# Please use this form to apply for promotion or transfer to Levels 3b-6 within the Learning and Teaching job family.

# Send completed form by e-mail to

[Learning-and-Teaching-Promotion@imperial.ac.uk](mailto:Learning-and-Teaching-Promotion@imperial.ac.uk) by **the deadline stated on the Learning Promotions webpage.**

**Applicants should complete only those sections of the form for which they wish to present evidence**

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| Full Name and Title |  |
| **Department** |  |
| E-mail Address |  |
| **Daytime Phone Number** |  |
| **Title and Date of Current Appointment** |  |
| Proposed New Title |  |
| Proposed Job Level |  |
| **Higher Education qualifications**:  Include class of degrees  scholarships etc, starting with highest level first, with dates |  |
| **Membership of Professional Bodies,**  **Learned Societies etc**  (in chronological order, with dates) |  |
| **Please indicate:**  this application is supported by the Department  this is a personal application | |
| If the application is *not* supported by the Department, the Head of Department should provide a brief statement explaining the reasons for this decision on a separate page | |
| Name and Signature (Head of Department)  Date | |

1. **CONTRIBUTION TO THE COLLEGE’S EDUCATIONAL MISSION**

**CURRENT Development and delivery of technology enhanced learning (TEL)**

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| **Name of Programme and year(s) of study** | **What type of technology enhanced learning? Size of classes?** | **Evidence of achievement** e.g. student success and progression, qualitative student feedback, peer observation, external examiners |
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**PAST Development and delivery of technology enhanced learning (TEL)**

Past contributions should cover no more than the **last five** years where appropriate.

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| **Name of Programme and year(s) of study** | **What type of technology enhanced learning? Size of classes?** | **Evidence of achievement** e.g. student success and progression, qualitative student feedback, peer observation, external examiners |
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# Innovating curricula and pedagogy

Describe concisely (using bullet points if appropriate)your approach to learning innovation and describe your recent achievements. (500 words maximum).

This might include some of:

* Design of new modules and/or programmes or transforming existing modules and/or programmes;
* Engagement with curriculum review;
* Successful innovation in teaching, assessment and feedback practice;
* Effective and innovative use of technology enhanced learning (TEL);
* Successful activities which involve students as partners in their learning;
* Involvement in and leadership of activities aimed at improving teaching

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# Collaboration with others

# Describe concisely your work with others in the College and/or beyond in the development of the College’s educational mission. (300 words maximum).

# This might include some of:

* Engagement with curriculum review;
* Involvement in, or leadership of, TEL or learning projects

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**Contribution to building a community of educators**

# Describe concisely (using bullet points if appropriate) your activities, if appropriate (with dates) (300 words maximum), for example:

# Acting as a mentor or a coach

# Contributing to cross-College or cross-Faculty networks

# Developing others through peer-to-peer activities or similar

# For those with staff management responsibilities, contributing to the development and support of your team

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# Contribution to Faculty or College

# Describe concisely your strategic influence and impact at Faculty or College level. Do you have a Departmental/Faculty/College role and what does it involve? Are you involved with the Educational Development Unit and/or the Digital Learning Hub? Do you contribute to the Graduate School’s activities and/or teach on transferable skills programmes, and if so how? (300 words maximum).

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**Student support – if relevant to your role**

Describe concisely (using bullet points if appropriate)your activities, if appropriate (with dates). (300 words maximum).

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# Schools outreach, widening participation, student recruitment and departmental admissions – if relevant to your role

# Describe concisely (using bullet points if appropriate) your activities, if appropriate (with dates). (300 words maximum).

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1. **educational research, evaluation and critical enquiry**

# Evaluation and the use of evidence in developing practice

# Describe concisely (using bullet points if appropriate) the ways in which you use evaluation and critical enquiry in the development of your practice. (300 words maximum).

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# Educational research, evaluation and critical enquiry – if relevant to your role

# Describe concisely (using bullet points if appropriate) any educational research, evaluation and critical enquiry that you have undertaken, list any publications and any grants etc. that you have been awarded for educational research. (500 words maximum)

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1. **educational Leadership and management**

# Management and organisation of UG, PG and other learning activities in College – if relevant to your role

# Describe concisely (using bullet points if appropriate) what activities you undertake and the amount of time that is spent. (300 words maximum).

