# Use this form to apply for promotion to one of the following:

Applicant Number:

(HR Use only)

**Teaching Fellow (Level 3b)**

**Senior Teaching Fellow (Level 4)**

**Principal Teaching Fellow (Level 5)**

**Principal Lecturer (Level 6)**

**Professor of Teaching in X (Level 7)**

Send your completed form by email to the Learning & Teaching Promotions team alias [Learning-and-Teaching-Promotion@imperial.ac.uk](mailto:Learning-and-Teaching-Promotion@imperial.ac.uk) **by the deadline stated on the Teaching Promotions web page**.

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| Full Name and Title |  |
| **Department** |  |
| Email Address |  |
| **Daytime Phone Number** |  |
| **Grade and Date of Current Appointment** |  |
| Proposed Grade |  |
| Proposed Title (Level 7 only) |  |
| **Higher Education**:  Include class of degrees,  scholarships etc, starting with highest level first, with dates |  |
| **Membership of Professional Bodies,**  **Learned Societies, including HEA etc**  (in chronological order, with dates) |  |

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| **Advice on Application Completion**  Follow the advice offered in the Teaching Staff Promotions Guidance Notes and Briefing when you complete your application. **It is important that the information provided in your application covers the relevant criteria found in the teaching role descriptors: Appendix 1-3.**  Please note that national and international collaborations, research and teaching are woven into how the College operates and that promotion panels consider both virtual and in-person engagements. The sustainable travel policy offers guidance on how to reduce the carbon footprint resulting from travel.  <https://www.imperial.ac.uk/sustainable-imperial/resource-management/travel/sustainable-travel-policy/>  **Please also see Section D in relation to the impact of the COVID-19 pandemic on your work.**  **Referee(s)** |
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| Please provide the name of **1 referee. Personal applicants may provide 2** if they wish. |
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| The status of referees must be appropriate to the promotion sought and should reflect national and international recognition for more senior positions. The College also values diversity where possible.  Referees, both personal and departmental, should be chosen from senior teaching and academic staff who are able to comment independently on your achievements. For further information, please refer to the Teaching Promotion Guidance.  I nominate the following referee(s):   1. Name:   Address:  Email:  Appointment/Status (e.g. Full Professor):  The referee has been contacted  and accepted the nomination:  **Additional Referee – For Personal Applicants Only**   1. Name:   Address:  Email:  Appointment/Status (e.g. Full Professor):  The referee has been contacted  and accepted the nomination: |

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| By signing below, I accept that you will send my application form, which contains details of my contributions and achievements in education and, where relevant, research along with my 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 GDPR.  I confirm that I have contacted the above referee(s) and that they have agreed to provide a reference. |
| Name……………………………….Signature……………………………………Date……………………. |

**APPOINTMENTS**

Begin with the most recent and include a **brief description** of broad responsibilities e.g. Teaching, Research, Administration, Management.

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| Title of Appointment | **Dates (From/To)** | Department/Other Organisation | Brief Description of Responsibilities |
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**Please note that not all of the sections below will be applicable to all grades, and expectations may vary between faculties and support services departments, particularly regarding the section on Research.**

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| **Section** | **Activity** | **Relevant Teaching Role Profile Criteria** |
| **B** | **Management, development and delivery of education** | **Contribution to the College’s Educational Mission;**  **Innovation and Evaluation** |
| **B** | **Profession and Practice** | **Professional Practice and Scholarship** |
| **B** | **Collaboration and sharing best practice** | **Innovation and Evaluation** |
| **B** | **Contribution to Industry/NHS etc through Teaching/Training** | **Innovation and Evaluation** |
| **B** | **Contribution to Clinical Practice** | **Innovation and Evaluation** |
| **B** | **Student support, student welfare and pastoral care** | **Innovation and Evaluation** |
| **C** | **Research** | **Contribution to the College’s Educational Mission;**  **Innovation and Evaluation** |
| **D** | **Leadership and Management** | **Leadership and Management** |

**SECTION A: EDUCATION**

**CURRENT AND PAST CONTRIBUTIONS TO EDUCATION**

**CURRENT Undergraduate/Postgraduate Teaching**

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| **Name of programme and years of study** | **What Type of Teaching?** (Lecture, Tutorial, Laboratory, Supervision, Clinical etc). Number of contact hours per annum and size of classes? | **Evidence of achievement:** e.g. student success and progression, attributable MEQ/SOLE data or other quantitative and qualitative information from student feedback, peer observation and/or external examiners. Please see the Guidance Notes and the relevant role profile. |
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**PAST Undergraduate/Postgraduate Teaching**

Past contributions should be over the **last five** years where appropriate. There is no need to duplicate ongoing contributions that have been included in the previous table.

