

Guidance Notes for Completion of the Academic Promotions Template for:

- **Applications for Promotion:**

 - from Lecturer/Tutor (Academic 1/ Grade 6) to Lecturer A (Academic 2/Grade 7)
 - from Lecturer A (Academic 2/Grade 7) to Lecturer B (Academic 3/Grade 8)
 - to Senior Lecturer and Reader (Academic 4/Grade 9)
 - to Chair

 - **Special Increments; Discretionary Awards and**
 - **Confirmation of Appointment for Academic (ATR and ATS) Staff.**
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General Notes:

1. This template is to be used for all submissions for Promotions as listed above, and for Special Increments; Discretionary Awards and Confirmation of Appointment.
It should be completed as indicated in these guidance notes. This template, and any accompanying documents, where these are required, will form the sole basis of the submission.
2. No CVs should accompany the template. However, in the case of an application for a Chair or Readership a full list of publications and grants must be appended.
3. The 'Green Book 2009' Rules and Procedures relating to the terms and conditions of appointment, determination of salary, advancement and promotion of members of academic staff, is available on the HRD website under Promotions and Annual Review and should be read in conjunction with these Guidance notes.
Please note: Usage of the 1995 version of the Green Book ceased in September 2009.
4. Following the introduction of the revised Green Book, transitional arrangements apply for some staff relating to promotion and confirmation of appointment. The transitional arrangements have now ended. However, an individual whose probationary period has been extended during the transitional period may still be eligible for further consideration under the transitional arrangements and should contact their HR Manager to clarify their individual situation.
5. The '**Relevant Period**' referred to throughout the document is the last five year period; or the period since your last promotion; or commencement of employment at UEA, whichever is the most recent.
6. Submissions should demonstrate what has been achieved during the relevant period (see above) and the ways in which this has added value to the School, Faculty or University.

7. Certain Template fields have size restrictions. When copying text from another document please adjust the existing text to Arial font 11 before transfer.
- 8 It is recognised that, in cases of Confirmation of Appointment and for ATS posts, individuals will not be able to complete all sections.

1. Section One: PERSONAL DETAILS

- 1.0 Indicate the nature of the submission
- 1.1 Enter Full Name and Title (Ms, Mr, Mrs, Dr)
- 1.2 Enter Faculty
- 1.3 Enter School
- 1.4 Enter your current grade and post title, e.g. Lecturer in ... Please also state whether your post is ATR or ATS. If you are unclear you will find this information in your letter of appointment, or it can be confirmed by Human Resources.
- 1.5 Enter the date you commenced employment at UEA.
- 1.6 Enter the date you commenced employment in your current role.
- 1.7 If you are a Lecturer, please state whether you are Lecturer A (Grade 7) or Lecturer B (Grade 8). If you are unclear you will find this information in your letter of appointment, or it can be confirmed by Human Resources.
- 1.8 If you have a fixed term contract please state your current end date.
- 1.9 If the case being put forward is for confirmation of appointment, please state the date your probationary period is due to end.
- 1.10 Please state if you are employed on a contract for less than full time and provide your current FTE. If you have previously changed your FTE over the period to which this application applies please provide details and relevant dates.
- 1.11 Enter the date of your last promotion or special increment or discretionary award and what this was awarded for.
NB: A special increment indicates a double increment awarded for outstanding performance, and differs from the standard annual increment.

- 1.12 If promotion, special increment or discretionary award is being sought please provide a summary of your case in not more than 1000 words. You are advised to draw on the Summary statements describing your Reputation in Teaching and related administration, management and leadership (AML)* (Box 4.5), your Reputation in Research and related AML (Box 5.4) or your Reputation in Enterprise¹ and related AML (Box 6.3) or Engagement¹ and related AML (Box 7.3) as well as other contributions you consider to be noteworthy. Your statement should demonstrate what you have achieved over the relevant period and consider ways in which your achievements may have added value to your School, the Faculty and the University.

***Administration, Management and Leadership (AML)**

The elements of Research, Teaching, and Enterprise & Engagement all involve related administration, management and leadership, which are considered an integral part of each of these elements, rather than a stand-alone area of assessment.

Examples of AML related to Teaching, Research, Enterprise and Engagement can be found in Appendix B, in the Rules and Procedures for Confirmation, Promotion and Salary Review 2009 (the 'Green Book') as provided with your offer of employment, or available on the HRD website.

You may also wish to consider your Administration, Management and Leadership input in the following ways:

- Decision Making, e.g. input to decisions affecting a team, a department, a School or the institution
- Initiative and Problem Solving, e.g. devising or contributing to the development of new courses to attract students or identified potential funding opportunities
- Liaison and Networking, e.g. participation in networks; leading or chairing internal and/or external panels, networks; enterprise and engagement activities
- Management of facilities, e.g. specialised laboratories or workshops
- Pastoral Care and Welfare, e.g. responding to staff welfare issues or providing welfare advice and guidance to students
- Planning and Organising Resources, e.g. delivering a course or programme of study, managing research projects or contributing to long term planning of the department or School
- Representing the University on external bodies

¹ Enterprise and Engagement are one area of assessment although there should be a deliberate embedding of both elements within the University. Engagement may be rewarded without evidence of enterprise, and vice-versa, and therefore they appear separately in this document and in the Green Book 2009, but a Faculty should make a judgement about the appropriate balance between the two elements, and their value to the faculty's achievement of its aims and objectives.

- Responsibility for a specific area of activity within a School or across the Faculty, e.g. admissions, examinations, timetabling, library provision, schools liaison
- Service Delivery, e.g. adapting service provision to meet changing needs; setting overall quality or teaching standards for the institution
- Team Development and Motivation, e.g. providing coaching or guidance to members of the team based on personal knowledge or expertise or acting as a mentor to a less colleague or overseeing the work of a team or unit, for example running leading a course or module

2. Section Two: EMPLOYMENT HISTORY

Please provide details of your employment history, including your post title, the organisation(s) in which you were employed previously and your dates of employment.

3. Section Three: EDUCATION/QUALIFICATIONS

- 3.1 Provide details of your degrees, diplomas and other professional qualifications, giving the qualification, the name of the awarding institution and the date the qualification was obtained.
- 3.2 Provide details of any membership of learned or professional societies.

4. Section Four: TEACHING AND RELATED ADMINISTRATION, MANAGEMENT AND LEADERSHIP

Please refer to the list of criteria in relation to teaching which can be found in Appendix B, Section 2, in the Rules and Procedures for Confirmation, Promotion and Salary Review 2009 (the 'Green Book') available on the HRD website under Promotions and Annual Review.

4.1 Teaching Responsibilities

Include all undergraduate, and postgraduate, including taught Masters, lecture courses, and tutorials/seminars, for which you were responsible during the last academic year. If you do not regard this as a normal teaching year, please indicate below the title entry in what respects it is different.

For each lecture course/unit, please indicate on the table the title of the course, the duration of the course, and the number of contact hours, i.e. the

hours you spend in front of a class, and the number of undergraduate or postgraduate students on the course.

Under OTHER courses please list other forms of teaching such as short course teaching, lab-based teaching, lab-based fieldwork, placement education, post graduate medical, dental and other clinical education not covered in the preceding categories.

In submissions for Confirmation of Appointment please submit data from the beginning of your appointment to Lecturer grade at UEA.

4.2 Teaching external to UEA

Describe briefly any teaching related duties you have done outside of this University such as access courses, open studies, continuing education, external teaching and examining both PhD and UG, validation of courses, course evaluation and teaching consultancy work.

4.3 Teaching Innovation and Leadership

Describe any innovations that you have introduced into your teaching since your last promotion or since you began your current role, e.g. LTQ, becoming Course Director, developing new NHS courses. Describe any curriculum development in which you have been involved. If this involves other academic staff, describe your contribution. Examples may include initiatives taken in the area of course design or redesign; text books or other teaching materials you have written; new courses devised; service as Course Director, Course Leader or Co-ordinator, membership of a course committee or similar post concerned with teaching.

4.4 Evidence of teaching quality

Please provide a summary of some or all of the following:

- Peer review reports of your teaching
- Course questionnaires used and summary feedback
- Student evaluation - how it is collected and acted upon.