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1. **PROFESSION AND PRACTICE**

**Commitment to developing professional practice**

Describe concisely (using bullet points if appropriate) how you have developed your professional practice and briefly indicate any internal or external recognition (500 words maximum), for example:

# Recognised teaching or educational qualification;

* Fellowship of the Higher Education Academy;
* Certified Membership of the Association for Learning Technology
* Attendance at workshops or other developmental activities;
* Active participation in academic conferences and workshops;

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**Evidence of Esteem, External Visibility and Professional Activities – if relevant to your application**

# Highlight evidence of esteem within your professional peer group (with dates). (300 words maximum). This might include:

# Fellowships;

# Keynote and plenary lectures at conferences;

# Organisation of education conferences;

# Membership of editorial boards;

# Sitting on management committees of professional organisations or public bodies;

# Membership of National and International Educational/Accreditation Committees;

# Receipt of industry and sector awards or prizes;

# External examining

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**College Values**

The College Values framework (<https://www.imperial.ac.uk/human-resources/values/>) guides the behaviour of the College community and has been developed to signpost behaviour that contributes to a positive working and studying environment. Values show how we respect and support each other in achieving personal goals and the strategic objectives of the College. The five areas encompassed by the framework cover Respect, Collaboration, Excellence, Integrity and Innovation.

Further guidance can be found here [Values - Behaviour Framework (imperial.ac.uk)](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/values/1-Values_Behaviours-Framework.pdf) with the ambitions for leaders outlined below.

* **Respect**

We treat each other **fairly** and **appropriately**, with **kindness and respect**, **valuing** each person’s individual experience, perspectives and contribution (e.g. I get to know, and am able to draw on my team’s strengths, experience and perspectives and continually build my own and my team’s awareness of equality, diversity and inclusion).

* **Collaboration**

We work together, cultivating an **inclusive and impactful** College community (e.g. I create an inclusive environment where it is safe for everyone to speak up, share their perspective, and ask for help, and encourage and seek feedback from multiple stakeholders).

* **Excellence**

We aim for **quality** in everything we do, taking **pride** in our work, delivering **impact** (making a positive difference) through our passion and **commitment** (e.g. I recognise great performance and tackle bullying or disrespectful behaviours and under achievement and I ensure the quest for excellence is balanced with realistic expectations and care for my team’s wellbeing).

* **Integrity**

We act in a **principled** way, being **honest** and open, **checking**, **challenging** and **changing** our practices and behaviours (e.g. I trust and enable my team to make good decisions, guiding them in the right direction and I am always honest, even if the message is tough or unpopular).

* **Innovation**

We become **inspired** by possibilities, venturing into the unknown with **open minds** and having the **courage to embrace change** (e.g. I draw appropriate insights from analytics, understanding current context and future potential to set direction but also their limitations and I champion and create space for the exploration of diverse ideas).

Giving brief examples, explain how you are guided by College Values and the ways in which these inform your day-to-day practice.

Please note that College Values replaced Imperial Expectations from November 2021. Hence, the link below that relates College Values to Imperial Expectations may be helpful when providing examples: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/values/Values_Values_Link-to-Imperial-Expectations.pdf>.

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**Impact of the Covid-19 Pandemic**

The Learning Promotions Panel is aware that the COVID-19 outbreak will have had a significant impact on the contributions that many members of staff have been able to make and a statement outlining the impact of COVID-19 on your work is expected. The College promotions panels are cognizant that there may, for example, be significantly different impacts between varying fields, research group sizes and between genders. It is anticipated that the short, medium, and long-term impact will depend on the promotion sought and the area of work. Please clarify the impact upon your work in the space provided below. Examples of impact may include illness, difficult working conditions, caring responsibilities, delays associated with the award of grants, furloughed staff or collaborators and work associated with changes in teaching delivery. Specifically, list examples of collegiality where you have stepped up to help others and where contributions have been made towards maintaining Imperial Values. Promotion panels will take this into account. As uncertainties may prevail throughout the academic year, you will be given the additional opportunity to present further information at interview or in advance of promotion reviews. We ask that you provide information as honestly and fully as possible to ensure that promotion panels make decisions based on all relevant facts. Given the uncertainties associated with evolution of COVID-19, we will continue to monitor the situation during the coming academic year and beyond.

**Details of circumstances caused by Covid-19 that I believe have affected my career progression:**

1. **REFEREE(S) (required for promotion to Level 6 only)**

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| Please provide the name of **one referee. Personal applicants should provide two**. | |
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| I nominate the following referee(s) who has been approached in connection with my proposed promotion. The referee’s status must be appropriate to the grade of promotion being sought. | |
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| 1. Name: | |
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| Address: | |
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| e-mail: | Status/Job Title: |
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| 2. **Additional Referee – For Personal Applicants Only** | |
| Name: | |
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| Address: | |
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| e-mail: | Status/Job Title: |
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1. **DECLARATION**

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| By signing below, I accept that you will send my application form which contains details of my teaching, scholarship, professional and administrative activities to those nominated as referees either by myself, my Department or the College. I also accept that some referees may be located in countries that do not have adequate data protection laws as defined by the General Data protection Regulations 2018***.***  ***I confirm that I have contacted the above and he/she has agreed to provide a reference.*** |
| Candidate’s Name……………………………….  Signature……………………………………  Date…………… |