|  |  |
| --- | --- |
| **REGRADING REQUEST** HR Services **UCL HUMAN RESOURCES**  | **small_ucl_logo_blk** |

|  |
| --- |
| **For Research Staff to Grades 7 (Research Fellow) & Grade 8 (Senior Research Fellow) or Senior Teaching Fellow Grade 8** .Please note that promotion to Grades 9 and 10 is processed via the Senior Academic Promotions Review (<http://www.ucl.ac.uk/hr/docs/proms/index.php>) |
| Subject to funding being available and a case being made by the relevant Head of Department, research and teaching staff may be regraded. Cases may be made at any time of the year. Local variations in practice exist to promote equitable treatment for staff where applications are reviewed at fixed points in the year. Staff should consult their Faculty Intranet pages for details.**Please note the HR Services team will be unable to process grant funded increases that do not have financial approval.** Please indicate below which regrading request. **☐ Grade Progression from Researchers Grade 6B to 7****☐ Grade Progression from Researchers Grade 7 to 8****☐ Grade Progression to Senior Teaching Fellow Grade 8** **☐ Grade Progression to Lecturer Grade 8** **Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Point** |
|  |  |  |

Proposed effective date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **To be completed by the Head of Department or the nominated Line Manager**Please state grounds for request (against the criteria in the Academic Careers Framework): |
| **PLEASE NOTE APPROVALS MUST BE OBTAINED** **Request Authorised by Head of Department:**

|  |  |  |
| --- | --- | --- |
| Name |  | Signature |
| Date |  |

Request Approved by Finance:

|  |  |
| --- | --- |
| **Cost code** |  |

|  |  |  |
| --- | --- | --- |
| Name |  | Signature |
| Date |  |

Once approvals have been obtained please forward this form to hr-services@ucl.ac.uk HR USE ONLY:Request Processed by Human Resources – HR services:

|  |  |  |
| --- | --- | --- |
| Name |  | Signature |
| Date |  |

Request Processed by Human Resources – Payroll:

|  |  |  |
| --- | --- | --- |
| Name |  | Signature |
| Date |  |
| Comments |  |

 |
|  |