As part of the revised Progression Across the Merit Bar Scheme, academic colleagues have the option to provide a Personal Circumstance/ COVID-19 impact Statement. ***(Max One Page).***

 **Personal Circumstance/ COVID -19 Impact Statement Template**

 (Please use font type **Calibri, Size 11, single spaced, portrait orientation only).**

*Reference to the Guidelines on Personal Circumstance/ COVID-19 Impact Statement may assist in the completion of this Statement. Please note, you may be invited by the Board to submit supporting documentation in evidence of your personal circumstance. If invited to submit, instruction on the submission of such supporting documentation will be given at the time.*

**Please specify which of the three criteria category areas have been impacted:**

Learning & Teaching

Research & Innovation

Contribution to Academic Citizenship & Engagement

|  |
| --- |
| Brief explanation of the personal circumstance/ COVID-19 impact: |
| Outline of the period(s) of the disruption/ circumstance (specific or approximate dates): |
| Specific impact(s) on the criteria category area(s) selected above:  |
| Provide any relevant information here:  |

**Personal Circumstance/ COVID -19 Impact Statement**

**Consent**

Please tick this box to indicate your consent for the information outlined in this Statement to be shared with the College Level Board members, LPEB members, the Human Resources Department and where applicable, members of the Academic Promotions Appeals Board.

Where you are sharing information relevant to a third party, you are asked to tick this box to indicate you have received permission to share this information as part of your Personal Circumstance/ COVID-19 Statement.

This information will be processed and stored in line with the PAMB Data Protection Notice .

For further information see Guidelines for Personal Circumstance / COVID 19 Impact Statement