**PROMOTION SCHEME LEAVE FORM**

**CALL FOR PROMOTION TO SENIOR LECTURER 2018/19**

The University acknowledges that periods during which an individual may have been on Statutory Leave may have impacted on an individual’s performance as judged against the promotion criteria.

As defined in the Regulation on Academic Promotions to Senior Lectureships (the “Regulation”), “Statutory Leave” refers to maternity leave, paternity leave, parental or adoption leave, carer’s leave and/or any other protected leave which may be provided for in statute from time to time.

This Promotion Scheme Leave Form must be used by all candidates who wish to have Statutory Leave (as defined in the Regulation) taken into account by the Senior Lecturer Promotions Board (“SLPB”) at the time of Expression of Interest and if shortlisted, at Full Application stage.

The onus is on the candidate to ensure that HR is made aware at the time of submission of the candidate’s expression of interest, of any Statutory Leave and the impact this has had on their output.

The Board reserves the right to verify any information submitted by the candidate. The presentation of false or misleading information in support of an application will render the application null and void.

**Applicant Name: Staff Number:**

**School: Discipline:**

**Nature of Absence:** (Please indicate which type of Statutory Leave you wish to be considered by the SLPB and the impact this has had on your output in the essential criteria listed in Section 5.4 of the Regulation)

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**Dates: (Quote first day - last day)**

From: To:

From: To:

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Details submitted as part of this Academic Promotion Process (including for example, any details submitted as part of this Form) will be shared with Senior Lecturer Promotions Board members, the Human Resources Department and where applicable, members of the Academic Promotions Appeals Board. Full details of how your personal data is processed by the University are available at <https://www.ucc.ie/en/gdpr/dataprotectionnotice/>

Please ensure that you have uploaded this form via Employee Self Service (ESS) with your Expression of Interest and, if shortlisted, at Full Application stage.

Applicant Signature (typed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_