The Personal Application should be sent to the Line Manager.

The Line Manager’s Application should be sent to the HoD.

The Line Manager OR Personal Applicant completes **Job Review application form**. A current agreed job description, person specification, section structure chart, CV for research posts only and supporting statement should be provided with the application.

The Personal Application should be sent to the Line Manager.

Line Manager indicates if he/she supports application. If not supported, a separate statement explaining why should be provided. The form should then be signed.

HoD considers the application. The HoD should indicate whether the application is supported and, if not, provide a separate statement explaining why. The form should be signed, stamped and account details completed if applicable.

Posts funded from grants or contracts should be stamped by Research Services.

Applications from **Support Services** should be sent to the **Review and Promotions Coordinator**. Applications from **Departments/Divisions within Faculties** should be sent to the **Faculty Operating Officer**.

Faculty Operating Officer considers the application. If not supported, reasons should be given on the form. The form should be signed and sent to the Review and Promotions Coordinator.

HR arranges for the application to be evaluated by the **central Review Panel**. Decisions are then communicated to staff.