APPENDIX C

GUIDANCE FOR APPLICANTS

1. Format of Applications

The University Promotions Committee wishes to take into account all relevant factors that have had an effect on an individual's career profile, and on the volume of output. Candidates should therefore provide the following (where appropriate):

a) A completed application form identifying the criteria on which the application is based and summarising the case for promotion against each of the criteria, referring to the indicators of assessment, highlighting the most significant achievements and drawing attention to any specific issues relevant to the case; including any personal criteria as set out in (Appendix F);

b) a portfolio of supporting evidence which should include:
   - an index of the supporting evidence in the portfolio with a brief explanation of how it supports your case
   - a summary and analysis of your student feedback and annual Module Reflection forms (see Appendix B). This summary should from 2012/13 be the one produced as part of the centrally administered module questionnaire where this is available
   - an outline of your short to medium term plans
   - an outline of your contribution to citizenship of the School and University
   - any additional information you wish the Committee to consider

c) the names, addresses and contact details of the appropriate number of referees (see Appendix D).

Please ensure that all pages of the application and the supporting portfolio are numbered and presented in an electronic format to your School HR Advisor in a file labeled with your name and that of your School. Any documents which are not in an electronic format must be presented in a format which can be scanned.

Details of the type of evidence required and how it will be assessed is given below for each of the three key areas.

It is important for ease and consistency of consideration that your application is set out in accordance with the following guidelines. If it is necessary to deviate from this format due to conventions relevant to your discipline, please indicate this in the summary in your application form.

2. Research

Please note that applicants are not expected to meet all of the indicators in all areas. Where applicants show a particularly strong record of achievement against one or more of the research indicators, this will be taken into account in evaluating the overall level of achievement for research.

a) **Publications in peer-reviewed journals and/or books.**

In this section you should include:
- research publications of joint or sole authorship, publications in refereed journals, and other articles, papers and conference proceedings
- other recognised research-based articles in refereed publications
- book(s) and monographs
- presentations of research findings at conferences.

Evidence should be presented as a conventional scholarly publication list.
- Where a paper has multiple authors, the corresponding author (i.e the person with whom the journal corresponds) should be underlined.
- Where there are joint publications, candidates should indicate whether they are the principal or lead author, a co-author or a contributor, and provide a clear statement of their personal intellectual contribution to the publication.

- Only work that has been published or accepted for publication should be included.
- Rating scale for publications. Please provide an estimated ranking for your publications, in line with the approach your School is taking for the REF, from 1* to 4*.
- Where possible and in particular for publications which are ranked as 3* or 4*, supporting evidence should be provided, including journal impact factors and citations.
- Where research is cited as one of the primary criteria for promotion, copies of up to three key articles or book chapters should be included in the portfolio.

b) External grants awarded

Evidence should include details of external grants awarded, specifying the amounts applied for and awarded, the funding body, the lead investigator(s), the principal investigator(s), and any other collaborators or partners. Where relevant, the grading of the grant applications should be included, together with any formal evaluations of final grant reports.

Please note:
You may include details of funding applications whose outcome is awaited, but you should not include details of unsuccessful bids.

c) Esteem indicators

Evidence could include

- organisation of major academic conferences/meetings
- award of medals, prizes or other academic distinctions by learned societies

d) Patents held

Please list patents held or applied for

e) Research students supervised

The names of students, their area of research/thesis title, level (i.e doctoral or masters) and year of completion should be recorded. The supervisory role played (i.e main or associate supervisor) should also be noted for each student.

e) Other evidence of contributions to research

This could include:

- membership of editorial board(s)
- refereeing of articles for peer-reviewed academic journals
- refereeing of grant applications by research councils and other major funding bodies
- other contributions to the public understanding of the subject area
- international and business collaborations.

3. Learning and Teaching

Evidence of critical reflective practice is required of all applicants.
The following are illustrative examples of indicators which could be included in the portfolio of evidence to support a promotion application. Evidence should be presented in the form of a list summarising achievements where relevant and should be accompanied by an analysis of student feedback:

a) Ability to communicate the discipline in a learning & teaching context

- PGCPP or other comparable recognized teaching qualification
- Membership of the HEA
- Independent peer reviews of teaching practice (these should normally be arranged through CLIPP or your Associate Dean for Learning and Teaching)
- Published, referenced papers on experience of applying learning & teaching theory
- Conference presentations

b) Evidence of quality and innovation in teaching

This should take the form of an assessment of the innovations introduced:

- development of innovative teaching materials or methodologies
- teaching innovation and course development, course design and administration at both postgraduate and undergraduate levels
- contributions to the development of new approaches to course design, learning and teaching and assessment practice within the School/University
- contributions to the teaching curriculum ensuring students at PG and UG are informed of the latest research
- contributions (e.g. textbooks, articles or development of computer schemes) that have informed the way in which the subject is taught within the discipline/School/University
- development and/or design of learning and teaching resources
- clinical teaching, if appropriate, evidence of clinical relevance, demonstrated by linking teaching with "evidence-based health care"

c) Evidence of critical reflective practice

- summary of student feedback
- completed Module Reflection forms (see Appendix B)
- analysis of the impact of good teaching practice on student feedback

d) National/international profile for learning & teaching

- involvement in national learning & teaching projects and/or networks
- external examining
- contributions to national curriculum debate in the subject area
- contributions, e.g. textbooks, articles or development of computer schemes that have shaped the way in which the subject is taught
- prizes or awards for learning and teaching contributions

e) Leadership in learning & teaching and its impact on curriculum development, the enhancement of the subject area and positive impact on the student experience

- National Teaching Fellowship or equivalent external accreditation
- an evidenced account of leadership in learning & teaching and its impact internally, externally and on the student experience (this could take the form of a 2000 word essay)
- involvement in learning and teaching at an institutional, national or international level, for example running seminars, workshops or specialist courses in this or other universities
- collaborative teaching across subject and disciplinary boundaries that demonstrate a contribution to interdisciplinary/professional education
- the development and the building of teams consistent with the grade of promotion applied for
- acting as an innovator/champion in Learning and Teaching for the School/University/nationally/internationally
- evidence of improvements in student feedback
- obtaining external funding for pedagogic research and/or other developments in learning and teaching

4. Contribution to the Wider Mission of the University:

a) Leadership and senior level management of externally funded projects

This should be presented in the form of a list summarising achievements (where relevant) of the following:

- project and/or financial management for large projects including interdisciplinary groups that have a regional, national or international profile;

b) Contribution to businesses, public sector and the community

This should be presented in the form of a list summarising achievements (where relevant) of the following:

- innovation and knowledge transfer
- contribution to the successful commercialisation of patents, inventions and any other exploitable intellectual property
- contribution to culture and cultural enrichment
- contribution to industry, commerce and the public services
- advising government bodies on operational improvements (as opposed to improvements in policy or standards)

c) Enhancing the University's reputation/profile with professional/scholarly bodies
This should be presented in the form of a list summarising achievements (where relevant) of the following:

- leadership in work that has made a significant contribution to the advancement of knowledge and/or its application to the subject area/professional practice/policy-making at a national level
- leading the public understanding of one's subject at a national or international level
- leadership/senior roles in academic quality assurance assessments, validation panels, etc, at external institutions

d) Contribution to the development of Government policy and standards
This should be presented in the form of a list summarising achievements (where relevant) of the following:

- Contribution to work that has made a significant input to government policy-making (UK or overseas), including references to specific policy documents and their impact
- Contribution to work that has made a significant input to the setting of standards (national or international), including references to specific standards documents and their impact.