University of Greenwich Academic Promotion Application Form

## to Senior Lecturer – Teaching and Learning Career Pathway

**Note**: Please ensure you have read information on the process and all relevant guidance information before completing this form.

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| Section 1 | About You - this must be the same as your personal information on [Horizon](https://www.gre.ac.uk/articles/public-relations/horizon-hub) and inform HR of any updates |

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| **Full name, including title:** |  | **Employee Number:** |  |
| **Substantive job title and any additional job role:** |  | | |
| **Month/year appointed\*:** |  | | |
| **School/Department:** |  | | |
| **Faculty:** |  | | |
| **Current grade:** |  | | |

\*The month and year you were appointed to your current job title.

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| **Are you applying for promotion or alignment?** |  | Promotion |  | Alignment |  |
| **What is your current work status?** (please express as FTE\* e.g. 0.6) | | Part-time |  | Full-time |  |

\*FTE = Full-time equivalent

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| **Do you hold the following qualifications/awards?** | **Yes/No** |
| **PhD or Doctorate** |  |
| **PGCE or PGCHE** |  |
| **Fellowship HEA (FHEA)** |  |
| **Senior Fellowship HEA (SFHEA)** |  |
| **Additional Qualifications:** (academic and teaching qualifications, and professional awards) | | |

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| Section 2 | Evidence |

**Note**: Please provide your case/evidence for promotion (maximum 500 words for each section). Information should demonstrate achievements against the relevant academic career pathway.Guidance on Career Pathways for Academic Staff and appropriate evidence can be found on the HR webpages.

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| Criteria | Evidence (applicant to complete) |
| **Teaching and Assessment** | |
| * Influential role in enhancing the teaching of others * Contribute to new high-quality programme design, development and revalidation * Develop and deliver new teaching initiatives, assessment approaches, employability initiatives etc. * Develop and deliver successful initiatives which contribute to the student experience * Delivery of external accreditation activities * Independent supervision of student projects and, as appropriate, field trips and placements * Experience in designing and leading significant teaching and assessment activities |  |

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| **Research and Enterprise** | |
| * Disseminate teaching innovations and initiatives at Faculty and/or University level * Positively influence the research and enterprise practice of others * Active role in external bodies and organisations for teaching * Secure internal or external income/funding for teaching and teaching-related activity or discipline-based research * Published discipline-related or pedagogic research/learning resources in relevant area * Engagement with national/international HEIs and international educational bodies to share good practice and innovation * Supervise PGR students |  |

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| **Academic Citizenship and Leadership** | |
| * Contribute to initiatives across the institution fostering teaching excellence * Sustained performance of administrative duties and emerging leadership at Departmental/Faculty level * Participate in and develop external networks relating to subject or teaching excellence * Support junior colleagues |  |

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| **General Expectations** | |
| * Behave in a manner which reflects the University values and creates a positive environment for work and study * Proactive participation in delivering the University’s values * Develop expertise in inquiry/research-informed teaching with an increasing degree of autonomy * Keep abreast of developments within the field and seek continuous improvement of own professional practice * Actively participate in established professional development framework activities * Maintain a high standard of student engagement and satisfaction * Seek to maximise the learning outcomes of students |  |

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| **Achievements and Future Developments in the Role** | |
| * Highlight the extra contributions you have made since your last promotion (if applicable). * Outline your future priorities and plans for contributing to achieving the University Strategy if promoted to Senior Lecturer. |  |

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| Section 3 | Personal Circumstances |

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| **Summary of personal circumstances:**  Please outline any personal circumstances which need to be considered as part of your application to help the panel put in context the volume of your output. (e.g. working a different FTE pattern to your current role; periods of absence due to ill health, parental leave etc.) You can refer to REF documentation on Personal Circumstances for a guide (<https://ref.ac.uk/publications/guidance-on-submissions-201901/>) but any personal circumstances that have affected your ability to produce academic work can be included here. |  |
| Information provided here will be viewed by both local and university panels. If the information is of a sensitive nature and you wish for only the chair of the panels and HR to view please tick here. | |

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| Section 4 | Head of School/Department Report and Recommendation |

**Note**: This section should be written by the head of department or equivalent.

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| **Name of head of department or equivalent:** |
| **Career outline statement (maximum 600 words):** Please provide a brief outline of the applicant’s overall achievements to date, highlighting personal contribution and impact in the wider context of the applicant’s academic discipline/field and comment how the applicant has demonstrated sustained high performance at their current appointment level and shown the ability to perform to the required standard in line with the relevant career pathway at the level for which promotion is being sought. |
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**Applicant signature: Date:**

**Head of School/Department signature: Date:**

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| **Please note:** All applicants must ensure that their application is accompanied by an abridged CV (no more than 2 pages) and a full list of publications. **Applications should be submitted as a single PDF document.** |

Completed applications should be forwarded to the relevant faculty email address given below:

* Faculty of **Business** – Maureen Montague at [M.P.Montague@gre.ac.uk](mailto:M.P.Montague@gre.ac.uk)
* Faculty of **Education and Health, Health** **and Human Sciences** – Suzanne McGrath [S.McGrath@greenwich.ac.uk](mailto:S.McGrath@greenwich.ac.uk)
* Faculty of **Engineering and Science** – Sharon Wood [S.R.Wood@gre.ac.uk](mailto:S.R.Wood@gre.ac.uk)
* Faculty of **Liberal Arts and Sciences** – Sharron Denham [S.Denham@gre.ac.uk](mailto:S.Denham@gre.ac.uk)

## Explanatory notes

FTE = Full-time equivalent where a full five-day week is expressed as "1.0".

Promotion = A change to a higher grade (e.g. lecturer to senior lecturer).

Alignment = A change to your job title but not your grade (e.g. principle lecturer to associate professor).