

GUIDANCE NOTES – RESEARCH JOB LEVEL REVIEW **(Research Associate to Research Fellow)**

The documents listed below (A, B, C, D) must all be submitted to jlr@imperial.ac.uk.

The Academic Committee evaluate the role on the basis of the current CV, Job Description, Person Specification, Summary and Supporting Case and the Research Fellow role profile is taken into consideration.

Please note: an interview may take place in cases where further clarification is required.

A. Supply an updated CV

B. Job Description and Person Specification Format – *Please use the separate Job Description and Person Specification Template*

The Job Description must follow that in the latest template format

- A short paragraph to sum up the main purpose of the post – why does it exist?

Key Responsibilities

Include a list of the main responsibilities that must be undertaken to ensure that the purpose of the post is met. Sub-headings for some responsibilities may be useful e.g., research, funding, independence, learning, leadership, management contribution, national reputation, innovation, strong publication record, supervision of undergraduate/postgraduate students and postdoctoral staff.

The list of responsibilities should be in order of importance. They should describe what the post holder does i.e., WHAT ACTION IS TAKEN and why i.e., TO ACHIEVE WHAT. The typical percentage of working time spent on each responsibility should be included. See the examples below of some of the key responsibilities:

Responsibility	Action	To Achieve	% Time Spent
Role 1 Research	Independent research, design, plan and deliver high-quality research, awarded funding	Success in delivering research results and activity, leading projects without PI direction	50%
Role 2 Publications	Independent high impact publications, leading projects	Record of high-quality publications in international peer-reviewed journals	20%
Role 3 Growing reputation, teaching and	Design and deliver lecturers, course work, tutorials,	Success of national recognition and growing reputation.	30%

supervision of undergraduate and postgraduate students	building collaborations, supervising students	Success in student supervision,	
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We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation. We are an [Athena SWAN Silver Award](#) winner, a [Disability Confident Leader](#) and a [Stonewall Diversity Champion](#).

C. Summary Statement

Please provide a single summary covering the following criteria on how you meet the role (500 word maximum)

- Research
- Fellowships
- Awarded Funding
- Publications
- Education (supervising undergraduate and postgraduate courses and students)
- National and International Professional Recognition, industrial collaborations
- Leadership, Management Admin (departmental role)

D. Supporting Case [\(on a separate sheet\)](#)

The Line manager, or applicant if the submission is a personal one, writes a statement explaining why the postholder has been put forward for promotion, adding any additional information not provided in the CV, job description, person specification and summary statement.

Please note: any application that is missing information or is incomplete, will be returned, and will not be processed until the paperwork is complete.