

ER04

Date of this version: August 2022 Page 1 of 5

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Development Programme**  **Application for Progression to Senior Lecturer (E&R)** | | **ER04**  **Updated Aug 22** | |
| Name of Lecturer |  | |  |
| Department |  | |
| Faculty |  | |
| Date of Appointment | *DD/MM/YYYY* | |
| Date Confirmed in Post | *DD/MM/YYYY* | |
| Name of Academic Manager |  | |
| Confirmation of completion of [mandatory](http://www.exeter.ac.uk/staff/development/mandatory/) [training](http://www.exeter.ac.uk/staff/development/mandatory/) |  | |
| Date of last Performance Development Review | *DD/MM/YYYY* | |
| ER03 attached | YES / NO | |
| You must attach your CV – please confirm it has been updated prior to your submission | YES / NO | |

|  |  |
| --- | --- |
| **PROFESSIONAL DEVELOPMENT PROGRAMME – APPLICATION FOR PROGRESSION TO SENIOR LECTURER (E&R)**  **SUPPORTING STATEMENT BY MEMBER OF STAFF**  **Full targets are available in** [**Appendix A**](#_bookmark0) | |
| **Education Targets:** | insert agreed targets as per ER03 (progression to SL) |
| Summary of evidence to support achievement of targets. Use ER03 and EPDR record for information | |
| **Research, Impact and Knowledge Exchange Targets:** | insert agreed targets as per ER03 (progression to SL) |
| Summary of evidence to support achievement of targets. 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 Targets:** | insert agreed targets as per ER03 (progression to SL) |
| Summary of evidence to support achievement of targets. Use ER03 and EPDR record for information | |
| **Key Achievements:** |  |
| Please summarise key achievements since you were confirmed in post. | |
| **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. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE:**  **Member of Staff** |  | **Date:** |  |
| **SIGNATURE:**  **Academic Manager** |  | **Date:** |  |

# Your completed ER03 should be forwarded to the PVC with this form to assist them with their assessment and submission.

|  |
| --- |
| **PROFESSIONAL DEVELOPMENT PROGRAMME – APPLICATION FOR PROGRESSION TO SENIOR LECTURER (E&R)**  **STATEMENT BY DEPUTY PVC** |

The Deputy PVC should complete this section providing their assessment of the competence and performance of the Lecturer with regard to the agreed targets for promotion to Senior Lecturer.

|  |  |
| --- | --- |
| **EDUCATION** | |
| *Write a summary of how the member of staff has met their Education targets.* | |
| **RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE** | |
| *Write a summary of how their research activities including (a) publications since date of appointment, (b) grants applied for, (c) grants obtained and (d) PGR supervised have met their targets from the front page.* | |
| **ACADEMIC CITIZENSHIP** | |
| *Write a summary of how the member of staff has met their Academic Citizenship targets* | |
| **DEPUTY PVC RECOMMENDATION** | |
| 1. **Achieved agreed targets/ Not achieved agreed targets (delete as appropriate).** 2. **Promotion recommendation: supported/not supported (delete as appropriate).**   **If not supported then include details of the recommendation being made by Deputy PVC** | |
| Deputy PVC signature | Date |
| **I confirm that I have seen this report and had the opportunity to comment on it:** | |
| Member of staff | Date |

Effective Date for Promotion to Senior Lecturer is normally 1st of month following sign off by the Deputy PVC for the review panel decision.

Effective scale point is: First point of Grade G (40

# APPENDIX A: STANDARD TARGETS

|  |
| --- |
| **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.

|  |
| --- |
| **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- 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.

|  |  |
| --- | --- |
|  | **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.

1. The REF2021 output assessment criteria can be found here https://[www.ref.ac.uk/media/1092/ref-2019\_01-guidance-on-](http://www.ref.ac.uk/media/1092/ref-2019_01-guidance-on-) submissions.pdf p.84. Please note that the University is committed to ensuring the output criteria continue to be relevant.
2. The quality of outputs will be assessed by internal review.