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| **Name of programme and years of study** | **What Type of Teaching?** (Lecture, Tutorial, Laboratory, Supervision, Clinical etc). Number of contact hours per annum and size of classes? | **Evidence of achievement:** e.g. student success and progression, attributable MEQ/SOLE data or other quantitative and qualitative information from student feedback, peer observation and/or external examiners. Please see the Guidance Notes and the relevant role profile. |
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**Section B**

**Management, development and delivery of education**

Describe concisely (using bullet points if appropriate) your contributions to the effective and/or innovative management, development, delivery and/or evaluation of educational programmes (500 words max.)

Examples might include (see also the relevant role profile):

* Departmental / Faculty / College role
* Design of new modules and/or programmes, or transforming existing modules and/or programmes
* Engagement with Curriculum Review
* Contribution to and leading executive education and/or lifelong learning activities
* Successful innovation in teaching assessment and feedback practice
* Effective and innovative use of digital technology
* Successful activities which involve students as partners in their learning
* Activities which make teaching more inclusive (e.g. by addressing diverse student experiences and highlighting contributions made by under-represented groups)
* Involvement in and leadership of activities aimed at improving teaching
* Development of an evidence-based practice

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**Profession and Practice**

Describe concisely (using bullet points if appropriate) how you have developed your professional practice and briefly indicate any internal or external recognition achieved e.g. awards, Learning & Teaching qualifications, Fellowship of the Higher Education Academy. (300 words max. or half a page of typed print)

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**Collaboration and sharing best practice**

Describe concisely (using bullet points if appropriate) your work with others within or beyond the College, if appropriate (with dates) (300 words max. or half a page of typed print).

Examples might include:

* Collaborative teaching projects
* Engagement with Curriculum Review or Learning & Teaching Strategy projects

# Involvement with the Centre for Higher Education and Scholarship

# Involvement with the EdTech Labs or Digital Media Lab

# Contribution to the Graduate School and/or teaching on transferable skills programmes

# Involvement with College-wide teaching programmes (e.g. BPES, Horizons)

* Membership of national and/or international educational committees
* Membership of educational and accreditation committees of professions
* Acting as an external examiner (Bachelor, Master and PhD or at a peer institution or curriculum reviewer/advisor for degree programmes at peer universities)
* Contribution to building a community of educators

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# Contributions to Industry/NHS etc through Teaching/Training

# Describe concisely (using bullet points if appropriate) your activities, if appropriate (with dates). (300 words maximum or half a page of typed print).

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# Contributions to Clinical Practice (Clinical Applicants only)

# Describe concisely (using bullet points if appropriate) any important contributions you have made to the evolution and development of clinical practice and how this has benefited patients, your hospital and other stakeholders. Please append a statement from an appropriate person within the relevant Trust as evidence of your contribution.

# (500 words maximum or 1 page of typed print).

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**Student support, student welfare and pastoral care**

Describe concisely (using bullet points if appropriate)your activities, if appropriate (with dates). Where possible, highlight how your support demonstrates an understanding of diverse student experiences (300 words maximum or half a page of typed print).

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**SECTION C: RESEARCH** (including educational innovation, evaluation and critical enquiry including evaluation and review of your own teaching practice)

Outline concisely (using bullet points if appropriate)the principal areas of your activities falling under the above description of Research.

(500 words maximum – or 1 page of typed print).

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Again, under the above description of Research, indicate your major contributions to date and please detail the significance of their impact and influence. Outline concisely your plans and goals for the next five years. (500 words maximum – or 1 page of typed print)

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The College values internal and external collaboration and its furtherance of interdisciplinary work. Indicate your specificrole(s) in any collaborative work that you have undertaken including enterprising activity (e.g. via entrepreneurship). Pay particular attention to joint research grants/contracts, joint publications, joint supervision of PhD students and PDRAs and impact generated via enterprising activity. (300 words maximum or half a page)

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**RESEARCH STUDENTS AND STAFF SUPERVISED**

Please list any PhD/MD students whom you **currently** supervise **before** listing PhD/MD students who have completed under your supervision. Please give start and end dates (as appropriate). With current students, please state if writing up or awaiting viva. In all cases, indicate whether you are/were sole or joint supervisor (and, if the latter, whether you are the primary supervisor). Include in this table any research staff you have supervised, if applicable.

