)** |
| **Role** | **Position (add/amend as appropriate)** | **Name of panel/group member** | **Introducing Inclusion e-Learning** | **Panel member briefing session** |
| Chair | School Head/Institute Director |   |   |   |
| Member | Deputy School Head/Institute Director (where applicable) |   |   |   |
| Member | School/Institute Education Lead (Prof) |   |   |   |
| Member | Senior specialty-specific Academic (Prof) |   |   |   |
| Member | Senior specialty-specific Academic (Prof) |   |   |   |
| Member | Senior specialty-specific Academic (Prof) |   |   |   |
| Member | School/Institute Manager |   |   |   |
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**2. How was the call for promotion applications promoted in the School/Institute (and wider Faculty)?**

**3. How did the Head/Institute act on the HR-provided eligible list and, if so, what were the outcomes?**

**4. Did the Panel/Group consider data from last year regarding equality, diversity and inclusion and what actions were taken?**

**5. How did the Head of School/Institute Director ensure, as best as possible, that the panel was appropriately representative and inclusive?**