# Professional Development Programme

**Targets and Annual Review of Targets** – **Progression to Senior Lecturer (E&R)**

**Updated Aug 22**

**ER03**

ER03

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Date of this version: August 2022



**Notes for Guidance**

1. This form is to be used for those Lecturers in the Education and Research scheme that are on the 3 year PDP programme and have completed probation and have been confirmed in post. If you are unsure please check with your HR Partner.
2. Please read the [Process for progression to Senior Lecturer](http://www.exeter.ac.uk/media/universityofexeter/humanresources/exeteracademic/eandrdocuments2017/Progression_process_to_Senior_Lecturer_(E%26R).pdf) before completing the forms.
3. Please read the full [Criteria for Senior Lecturer (E&R)](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandrdocuments2017/Criteria_for_progression_to_Senior_Lecturer_(E%26R).pdf) available on the [Exeter Academic](http://www.exeter.ac.uk/staff/exeteracademic/) website and [Appendix A](#_bookmark0) for details of the expectations of the University.
4. This form should be fully completed throughout the progression to Senior Lecturer period: it will aid the completion of the final paperwork for the Faculty Review Panel.
5. This form shall be stored by the Faculty, each year the relevant page can be added to the file.
6. This form should begin to be completed within four weeks of confirmation of your appointment.
7. You should discuss this form as part of your annual PDR and update the form with progress towards the agreed targets.
8. The Academic Manager who will undertake all line management responsibilities including induction and probation will be confirmed following appointment.
9. In UEMS Heads of Institutes can sign where it states HOD/Deputy HOD.
10. Electronic signatures are acceptable throughout this form.

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| Name of Lecturer |  |
| Department |  |
| Faculty |  |
| Date of Appointment | *DD/MM/YYYY* |
| Name of Academic Manager |  |
| Confirmation of completion of [mandatory training](http://www.exeter.ac.uk/staff/development/mandatory/) |  |

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| **PROFESSIONAL DEVELOPMENT PROGRAMME (PDP) TARGETS TO BE ACHIEVED FOR PROGRESSION TO SENIOR LECTURER (E&R)** |
| **AGREED TARGETS (To be completed within four weeks of confirmation of appointment)**  Please ensure all areas from the standard targets in [Appendix A](#_bookmark0) have been covered. |
| **Confirmed Education Targets**  (to be completed by Academic Manager) |
| Targets as stated in [Appendix A](#_bookmark0) or as modified below |
| **Confirmed Research, Impact and Knowledge Exchange Targets** (to be completed by Academic Manager) |
| Targets as stated in [Appendix A](#_bookmark0) |
| **Academic Citizenship Targets** (to be completed by Academic Manager) |
| Targets as stated in [Appendix A](#_bookmark0) or as modified below (Include all University [mandatory training](http://www.exeter.ac.uk/staff/development/mandatory/)) |

## Date of meeting:

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| **Signed** | **Date** |
| Member of staff: |  |
| Academic Manager: |  |
| HOD/Deputy HOD: |  |

**TARGET MONITORING – YEAR 1**

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| **Education Target Monitoring** | |
| Progress towards targets end of Year 1 |  |
| **Research, Impact and Knowledge Exchange Target Monitoring** | |
| Progress towards targets end of Year 1 | Show how progress is being made and add in your publications since date of appointment, (b) grants applied for, (c) grants obtained and (d) PGR supervised each year. |
| **Academic Citizenship Target Monitoring** | |
| Progress towards targets end of Year 1 |  |
| **Key Achievements** | |
| Please summarise key achievements. | |
| **Additional Information** | |
| This section can be used to provide additional information relating to your achievements since your confirmation in post. This can include:   1. Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave. 2. Confirmation of other contributions you have made not defined elsewhere on this form. 3. How your plans and achievements changed as a consequence of Covid-19. | |

**Satisfactory progress has / has not\*1 been achieved this year (to be completed by HOD/Deputy HOD)**

**Development needs should also be recorded on the EPDR record. Should satisfactory progress not be made the Senior HR Partner should be contacted with regards to process.**

1 \* = delete as appropriate

**Agreed actions to support the achievement of targets**

## Date of meeting:

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| **Signed** | **Date** |
| Member of staff: |  |
| Academic Manager: |  |
| HOD/Deputy HOD: |  |

**TARGET MONITORING – YEAR 2**

|  |  |
| --- | --- |
| **Education Target Monitoring** | |
| Progress towards targets end of Year 2 |  |
| **Research, Impact and Knowledge Exchange Target Monitoring** | |
| Progress towards targets end of Year 2 | Show how progress is being made and add in your publications in year 2, (b) grants applied for, (c) grants obtained and (d) PGR supervised each year. |
| **Academic Citizenship Target Monitoring** | |
| Progress towards targets end of Year 2 |  |
| **Key Achievements** | |
| Please summarise key achievements. | |
| **Additional Information** | |
| This section can be used to provide additional information relating to your achievements since your confirmation in post. This can include: | |

1. Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave.
2. Confirmation of other contributions you have made not defined elsewhere on this form.
3. How your plans and achievements changed as a consequence of Covid-19.

