**Academic Promotions - Individual Circumstances Form**

*Please complete and return to* [*academic.promotions@sussex.ac.uk*](mailto:academic.promotions@sussex.ac.uk) *along with your completed Promotion Application Form. This form will be held confidentially within HR. Information about how this form will be used and who will have access to it is set out in section 4 of the Academic Promotions 2024 Process*

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| **Name:** | **School:** |
| **Promotion applied for:** | **Date:** |
| **Please confirm you are happy for ALL panel members to review your individual circumstance(s) listed below:** | |
| *Please set out below any personal circumstances (whether already known to the University or not) that may have affected the progress of your career e.g., career interruptions due to caring responsibilities, health or disability. You should provide dates and indicate how the circumstances have impacted your opportunity to perform against the promotion criteria in terms of output.*  **This form should be completed in Calibri size 11** | |