## Teaching Staff Promotions 2025

**Appendix 6**

**Department Citation**

**The Department Citation should be jointly written by the Head of Department and, where applicable, the senior member of staff with responsibility for Education. It should address as many of the points below as are relevant to the Candidate.**

A statement outlining the impact of COVID-19 on the Candidate’s work is expected. The university’s promotion panels are cognisant that there may, for example, be significantly different impacts between varying fields, team sizes and between genders. The statement will form part of the monitoring performed to determine the evolving impact of the pandemic.

The citation should relate to the relevant role profile within the disciplinary context of the applicant’s work and cover the applicant’s contribution to Imperial’s educational mission; innovation and evaluation; leadership and management; and professional practice and scholarship. As appropriate, it should reference evidence and include the following:

* Teaching ability, contributions and achievements. This should include evidence of achievement in undergraduate and postgraduate teaching, e.g. student success and progression, qualitative student feedback, peer observation, external examiners. It is essential to provide an evaluation of teaching quality as this is a necessary criterion for promotion.
* Teaching Awards and Learning & Teaching Qualifications.
* Management, design, development and delivery of education including teaching, assessment and feedback, e.g. design of new modules, roles within Department, innovations (including use of digital technology) and promotion of inclusivity.
* Activities promoting collaboration and sharing best practice, within and beyond the Department, including promotion of partnership with students.
* Contributions to industry or the NHS through teaching or training, where applicable.
* Student support: contributions to providing pastoral care and a supportive and stimulating learning environment.
* Educational scholarship and research, where applicable, including any supervision of doctoral students or research staff with information on the quality of guidance offered.
* Profession and Practice contributions, including membership of national or international educational/accreditation committees or advisory boards, talks at conferences or meetings and any external examining.

In the context of promotions for Teaching staff, the section of the form on Research includes evaluation and critical enquiry in support of the applicant’s own teaching. The citation should include a brief description of the nature of any activity falling under this heading as defined by the applicant’s job description and contract of employment, followed by any relevant evidence as appropriate for the grade.

If publications are referenced, then please note that Imperial is a signatory to DORA (Declaration on Research Assessment), which mandates that in hiring and promotion decisions, the scientific content of a paper, not the JIF (Journal Impact Factor), is what matters. More information on DORA is available at https://sfdora.org/

The university’s promotion panels expect a statement clarifying the workload experienced by the Candidate as associated with the other contributions listed below.

* Level and amount of contributions
* Good citizenship / role model Imperial’s Values and Behaviours
* Pastoral care and mentoring of students
* Leadership in the Department
* Additional roles, e.g. Admissions Tutor, Warden, Athena SWAN coordinator, Departmental Health and Safety Officer, member of university committees (e.g. associated with Teaching, Research and EDI) etc.

Candidates are given the opportunity to highlight their achievements with regards to Imperial’s Values and Behaviours Framework as part of their application. Please see Values - Behaviours Framework: <https://www.imperial.ac.uk/about/values> for advice and comment on the corresponding contributions made by the candidate **including** the associated workload.

Unsigned citations will not be considered. Citations must be signed and dated (not on an unsigned, undated attachment e-mailed to HR.