

**Human Resources**

# Personal Titles 2025/26Application Form

You are required to complete this form as part of the submission to the Personal Titles process 2025/26. Once completed, please submit this form to your Head of School.

The deadline for submission of all cases is **Monday 12 January 2026**.

## About you

**Name** (including title)**:**

**Employee number:**

**School:**

**Research Division** (if appropriate)**:**

**Job title:**

**Grade:**

**Full-Time Equivalent** (Full-time = 1)**:**

**University of Reading start date:**

**Date of appointment to current post** (or confirmation of probation)**:**

**Academic contract type: Teaching & Research / Teaching Intensive / Research Intensive**

**Higher Education Academy (HEA) recognition or equivalent qualification**(Fellow HEA or above is essential for those with a TI or T&R contract): **Fellow HEA / Senior Fellow HEA / Principal Fellow HEA / None**

Equivalent qualification (if applicable):

**Promotion sought: Associate Professor / Research Grade 8 / Professor / Research Grade 9**

## Documentation supplied for case

[ ]  Completed application form

[ ]  Full CV

[ ]  Illustrative appendices (optional)

[ ]  Personal Circumstances Declaration (optional)

## Declaration

I declare that, to the best of my knowledge, the information and evidence given in this application is true and complete. I understand that if I have given any misleading information on this form, my application may be withdrawn from consideration at any time.

I confirm that all sections of this application have been completed within the word limit specified. I understand that if the word limit has been exceeded in any area the application will be rejected.

**Signature:**

If you have any difficulties completing the information above please contact Human Resources.

## Academic Citizenship and Leadership

Please summarise your most significant achievements with regards to academic citizenship and leadership and how they have been sustained (see Annex A). **This must not exceed a total of 300 words per criterion (e.g. C1) to be divided as you decide across the two columns.**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Claims** | **Evidence** |
| **C1** Academic citizenship**(Essential all)** |  |  |
| **C2** Continuing professional development to ensure working practice is up to date, including reflection**(Essential all)** |  |  |
| **C3** Academic leadership and/or management**(Essential all)** |  |  |

## Research

Please summarise your most significant achievements with regards to research and how they have been sustained (see Annex A). **This must not exceed a total of 300 words per criterion (e.g. R1) to be divided as you decide across the two columns.**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Claims** | **Evidence** |
| **R1** Outputs**Associate Professor**Track record of research of at least national standing, built on high quality research outputs**Professor**Track record of excellent research of international standing, built on outstanding quality of research outputs**(Essential T&R, RI)** |  |  |
| **R2** **Associate Professor**Contribution to both research leadership and recognition (externally and internally) as a researcher, with a national profile and/or emerging international profile**Professor**Providing both research leadership within and beyond the University and the own discipline and recognition for significant national and international research impact on academia **(Essential T&R, RI)** |  |  |
| **R3** Research Income**Associate Professor**Record of gaining external research funding, or equivalent, as appropriate to the discipline (excluding funding for PGR students)**Professor**Track record of excellent external income generation as defined within the discipline (excluding funding for PGR students)**(Essential T&R, RI)** |  |  |
| **R4** PhD Supervision**Associate Professor**Formal supervision of, and/or demonstrable support for Doctoral students**Professor**Record of successfully supervising to completion a number of research students, as appropriate to the discipline |  |  |
| **R5** Public Engagement**Associate Professor**Demonstrable track record of planned public engagement and communication of research; dissemination of research across the University and beyond **Professor**Substantial national and international track record of planned public engagement and communication of research |  |  |
| **R6** Research Impact**Associate Professor**Has drawn upon own research to achieve, or is in the process of achieving, an effect on, change or benefit to the national and/or international economy, society, culture, public policy or services, health, the environment, education, or quality of life, beyond academia**Professor**Has drawn upon own research to achieve, or is in the process of achieving, an effect on, change or benefit to the national and/or international economy, society, culture, public policy or services, health, the environment, education, or quality of life, beyond academia |  |  |

## Teaching and Learning

Please summarise your most significant achievements with regards to teaching and learning and how they have been sustained (see Annex A). **This must not exceed a total of 300 words per criterion (e.g. T1) to be divided as you decide across the two columns.**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Claims** | **Evidence** |
| **T1** Excellent Teaching**Associate Professor**Track record of excellent T&L practice, evidencing the impact on the student experience/ outcomes where possible**Professor**Track record of excellent T&L practice, and excellent feedback. Evidencing positive impact on students and where applicable colleagues and mentees (either internal or external) **(Essential T&R, TI)** |  |  |
| **T2** **Associate Professor**A valued contribution to Teaching and Learning beyond one’s own classroom at disciplinary, interdisciplinary School and/or University levels **Professor**Leadership of activities in T&L that improves student outcomes and/or student experience **(Essential T&R, TI)** |  |  |
| **T3** **Associate Professor**Valued contribution to Teaching and Learning strategic initiatives at disciplinary, interdisciplinary, School or University levels **Professor**Evidence of successful leadership in steering Teaching and Learning strategic initiatives/ professional training at disciplinary, interdisciplinary, School or University levels **(Essential TI)** |  |  |
| **T4** **Associate Professor**Disseminating/ promoting pedagogic good practice at disciplinary, interdisciplinary, School or University levels**Professor**Evidence of significant contribution of national or international impact to Teaching and Learning **(Essential TI)** |  |  |
| **T5** **Associate Professor****Either** pedagogic research/impactful scholarship **and/or** income generation in Teaching and Learning**Professor****Either** pedagogic research/significant and impactful scholarship **and/or** significant income generation |  |  |
| **T6** Engagement with innovation in T&L**Associate Professor**Effective consideration and/or application of new pedagogies or innovative teaching methods at disciplinary, interdisciplinary, School or University levels **Professor**Effective consideration and/or application of new pedagogies or innovative teaching methods at disciplinary, interdisciplinary, School or University levels |  |  |

Completed applications should be submitted to your Head of School by **5pm on 12 January 2026**.