**Satisfactory progress has / has not\*2 been achieved this year (to be completed by HOD/Deputy HOD)**

**Development needs should also be recorded on the EPDR record. Should satisfactory progress not be made the HR Partner should be contacted with regards to process.**

**Agreed actions to support the achievement of targets**

**Date of meeting:**

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| **Signed** | **Date** |
| Member of staff: |  |
| Academic Manager: |  |
| HOD/Deputy HOD: |  |

**TARGET MONITORING – YEAR 3 (if required)**

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| **Education Target Monitoring** | |
| Progress towards targets end of Year 3 |  |
| **Research, Impact and Knowledge Exchange Target Monitoring** | |
| Progress towards targets end of Year 3 | Show how progress is being made and add in your publications in year 3, (b) grants applied for, (c) grants obtained and (d) PGR supervised each year. |
| **Academic Citizenship Target Monitoring** | |
| Progress |  |

|  |  |
| --- | --- |
| towards targets end of Year 3 |  |
| **Key Achievements** | |
| Please summarise key achievements. | |
| **Additional Information** | |
| This section can be used to provide additional information relating to your achievements since your confirmation in post. This can include:   1. Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave. 2. Confirmation of other contributions you have made not defined elsewhere on this form. 3. How your plans and achievements changed as a consequence of Covid-19. | |

**Satisfactory progress has / has not\*3 been achieved this year (to be completed by HOD/Deputy HOD)**

**Development needs should also be recorded on the EPDR record. Should satisfactory progress not be made the Senior HR Partner should be contacted with regards to process.**

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| **Agreed actions to support the achievement of targets** |
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**Date of meeting:**

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| **Signed** | **Date** |
| Member of staff: |  |
| Academic Manager: |  |
| HOD/Deputy HOD: |  |
| Deputy PVC: |  |

**APPENDIX A: STANDARD TARGETS**

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| **EDUCATION EXPECTATIONS FOR PROGRESSION TO SENIOR LECTURER** |
| To achieve progression to Senior Lecturer - in addition to continuing to meet the Education requirements for confirmation of appointment - you will be expected to: |
| * demonstrate engagement in continuing professional development related to teaching, learning, assessment and as appropriate related academic or professional practice; |
| * lead innovative, research-led and (wherever appropriate) inter-disciplinary teaching; |
| * support and promote high quality learning, evidenced by (inter alia) student achievement and external examiners’ reports; |
| * demonstrate achievement in promoting student satisfaction, evidenced by (inter alia) good module evaluation or nomination for Students’ Guild Teaching Awards; |
| * demonstrate successful promotion and support of student engagement, evidenced by (inter alia) mentoring and supporting development of Students as Change Agents and other similar initiatives; |
| * assume the role of module leader and demonstrate educational leadership beyond the module level, for example, programme leadership, admissions officer, senior tutor role. |

It is recognised that you may not have the opportunity to undertake all of the examples given above. Your academic manager will discuss the appropriate expectations with you. The expectations agreed for you will be recorded and shared with you by your academic manager.

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| **RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE EXPECTATIONS FOR PROGRESSION TO SENIOR LECTURER** |
| To achieve progression to Senior Lecturer - in addition to continuing to meet the Research, Impact and Knowledge Exchange requirements for confirmation of appointment - you will be expected to demonstrate a sustainable research profile appropriate to your discipline research groups, Faculty and the University’s Research and Impact Strategy and that you are making progression to become a significant figure in your field with an emerging international profile, publishing, for example, articles in leading peer reviewed journals, being invited to speak at conferences within and outside the UK and advisory board membership of leading journals.  In particular, the following evidence will be taken into account: |
| * research outputs: publication (or acceptance of publication) of at least four outputs assessed by the University as being internationally excellent or world leading with a consideration of originality, rigour and significance, a useful example of criteria might be the REF guidelines3,4) - over the period since appointment including the outputs assessed at probation and work progressed since confirmation of appointment. However, we expect all our Senior Lecturers to be capable of publishing world leading work, and this will be given particular weighting in judgments about progression; |
| * research Awards: You will be expected to demonstrate a record of external funding applications for significant grants that have been reviewed as fundable through both your period of probation and the period subsequent to your confirmation of appointment. You will also be expected to demonstrate how your grant activity has contributed and will contribute to the overall financial sustainability and prosperity of your unit of assessment.   Taking account of the different research and funding environments between Humanities and Social Sciences and Science, Technology, Engineering, Mathematics and Medicine, the University has agreed different research award expectations for progression to Senior Lecturer. You will be advised in writing which expectations apply to you by your academic  manager. |
| * research impact and engaged research: take part in knowledge exchange or impact- |

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| focused activities or engaged research (including consultancy, intellectual property, commercialisation through licenses and spin-outs and regional knowledge exchange projects, or working with non-academic partners such as user communities, members of the public, public, private or voluntary sector organisations, industry). These will ideally be activities with some specific planned knowledge exchange or impactful outcomes with a focus on evidence collection to develop case studies, if required; |
| * supervise effectively postgraduate research students. |

The primary research criterion for progression to Senior Lecturer is for staff to have established a sustainable research career at an internationally excellent level. To demonstrate this, you will normally be expected to have achieved all of the above research expectations, but at the discretion of the University, exceptional research income generation or significant knowledge exchange or impact-generating activity may offset a slightly lower output quality profile than indicated; similarly producing a significant volume of world leading outputs for example may offset underachieving research income expectations.

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|  | **ACADEMIC CITIZENSHIP EXPECTATIONS FOR PROGRESSION TO SENIOR LECTURER** |
| Below are examples of what could be expected for your progression to Senior Lecturer to be confirmed (in addition to continuing to meet the Academic Citizenship requirements for confirmation of appointment): | |
| * make an effective and significant contribution to the management and administration of your discipline or Faculty; | |
| * mentor colleagues and research staff; | |
| * participate in wider professional activities such as meetings of professional/subject organisations, external examining, journal editing/reviewing, external committees etc.; | |
| * active membership of professional institutions. | |

The examples above are indicative. It is recognised that you may not have the opportunity to undertake all of the examples given above. Your academic manager will discuss the appropriate expectations with you. The expectations agreed for you will be recorded and shared with you by your academic manager.