# Application Form for Personal Circumstances

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| Personal Circumstances Application Form |
| **Staff Member’s Name:** |  |
| **Staff Number:** |  |
| **Promotion call:** |  |

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| **Briefly** **outline the Personal Circumstances that you wish taken into account in evaluating your promotion application (for example, caring responsibilities, periods of maternity/paternity/adoption leave, bereavement, ill health or injury, or disability)***Example Text**XYZ Leave* *Critical illness – I was diagnosed with a critical illness (xxx) and was on sick leave from x to x. I underwent xxx treatment* |

 | **From:***22/12/17**01/01/19* | **To:***21/06/18**30/04/19* |
| **Briefly outline the impact of your Personal Circumstances on your career trajectory to date and ability to accrue merit in the category/categories where you were affected:****Research and Scholarship (provide detail if applicable):** Example text*The xyz had an impact on my Research and scholarship because….***Teaching (provide detail if applicable):** Example text*The xyz had an impact on my Teaching because….***Service to College (including service via the hospital/health service) (provide detail if applicable):**Example text*The xyz had an impact on my Service to College because….***Engagement with Discipline (provide detail if applicable):**Example text*The xyz had an impact on my Service to Discipline because….* | **From:** | **To:** |
| **To be completed by HR** |
| **Date of FRC / SAPC** | **Personal Circumstances apply** | **Personal Circumstances do not apply** |
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| **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ [to be signed by relevant Committee Chair] |

# Guidelines on Personal Circumstances

Personal Circumstances are considerations which the relevant Faculty Senior Academic Promotions Committees and the Senior Academic Promotion Committee take into account at the time of promotion. The process assesses a candidate’s merit relative to their opportunity to accrue that merit.

A range of personal circumstances may be considered that have affected, interrupted or delayed the career path, performance or output of a staff member during their employment with the University, which the staff member wishes the Faculty Senior Academic Promotions Committee and the Senior Academic Promotions Committee to take into account.

This form must be used by all candidates who wish their Personal Circumstances to be taken into account at the time of a promotion application.

The Personal Circumstances may include but are not limited to protective leave (for example, maternity, adoptive, parental, paternity or carers’ leave, disability); long-term caring responsibilities; illness; inability to travel abroad or to undertake field work; etc. They may be ongoing circumstances or situations of a fixed duration; the candidate is invited to indicate the time period involved.

**Faculty Senior Academic Promotions Committee and Senior Academic Promotions Committee**

Accommodation for Personal Circumstances may be allocated to a candidate where a prima facie case for Personal Circumstances is accepted by the Chair and the Secretary of the Committee prior to the meeting of the Committee. It shall then be incumbent upon the Chair of the Committee to ensure that the Committee are aware that Personal Circumstances apply to a candidate and how they might be appropriately taken into account / their probable impact on the candidate’s application for promotion.

### Information storage

The information provided shall be kept in accordance with Trinity’s Data Protection Policy <http://www.tcd.ie/about/policies/data_protection.php> and Privacy Statement (http://www.tcd.ie/privacy/)

The information provided shall only be considered for the promotion review indicated at this time and for no other purpose. A new application for consideration of Personal Circumstances must be made for each new promotion review to be considered.

Information provided by a candidate on their Personal Circumstances to the Faculty Senior Academic Promotions Committee and the Senior Academic Promotion Committee is strictly confidential and shall be disclosed only to the Committee Secretary and the Chair of the relevant Committee, as required. The information shall not be shared with any third party

The Chair shall indicate to the Committee the probable impact of the Personal Circumstances on the candidate’s application for promotion without disclosing their specific nature.

### Time Limit and Completed Forms

Please return the completed form by e-mail to: senior.promotions@tcd.ie prior to the closing date of application for promotion. By submitting your application electronically, you are declaring that the information you are providing is factually correct.

Please note:

Confirmation of receipt of your Personal Circumstances Form from the relevant Committee Secretary shall be sent to the e-mail address you entered on this form.

If you have concerns about disclosing details of your personal circumstances because of its sensitive nature, please email senpromo@tcd.ie