Evidence should be available in your Teaching Portfolio, see 4.7 (which is not to be submitted with your application). The Portfolio should be made available to the Head of School. It may be reviewed on behalf of the School Promotions Committee and may be made available to the Faculty Promotions Committee and University Promotions Committee when requested.

The Portfolio may be in whichever format you choose, e.g. box file, ring binder, so long as it is easy to locate documentation within marked sections, and should consist of documents which demonstrate, for example:

- Evidence that teaching draws on the latest scholarship, research and knowledge
- Evidence of variety in pedagogic practice designed to engage students and incorporate a variety of learning and teaching approaches
- Evidence of gain in student learning and competence
- Evidence of evaluation including but not exclusive of student feedback
- Evidence of contribution to student well-being and progressing outside the formal teaching setting

- How you have addressed UEA’s strategic objective of developing research-led teaching
- Evidence of the use of a variety of learning technologies appropriate to content and context
- Evidence of contributions to leadership in curriculum design
- Evidence of esteem (see guidance notes for 4.5)

4.5 Measures of Esteem in relation to Teaching, and related Administration, Management and Leadership:

Please provide details of any measures of esteem. These could include:

- Prizes or awards, medals,
- Nomination and Award of UEA Teaching Prizes
- UEA Teaching Fellowship
- National Teaching Fellowship
- Successful Teaching Fellowship projects
- Courses with, or interaction with, HE Academy
- Senior Member of the Academy
- Participation in successful bids to the Higher Education Academy, individual or collaborative
- Invitations to teach for outside agencies, provide guest lectures, act as a consultant
- Active role in National Subject Centre

4.6 A summary statement of your Teaching Reputation

Please provide a statement in not more than 500 words that justifies your claims to outstanding achievement and innovation in teaching.

4.7 Your Teaching Portfolio

Please list the evidence you have collated in support of Section 4 **as it appears in your portfolio, see 4.4 above**. Entries below should act as a content guide. Under ‘location’ indicate the type of evidence and the location of the evidence within your Portfolio:

Example:

Criteria	Name and location of evidence
	Observation recorded by colleague (item A, pp1-3)
	Summary of Student feedback (item B, p4)

5. Section Five: RESEARCH ACTIVITY and OUTPUT AND RELATED ADMINISTRATION, MANAGEMENT AND LEADERSHIP

Please refer to the list of criteria in relation to research activity which can be found in Appendix B, Section 3 , in the Rules and Procedures for

Confirmation, Promotion and Salary Review (the ‘Green Book’), available on the HRD website.

5.1 Research Grants and Contracts

Please complete the table as indicated for the relevant period for all grants, whether successful, in process, or not awarded.

The name of the Principal Investigator should be emboldened and, if you are not the PI, please state, under the grant holders’ names, the name of the Institution where the grant is held.

Indicate in the final column whether the application was Funded (F), Unfunded (U) or a decision is still Pending (P).

5.2 Supervision of Research Students:

Please complete as indicated in the example below:

Names of individual students should NOT be entered in this table. Write the total number in each box.

Number of Masters & Doctoral Students. Specify other levels.	Full Time	Part Time	Passed (P) Failed(F) Withdrew (W) Current (C)	Not completed within Registration Period	Principal investigator	Co investigator
Masters: 5	3	2	2xC, 1xP 1xW	1	3	2

5.3 Number of Postdoctoral Assistants (with Funding Sources):

Please enter the number (not the names) of postdoctoral assistants who were members of your research group over the relevant period. Please indicate the funding source in each case.

5.4 Measures of Esteem in relation to Research and related Administration, Management and Leadership:

Please provide details of measures of esteem including prizes or awards; medals; elections to learned societies; invitations to hold visiting research posts abroad, the presentation of papers at academic conferences, etc., invitations to international conferences; measures of esteem i.e. Fellowship of Learned Societies, successful supervision of research students, invitations to give plenary or named lectures at national (N) or international conferences (I); etc. If invited lectures have been given, please provide the titles.

5.5 Publications:

Please provide the details of up to 20 of your most significant publications.

