

**FACULTY OF ECMS
HEAD OF SCHOOL STATEMENT AND RECOMMENDATION FOR SSP
APPLICATIONS – 2020 ROUND**

Timeline:

Applicants must provide their full application to their Head of School (HoS) **two weeks prior to the closing date.**

The HoS must complete this document and return to the applicant for uploading with the complete application **prior to the closing date.** If not provided, the application will be considered incomplete and ineligible for submission. *(no word limit applies to this document)*

Checklist:

1. Have you reviewed the applicant's leave plans during their SSP? Do you approve of their leave plan?
Yes

No
2. Has the applicant completed a recent PDR review process?
Yes

No
3. Is the applicant subject to a misconduct or serious misconduct process?
Yes

No
4. Is the applicant subject to a formal Performance Management Process?
Yes

No
5. Rate the applicant's performance in the context of their 'Academic Role Statement':
Acceptable

Not acceptable
6. If the applicant does not meet expectations of questions 2, 3, 4 or 5 above, please provide comment below:

7. Please comment on the applicant's proven and sustained record of productivity in research, scholarship, teaching or in the relevant profession, and/or the potential for such achievement:

8. Please comment on the academic soundness of the applicant's proposed activities during the SSP, including the expected contribution of the staff member to research, scholarship, and teaching or to the relevant profession.

A large, empty rectangular box with a thin black border, intended for a written response to the question above.

9. Please comment on the extent to which the proposed activities contribute to the School's Strategic Plan (if available) and the Faculty's Strategic Priorities. This should include a comment on the appropriateness of the location/environment of the SSP in the context of the Faculty's Strategic Priorities:

A large, empty rectangular box with a thin black border, intended for a written response to the question above.

10. Can the School's responsibilities and commitments with respect to teaching be sustained during the proposed SSP?

Yes

No

11. Will the staff member be fully released from departmental duties?

Yes

No

12. Please comment on the arrangements that will be made in relation to the applicant's responsibilities for research, supervision, teaching (postgraduate and undergraduate) examining and administrative duties:

13. Do you endorse this application?

Strongly endorse

Endorse

Do not endorse