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| **Type of Degree or state if Staff** | **Start Date** | **Writing Up/ Awaiting Viva/ End Date** | **Name of Student/ Staff (and milestone dates, if applicable)** | **Title of Project** | **Name of Primary Supervisor** | **Name of Secondary Supervisor(s) if applicable** |
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## RESEARCH GRANTS (including educational research)

Only include, in chronological order, external funding (incl. externally funded studentships), not, for example, internally recycled NHS funding / College funds.

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| **Source of Funds** | **Title of Project** | **Duration (months)** | **Start Date** | **End Date** | **Total Value of Support to Imperial College in £ sterling\*** | **Role (e.g. are/were you the Principal Investigator?)** | **Names of other grant or Contract Holders (if any)** | **Other Comments** |
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\*including equipment and overheads where relevant and using current conversion rates where necessary

# PUBLICATIONS

# Please provide a complete list of your publications and indicate clearly any that have been published since your last promotion.

***The College 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>

# SECTION D: Leadership and Management

# Management, Administrative and Other Relevant Activities

Give concise details (using bullet points if appropriate)and indicate the associated workloadof the contribution you make to management and/or administrative activities e.g. Course Organiser, Admissions Tutor, Health and Safety Coordinator, Director of Undergraduate/Postgraduate Studies, Senior Tutor, Departmental SWAN Coordinator, Diversity Champion, Department Disability Liaison Officer, Warden, Academic Adviser, Mentor etc. Please also include details of any committees to which you make an active contribution within the College.

(500 words maximum or 1 page of typed print)

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# Personal Development and Developing Others

Indicate concisely (using bullet points if appropriate) how you have enhanced your career development,e.g.

# have you attended workshops or undertaken developmental activities and what have you learnt?

# what activities have you been involved with to help ensure equal opportunities, e.g. a specific aspect of curriculum development, championing diversity initiatives, mentoring black and minority ethnic staff or female teaching/ academics/research staff?

# have you acted as a mentor or a coach?

# have you nominated others for awards?

# for those with staff management responsibilities, how do you ensure that you provide developmental guidance and help to your staff?

(500 words maximum or 1 page of typed print)

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**Evidence of Esteem, External Visibility and Professional Activities**

Highlight evidence of esteem within your professional peer group, for example:

* keynote and plenary lectures at international conferences or meetings;
* organisation of conferences or meetings;
* membership of editorial or advisory boards;
* membership of governmental committees etc;
* sitting on management committees of professional organisations or public policy bodies;
* membership of national and international educational/accreditation committees;
* prizes and awards etc.

You may wish to relate these to the spheres of influence in the relevant role profile.

(300 words maximum or half a page of typed print)

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**Schools outreach, widening participation, student recruitment and departmental admissions**

# Describe concisely (using bullet points if appropriate) your activities, if relevant to your role, if appropriate (with dates). (300 words maximum or half a page of typed print).

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**SECTION E: WORKING TOGETHER**

**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).

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| 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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**Personal Circumstances**

The Teaching Promotions Committee is committed to ensuring and upholding equal opportunities for all applicants. In order to do so, it is important for the Committee to be made aware of personal circumstances that may have held back or slowed down an applicant’s career progression, so that these may not be allowed to impact negatively upon a candidate’s prospects for promotion. Such circumstances might include (but are not restricted to):

* maternity leave, paternity leave, shared parental leave;
* adoption leave;
* part-time working;
* disability;
* career break;
* secondment;
* ill health or injury;
* caring responsibilities.

Describe concisely, giving dates where applicable, your individual circumstances. Indicate, as far as is practicable, how you consider your contribution has been affected as a consequence. Your response will be kept completely confidential to those members of the Teaching Promotions Committee who are dealing with your application. Should you wish to discuss any matter before completing the form, please contact Rob Farace, Deputy HR Director (Operations) - [r.farace@imperial.ac.uk](mailto:r.farace@imperial.ac.uk).

**Details of circumstances that I believe have affected my career progression:**

**Impact of the COVID-19 Pandemic**

The Teaching Promotions Committee 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.

Should you wish to discuss any matter before completing the form, please contact Rob Farace, Deputy HR Director (Operations) - [r.farace@imperial.ac.uk](mailto:r.farace@imperial.ac.uk).

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

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| **For applicants to Level 5 and above, please indicate commitments between mid-February and mid-June, giving dates you will be unavailable for interview, and the reason.** |
| **Other Details** |
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| If you are applying for promotion to Principal Teaching Fellow, you will not necessarily be interviewed. If you would like to request an interview please indicate by ticking this box.  If you are applying for promotion to Principal Teaching Fellow and have requested an interview, please state the name of the person whom you would like to be an observer at your interview. |
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