**Application to change career track to:**

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| **Assistant Professor - Teaching and Curriculum Leadership - Level 5 (extended level)** |

**Section A: Role holder’s Details (to be completed by the Head of School/Department)**

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| **Role holder’s Name:** |  | **School/Department:**  |  |
| **Current Role and Job Title:** |  |
| **Primary focus of the current role****Please 🗸 the appropriate box to indicate the main focus of the current role**1. Focus of the role is on a combination of research and teaching
2. Focus of the role is mainly research
3. Focus of the role is mainly teaching and curriculum leadership
4. Focus of the role is mainly supporting research and/or teaching
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| **Teaching Qualifications**Please give details of teaching qualifications or credits towards teaching qualifications such as a PGCHE. |
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| **Qualification** | **Number of credits** | **Date awarded** |
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| **Tick to confirm current CV attached** | **󠄀** |
| **Requested effective date of change** |  |

**Section B: Supporting Information (to be completed by the Head of School/Department)**

**Note: It is not expected that the role holder meets all the criteria.**

Please describe the role holder’s contribution to the area or areas of activity in B1, B2, B3 and B4.

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| **B1 Teaching and Curriculum Leadership Related Outputs** |
| * Please describe how the individual has engaged in teaching related scholarship; and dissemination of this either through participation in conferences, exhibitions, or through text books or other relevant outputs relating to the subject area.
* Please describe any development of new concepts and ideas and the securing of support for innovative teaching development proposals.
* Please describe success in obtaining external funding for development of teaching/learning/assessment, and/or collaboration in and/or support of significant research projects either in the subject discipline or in teaching related research.
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| **B2 Excellence in Education - Teaching and Curriculum Leadership** |
| * Excellence in teaching and curriculum leadership is a pre-requisite for this role. SET scores are expected to be in the upper quartile for the School and should be included in this section.
* Please describe the role holder’s teaching at various levels, for example, undergraduate, postgraduate, access. This could include continuous professional development - CPD provision as judged by evaluation methods including excellence in student feedback, peer review, internal and external awards eg Dearing awards.
* Please describe how the role holder has applied an enhancement-based approach to teaching, supporting student learning or assessment eg use of inquiry based approaches, effective assessment procedures, effective use of technology to innovative curriculum development eg to promote retention, enhance employability, develop graduate attributes.
* Please describe the role holder’s sustained record of design and marking of assessments with effective and timely feedback to students.
* Please describe the contribution to curriculum design and development of modules and any contribution to wider module/course development.
* Please describe outputs related to teaching activity, module/course/programme design and development.
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| **B3 Engaging with Business/External Stakeholders - Knowledge Exchange** |
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| * Please outline any contribution to knowledge exchange by collaboration on, and development of, original knowledge exchange activities with colleagues outside the University of Nottingham, locally or nationally to professions or professional bodies, business or other stakeholders.
* Please outline any public and/or cultural engagement and engagement with policy development leading to knowledge transfer or cultural exchange.
* Please outline any communication of scholarly work to the public/public bodies across a range of stakeholders.
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| **B4 University & Academic Service - Leadership and Management** |
| * Please describe the performance of academic administrative duties, either within or on behalf of the subject and or/School, eg course leadership or co-ordination of a specific initiative.
* Please describe involvement/service within the wider subject community eg widening participation, marketing events, committee service, student guidance/pastoral care/ and/or the professional arena outside the University.
* Please describe any guidance, advice and coaching to junior colleagues and/or support staff and possible team supervision undertaken. This may include effective delivery of ADC.
* Pease describe the contribution to subject/school teaching strategy.
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**Section C: Approval and supporting information (to be completed by the Head of School/Department)**

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| **C1** **Do you support this application to change career track**  | **Yes** |  | **No** |  |  |
| (Please 🗸) |  |  |  |  |  |
| **C2 Please confirm that the proposed change of career path fits and benefits the academic area and objectives. Considerations should include the strategic/operational need for this role, the impact on students and/or research, any budget and/or funding implications and the potential impact on REF, HESA, HEFCE.** |
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| **Name:** |  | **Date completed:** |  |

**Section D: Approval and supporting information (to be completed by the Faculty Pro-Vice-Chancellor)**

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| **D1 Do you support the application change career track** | **Yes** |  | **No** |  |  |
| (Please 🗸) |  |  |  |  |  |
| **Please give your reasons for supporting or not supporting the application and any further supporting information.** |
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| **Name:** |  | **Date completed:** |  |