University of Greenwich Academic Promotion Application Form

## Teaching Tutor to Teaching Fellow – **Teaching** Only 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, professional awards etc.) | |

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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** | |
| * Possess specialist knowledge in the discipline to deliver established teaching programmes * Deliver high quality, innovative and effective face to face and online education, including inclusive approaches to assessment, use of technology, space and personal tutoring * Contribute to the development of new courses/modules demonstrating excellent curriculum design; lead courses/modules effectively including adopting a responsive approach to students * Contribute to personal tuition of students * Demonstrate an engaged and responsive approach to student feedback * Contribution to the continuous improvement of the student experience or development of the subject * Effective cross working with Professional Services to support students |  |

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| **Professional Activity** | |
| * Engaging with the relevant professional bodies in relation to the development of the profession, especially training and professional development * Engage in subject based, professional work which may lead to the publication, dissemination or execution of original work in practitioner outlets * Awareness and involvement in the process of acquiring internal and external resources to fund teaching or practice based enterprise projects * Engagement with key external bodies for teaching at national level * Engagement with the national or regional stakeholders related to education * Contribute to University outreach activities |  |
| **Academic Citizenship and Leadership** | |
| * Contribution to departmental plans, activities and efficient working practices * Communicate effectively in line with roles and responsibilities in the University and with external bodies where appropriate * Visit schools, local community groups * Demonstrate a commitment to equality, diversity and inclusion through teaching practice and / or engagement with University initiatives * