# Application for Progression to Associate Professor (E&S)

**ES03**

**Updated Aug 22**



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This form should be completed once the [Progression process to Associate Professor (E&S)](https://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandsdocuments2017/Progression_Process_to_Associate_Professor_(E%26S).pdf) has been read.

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| Name of Senior Lecturer |  |
| Department |  |
| Faculty |  |
| Date of Appointment | *DD/MM/YYYY* |
| Effective Date of Last Promotion (where applicable) | *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* |
| HEA Status |  |
| You must attach your CV – please confirm it has been updated prior to your submission  See [Guidelines for the format of CVs](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandsdocuments2017/Guidelines_for_the_format_of_CVs_for_E%26S_Associate_Professor_and_Professor_submissions.pdf) | Yes / No |
| Associate PVC for Education to confirm   1. ongoing need in the Faculty for work at Associate Professor level 2. Member of staff is ready for progression and that their skills and competences can be evidenced against the promotion   criteria. | 1. Yes/No 2. Yes/No   Name: Date: |

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| **APPLICATION FOR PROGRESSION TO ASSOCIATE PROFESSOR (E&S) SUPPORTING STATEMENT BY MEMBER OF STAFF**  **Full targets are available in** [**Appendix A**](#_bookmark0) | |
| **TEACHING PRACTICE** | Targets as set out in Appendix A or insert agreed targets as per PDR |
| Summary of evidence to support | |

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| **STUDENT/STAFF SUPPORT** | Targets as set out in Appendix A or insert agreed targets as per PDR |
| Summary of evidence to support | |
| **MANAGEMENT AND**  **COURSE/EDUCATION MANAGEMENT** | Targets as set out in Appendix A or insert agreed targets as per PDR |
| Summary of evidence to support | |
| **SCHOLARSHIP, ESTEEM AND COMMUNICATIONS** | Targets as set out in Appendix A or insert agreed targets as per PDR |
| Summary of evidence to support | |
| **EXTERNAL AFFAIRS** | Targets as set out in Appendix A or insert agreed targets as per PDR |
| Summary of evidence to support | |
| **QUALIFICATIONS/RECOGNITION** | Targets as set out in Appendix A or insert agreed targets as per PDR |
| Summary of evidence to support | |
| **KEY ACHIVEMENTS** |  |
| Please summarise key achievements since you were confirmed in post or your last promotion. | |
| **ADDITIONAL INFORMATION** |  |
| This section can be used to provide additional information relating to your achievements during your probation or since your last promotion. 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. | |

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| **SIGNATURE:**  **Member of Staff** |  | **Date** |  |

Attach your CV (see [guidelines for the format of CV](http://www.exeter.ac.uk/media/universityofexeter/humanresources/exeteracademic/eandrdocuments2017/Guidelines_CVs_Associate_Professor_Personal_Chair_submissions.pdf)) and a portfolio of evidence supporting how targets have been achieved (as appropriate) based on your personal development reviews in order to support your application.

**APPLICATION FOR PROGRESSION TO ASSOCIATE PROFESSOR (E&S) STATEMENT BY FACULTY DEPUTY PVC**

The PVC should complete this section providing their assessment of the competence and performance of the Senior Lecturer with regard to the criteria for progression to Associate Professor and the agreed targets.

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| **TEACHING PRACTICE** |
| *Write a summary of how the member of staff has met their Teaching Practice targets.* |
| **STUDENT/STAFF SUPPORT** |
| *Write a summary of how the member of staff has met their Student/staff support targets.* |
| **MANAGEMENT AND COURSE/EDUCATION MANAGEMENT** |
| *Write a summary of how the member of staff has met their Management and Course/Education Management targets.* |
| **SCHOLARSHIP, ESTEEM AND COMMUNICATION** |
| *Write a summary of how the member of staff has met their Scholarship, esteem and Communication targets.* |
| **EXTERNAL AFFAIRS** |
| *Write a summary of how the member of staff has met their External Affairs targets.* |
| **QUALIFICATIONS/RECOGNITION** |
| *Write a summary of how the member of staff has met their Qualification/recognition targets* |
| **DEPUTY PVC RECOMMENDATION** |
| 1. **Confirmation that there is a need for a member of staff to work at Associate Professor level: YES/NO (delete as appropriate).** 2. **Achieved agreed targets/ Not achieved agreed targets (delete as appropriate).** 3. **Progression recommendation: supported/not supported (delete as appropriate).** |

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| **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 |

Promotions will be announced as soon as the recommendation has been confirmed by the Central Promotion Panel, with promotion taking place with effect from the published date.

Effective scale point is: 48 (or one additional increment if current scale point is 48/49).

## APPENDIX A: STANDARD TARGETS

**SENIOR LECTURER ROLE**

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| **Summary of typical characteristics of Senior Lecturer** |
| Responsible for substantive Programme/Discipline and elements of Faculty level management and leadership; will have successfully engaged in most aspects of the previous level and will continue to demonstrate excellent practice in teaching and learning support. |

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| **Staff working at Senior Lecturer level must be undertaking the activities listed below to a successful and effective standard:** |
| **TEACHING PRACTICE** |
| * Demonstrate considerable depth or breadth of specialist knowledge and understanding of the core knowledge related to their discipline to teach at a range of levels and on a range of modules. * Sustain a consistent track record of excellent teaching across modules and levels within the discipline as might be expected of a very experienced HE teacher. * Take responsibility for co-ordinating the design and delivery of high quality learning materials across modules and programme(s) to include online resources. * Show consistent evidence of excellent outcomes in formal peer review of teaching practice and involvement in peer review of more junior colleagues. * Demonstrate an ongoing engagement in CPD and commitment to professional values in facilitating others teaching. |
| **STUDENT/STAFF SUPPORT** |
| * Demonstrate a commitment to professional values in supporting other people. * Support and/or supervise others as individuals or teams (including where appropriate senior tutoring). * Take on a stage co-ordination role or programme lead role dealing with more complex student issues including disciplinary matters. * Provide mentorship to other staff and in particular PTAs and lecturers new to teaching. |
| **MANAGEMENT AND COURSE/EDUCATION MANAGEMENT** |
| * Actively demonstrate and model a commitment to organising high quality student learning. |

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| * Take sole responsibility for all aspects of a range of modules. * Support, manage and lead more junior staff in developing modules and teaching materials. * Manage and lead at the programme level both within existing programmes and in developing new programmes of study. * Demonstrate a sustained track record of effectiveness in the organisation and management of specific aspects of teaching and learning provision. * Lead review and accreditation processes. * Have oversight of module and programme design and management beyond own teaching practice. * Take leadership role and have responsibility for matters such as Admissions, Health and Safety, etc. * Participate in and lead on discipline/ Faculty administration, committees and initiatives. |

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| **SCHOLARSHIP, ESTEEM AND COMMUNICATIONS** |
| * Demonstrate systematic production and dissemination of high quality teaching materials and resources. * Have a scholarly understanding of assessment methods and have the ability to apply this across all levels within the subject area. * Demonstrate the ability to incorporate pedagogy and/or scholarship in teaching and learning within the discipline and lead others to do the same. * Demonstrate a record of engagement in scholarship beyond the discipline/University level. * Author highly competitive proposals for education enhancement funding/ projects. * Collaborate in funding proposals beyond the University. |
| **EXTERNAL AFFAIRS** |
| * Present outcomes of scholarship at appropriate external conferences. * Represent the discipline/Faculty on external groups/committees. * Be directly involved in international recruitment. * Organise and co-ordinate a range of activities for open days, school visits and other WP and student recruitment events. |
| **QUALIFICATIONS/RECOGNITION** |
| * Staff at Senior Lecturer level are expected to achieve Senior Fellow of the HEA within 2 years of appointment/promotion (pro-rata for part-time staff).   (Note: allowance needs to be made for qualified professionals e.g. Medical professions, lawyers, accountants etc, as it may not be realistic to expect HEA fellowship as essential criteria). |

**CRITERIA FOR PROGRESSION TO ASSOCIATE PROFESSOR**

The examples of the evidence which must be demonstrated in each of the core activities in order to achieve promotion to Professor are not prescriptive. Similarly, **the framework does not seek to be completely exhaustive or definitive, rather it is designed to be indicative** of the level the University would expect.

**The examples given are generic and it is recognised that the specific requirements and opportunities will differ between subject disciplines.** The requirements of the University and Faculty and the opportunities which will be available to staff will also differ over time as Faculty priorities change. Through the PDR process, Academic Managers and individual members of staff should align personal aspirations (eg for career development and promotion) with the needs of the Faculty, set out in the Faculty Business Plan.

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| **PROGRESSION CRITERIA** |
| In order to be considered for promotion to Associate Professor, staff should be able to demonstrate evidence of excellence in some of the above activities and be able to demonstrate over a sustained period  they are performing the following to a satisfactory and effective standard. |
| **TEACHING PRACTICE** |
| * Evidence of areas of ongoing excellence identified by peer review, with additional evidence of dissemination of best practice to colleagues. * Evidence of recognition of excellence through nomination for teaching awards. * Evidence of some areas of excellence in Accelerate feedback (aligned to Faculty benchmarks). * Significant leadership contribution to the design and development of the overall curriculum. Evidence may include: |

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| * Lead major (new) curriculum design/developments at programme/ discipline level, which supports University wide agendas. |
| **STUDENT/STAFF SUPPORT** |
| * Evidence of high quality mentoring and developing other staff in the Faculty. * Evidence of excellently co-ordinating student support across the Faculty. * Take leadership role in developing approaches to student support across the Faculty. Evidence may include: * Act as senior tutor, international support tutor, or disability support tutor for students. * Act as an Academic lead or equality & diversity officer for staff. |
| **MANAGEMENT AND COURSE/EDUCATION MANAGEMENT** |
| * Make a significant contribution to the leadership, management and development of teaching and learning strategies and academic standards for the Faculty or discipline. * Make a significant contribution to the development and clarification of teaching or other important strategy for the Faculty and/or University. * Have a sustained and excellent track record of leadership and management of a unit or a significant area of activity within the University.   Evidence may include:   * Manage a suite of programmes within the discipline/Faculty. * Act as Director of Education, director of undergraduate studies or director of postgraduate studies. * Chair Faculty level meetings/groups. * Lead on QA processes for the discipline. |
| **SCHOLARSHIP, ESTEEM AND COMMUNICATIONS** |
| * Manage significant income-generating teaching programmes. * Have a track record, over a sustained period, of generating significant (relevant to the role and discipline) external funding. * Have a national role in relation to some aspect of education or quality assurance. Evidence may include: * Take on a role on behalf of the QAA. * Engage in a national examination board/ advisory role. * Lead on gaining funding for a significant JISC/HEA or other project. * Contribute to journals as referee or member of editorial board. |
| **EXTERNAL AFFAIRS** |
| * Present at well-established national/international conferences. * Lead on collaborative partnerships. * Develop sponsorship arrangements * Develop a national network in discipline area.   Evidence may include:   * Lead on the development of significant partnerships with industry or other employers related to |

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| the curriculum or to employability across the discipline.   * Lead on significant and large scale teaching exchange programmes and/or student exchange programmes. |
| **QUALIFICATIONS/RECOGNITION**  In order to be promoted to Associate Professor, staff should be able to demonstrate the following commitment to achieving qualifications/recognition. |
| If not already a Principal Fellow of the HEA then the promotion/appointment panel should be satisfied that there is evidence that the member of staff is working toward Principal Fellow of the HEA and will  achieve it within 2 years of promotion. |