Please asterisk up to 4 of these publications that you consider to be of particular significance and state why in one sentence just below the publication entry.

Please indicate for each publication whether it has been subject to a formal peer review process by preceding the publication with either Y for N.

This list should include the date, title, name of journal, names of co-authors and order of authorship, and length in terms of number of pages. For publications in journals please give the initial and final page numbers and where appropriate state whether these are refereed journals. In the case of books, state the actual number of pages and the ISBN number.

State the nature of the publications, e.g. Books (monograph, co-authored, co-edited, chapters); articles; review articles; commissioned reports; conference proceedings; book reviews. A note of work in 'other media' such as non-text based materials, film, databases, software, etc., may be included where appropriate.

Publications and work in progress should only be included if the work has been accepted for publication. Provide the expected publication date and name of the publisher/journal.

Co-authorship must be acknowledged and an indication given of the proportion of your contribution.

Where available indicate the number of citations and the impact factor of publications.

A full list of your publications should be available on the School website.

Submissions for promotion to Readership require a record of your publications and grant income over your career. This should be appended as a separate document.

5.6 A personal statement of your Research Reputation:

Please provide in not more than 500 words a brief statement of your own assessment of your reputation in your field of research giving reasons for your view.

6. Section Six: ENTERPRISE AND RELATED ADMINISTRATION, MANAGEMENT AND LEADERSHIP

Please refer to the list of criteria in relation to Enterprise activity which can be found in Appendix B, Section 4, in the Rules and Procedures for Confirmation, Promotion and Salary Review (the 'Green Book'), available on the HRD website.

- 6.1 Provide details of any Enterprise Activity that you have undertaken.**
- 6.2 Measures of Esteem in relation to Enterprise and related Administration, Management and Leadership:**

Please provide details of measures of esteem including prizes or awards.

- 6.3 A personal statement of your Enterprise Reputation:**

Please provide in not more than 500 words a brief statement of your own assessment of your reputation in your field of Enterprise and related administration, management and leadership, giving reasons for your view.

7. Section Seven: ENGAGEMENT AND RELATED ADMINISTRATION, MANAGEMENT AND LEADERSHIP

Please refer to the list of criteria in relation to Engagement activity which can be found in Appendix B, Section 4 , in the Rules and Procedures for Confirmation, Promotion and Salary Review (the 'Green Book'), available on the HRD website.

- 7.1 Provide details of any Engagement Activity that you have undertaken.**
- 7.2 Measures of Esteem in relation to Engagement and related Administration, Management and Leadership:**

Please provide details of measures of esteem including prizes or awards.

- 7.3 A personal statement of your Engagement Reputation:**

Please provide in not more than 500 words a brief statement of your own assessment of your reputation in your field of Engagement and related administration, management and leadership, giving reasons for your view.

8. Section Eight: PROMOTION TO CHAIR

- 13.1** In the case of a submission for promotion to Chair, where a senior leadership role has been undertaken, and is to be substituted for another area of assessment, see Green Book, Appendix C, p30, please provide details of the senior leadership role.

9. Section Nine: PROFESSIONAL DEVELOPMENT

List your own Professional development over the relevant period. This could include attendance at formal courses, seminars or conferences, self-directed or informal learning, changes in practice following feedback or self-reflection.

If your professional body requires you to maintain a Continuous Professional Development (CPD) record, or you work to a Personal Development Plan, these may be appended.

This section should demonstrate how your professional development has enhanced your contribution, and the ways in which it has added value, to the School, and/or the Faculty and/or the University.

10. Section Ten: EXTERNAL ASSESSORS

Completion of this section is required ONLY for submissions seeking Promotion to Reader or Chair

Please provide the names and contact details of up to three individuals who are able to assess your application in the capacity of external assessor if and after your case has been supported by the School and Faculty Promotions Committees in the spring. They should be esteemed academics eminent in your field, but must not be your personal referees, i.e. they must not be referees that you have named on your CV in the course of seeking employment.

11. Section Eleven: DECLARATION

Please sign to confirm that the information you have provided is truthful and correct. Please note that any misrepresentation will invalidate your application for promotion, and may lead to disciplinary action.