

FACULTY OF HUMANITIES

PRESIDENTIAL ACADEMIC FELLOWSHIP

GUIDANCE ON COMPLETING YOUR ONLINE APPLICATION

General guidance

- Read the information below before you start, so you know what types of information you will need to have to hand.
- Please ensure that you fully read the information in the Further Particulars document, paying particular attention to the Person Specification criteria.
- Avoid technical issues by ensuring there is a good internet signal and your device is fully charged. Consider preparing lengthier text in a word document that you can back up to your hard drive and copy and paste, in the event of any internet or battery issues.
- Once you have completed each section of the application form, please select Save and Continue to progress to the next section.
- You can logout and return to complete further information at a later time; any progress you have made will be saved as long as you have selected Save and Continue.
- Applications can be made until midnight GMT on the closing date, but please note that technical assistance is only available Monday to Friday between 9am and 5.30pm GMT.
- Contact universityofmanchester@helpmeapply.co.uk / 0161 850 2004 for technical support.
- Allow yourself plenty of time to apply so you are not rushing.

Personal Information

In this section you will be asked to provide standard personal information, contact details, and information on eligibility to work.

Academic Education

Please have to hand details of undergraduate, taught postgraduate, PhD and post-doc courses, including subject, class, dates and institution.

Ensure you have evidenced essential qualifications on the person specification if any.

Employment

Please have to hand dates of posts held, summary of duties and employer.

Additional Information

This part of the form is structured to help you ensure you address and provide evidence that you meet the criteria for the role. You will be asked about:

- Current grants held (please provide details of the awarding body, period, value credit share, role, type, and whether they can be transferred to the University of Manchester)
- Prizes and awards
- Applications made previously for Fellowships and/or other grants as Principal Investigator (PI) or co-applicant
- Your fellowship and longer career plan (400 words max; please state how the research

carried out in the Fellowship would lead on to other research projects in the future. Please also state how this Fellowship would complement your teaching both now and in the future.

- Academic impact (100 words). Please describe the impact your research has made including impact outside academia (i.e. political, health, technological, economic, legal, cultural, societal, environmental impact).
- Public engagement (100 words)

Please respect any suggested word limits in this section.

References

Please have details (names, addresses, contact e.g. phone and/or e-mail) of three referees to hand.

Equal Opportunities

The information in this section is visible to the HR team only. If you request a Guaranteed Interview under the Disability Confident scheme, this information (and not the nature of any disability) will be shared with the recruiting manager alone.

Uploads

In this section there are two supporting documents for you to upload. Please consider this if using a mobile device or cloud based applications. If you choose to use an iPad you will require a suitable app for file upload.

- Please use the 'Upload Cover Letter' button to upload your **research proposal**.

Please set out the research you propose to undertake during the award. You should address the following: (a) one-paragraph executive summary; (b) brief background; (c) aims and objectives; (d) plan of investigation (design, methods, analysis, anticipated outcomes and what the data will mean) (e) full references. Please address why this project is appropriate for your career development. As guidance, good applications commonly address an important problem, limitation or barrier to current research, why the applicant is the right person to overcome this problem, how it will be achieved and what success will look like. **Max. 3 sides of A4 please (arial pt.11).** .

- Please use the 'Upload CV' button to upload a **CV including a bibliography**.

Please note for the Fellowship we are looking for a strong and progressing track record in publication. If you wish to provide dates of any periods of career break or flexible working, that you feel are relevant in order for assessors to make appropriate adjustments, you may do so within your bibliography. Such information will be used for that purpose alone.

For each document there is a file size restriction of 1MB. Please ensure the document is saved as a PDF.

Declaration

Your application is not complete and will not be considered unless this section is completed and saved.

Presidential Fellows FAQs

Who are the Presidential Fellowships aimed at?

We're interested in early-career academics who can deliver world-leading research and teaching, and become the inspiring leaders of the future.

Applicants should have a high academic standing, a growing reputation in research, and the specialist knowledge needed to develop exemplary research programmes and methodologies.

What is an early career academic (ECA)?

The Faculty of Humanities invites candidates to apply who have been awarded a PhD normally not more than five years prior to the closing date for applications.

We say 'normally' as we do understand that not everyone's circumstances are the same. You may have taken time off for maternity / paternity leave for example. If that's the case then please do note any periods of absence in the bibliography in your CV (see 'Uploads' above).

Are fellowships available to students?

No, candidates must already have a relevant PhD (or equivalent) awarded prior to commencing the appointment.

Which of my publications should I include in my application?

We ask you to upload a full list of your publications that are relevant to this application. Do give as much information as you can in this list. For example, if you were not first or last author on a paper, but your contribution was pivotal to the success of the research, please add a sentence to explain this. Please use the 'Upload CV' button in the upload section of your application

Can applications be made to multiple posts?

Yes. All applications will be considered on merit. We are looking to recruit the brightest individuals and welcome research proposals from all disciplines relevant to our faculties.

When will I know if I have been shortlisted for interview?

All interviews will take place throughout May. If you have not been notified of an interview before mid-November 2019, unfortunately you have not been successful.

Can internal applicants apply?

Yes. We are looking to recruit the brightest academic talent to our Presidential Fellows and we would welcome applications from our current staff.

How important is teaching experience or other experience such as public engagement?

There is no expectation for candidates to have teaching experience although successful candidates are asked to demonstrate the ability to use a range of delivery techniques to enthuse and engage students.

Presidential Academic Fellows will do no teaching or minimal teaching in the first year and minimal teaching in the second and third year, increasing in the final year of the fellowship.

I am currently a Research Associate, should I include details of my current research project or my plans as an independent researcher?

A brief description of your research experience is important to your application but we require much more detail on your research proposal as an independent researcher.

You are asked to give a summary of your proposal within the application form, and then you are required to upload a full project proposal (max 3 sides of A4 including diagrams and references) using the 'cover letter' upload facility.

What exactly will my references be required to do in the application process and are there any deadlines for them to submit e.g. a support letter?

A request for three references will normally be from the following sources:

- Current employer
- The person who is supervising the research
- Another academic e.g. PhD Supervisor/Lecturer
- Previous employer

Referees provide extra information that lets UoM know about your work/study/research history, your skills and experience. This information reinforces what you have written in your application by giving someone else's word that your claims are accurate. The reference requests asks for comments on a candidate's suitability for the post. There are no deadlines for a reference to be provided although an offer of appointment cannot be made until references have been received.