**Head of School/Department Statement**

**- Teaching and Curriculum Leadership Pathway**

**Last amended: September 2023**

**Notes for Completion**

* Heads of School/Department will be required to complete a statement in relation to each individual’s banding application received. The Head of School/Department form has been designed to be as concise as possible.
* Completed Head of School/Department forms should be emailed back to Human Resources in line with the published deadline,details of which will be communicated within the email to the Head of School/Department as well as on the banding web pages.
* Completing the statement may be delegated to an appropriate nominee. If this is the case, the Head of School/Department should advise the individual who that nominee will be and advise them that their submitted information will be shared with the nominee to enable the Head of School/Department statement to be made.
* You must complete this statement, even for un-supported applications, and add in comments at the end as to why this isn’t supported.

# Template

|  |  |
| --- | --- |
| **Applicant’s name:**[formname] | **Applicant’s School/Department:** [schooldep] |
| **Career pathway:** [rolefocus] |  |
| **Current band:** Choose an item. | |
| **Band applied for:**  Choose an item. | |

Please indicate which band you feel the individual meets, based on the level summary below:

|  |  |
| --- | --- |
|  | **Band B** level summary: the career band for many professors, the band in which most members of the professoriate will occupy. Individuals will be consistently demonstrating high levels of personal contribution in all areas of professorial life at the University through; substantial contribution to fostering the collegial environment and to leadership within the School, Department, Faculty and University, demonstrating impact; role holders at this level are professors with a high level of contribution and with a widely acknowledged international reputation in their field of study. They will have an international and well-established record in their chosen field with a sustained academic record of significant academic achievement. |
|  | **Band C** level summary: this level will be achieved and sustained by a limited number of professors whose academic distinction means they are likely to be a world class leader in field of study through; outstanding contribution to fostering the collegial environment, and to leadership within the Department, Faculty, University and/or discipline demonstrating impact. Professors of outstanding academic distinction with an established reputation for academic excellence at an international level who are recognised for their contribution in shaping their field of study. |
|  | **Band D** level summary: this level will be achieved and sustained by a relatively few professors who are preeminent in their field throughout the world. Outstanding and sustained contribution to fostering the collegial environment, and to leadership within the Department, Faculty, University and/or discipline demonstrating impact. The highest level of professor, exceptional and sustained academic achievement and internationally recognised as leader in their field. Professors who bring significant ongoing prestige to the University, which may include iconic appointments. |

**Please comment on the following areas relating to individual circumstances and any impact in relation to the Covid-19 Pandemic.**

1. The University values the diversity of its people and is committed to promoting equality of opportunities and eliminating discrimination.  The University also encourages open and inclusive conversations between staff and managers to ensure all staff are supported to reach their full potential. Is the applicant requesting any mitigation with regard to the promotion criteria?

Choose an item.

1. If yes, can you confirm that you have discussed the mitigation with the applicant and confirmed the background circumstances are as described.

Click or tap here to enter text.

If no, the mitigation request cannot be considered at promotion panel.  Please contact the applicant and your HR Business Partner to resolve this.

Click or tap here to enter text.

1. Comment on how the candidate demonstrates the University’s values of inclusivity, ambition, openness, fairness and respect in their work.

Click or tap here to enter text.

## Teaching and Curriculum Leadership Pathway

Please complete the answers below with reference to the core criteria for which **the individual has applied to be assessed against**, taking into account that the criteria are additive across the bands. All answers should be based on factual information and there will be the opportunity to add additional comments at the end of the form.

1. **Standard of teaching performance**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

1. **Record in obtaining external funding**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

1. **Leadership of academic practice/development (curriculum and pedagogy)**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

1. **Record of contribution to scholarly activity**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

1. **Record of leading programme review and development (for assessments in Band C and D only)**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |
|  | Not applicable |

1. **Demonstration of impact upon teaching practice (for assessments in Band C and D only)**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |
|  | Not applicable |

1. **Record of high quality outputs**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

**Additional Information**

Please provide any additional information against the level summary, core criteria within the relevant band to provide any additional context and/or justification for the answers provided above (NB these can be bullet points).

1. Level summary or core criteria

Click or tap here to enter text.

1. Indicative criteria

Click or tap here to enter text.

1. Please add any final comments should you wish to so

Click or tap here to enter text.

## **Head of School/Department details**

**Please complete the below to confirm the details in this statement are true to your best knowledge.**

**Name:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**School:** Click or tap here to enter text.

**Faculty:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

Once the Head of School statement has been completed, a copy of the form submitted should be provided to HR at: [BR-HR-Promotions@exmail.nottingham.ac.uk](mailto:BR-HR-Promotions@exmail.nottingham.ac.uk).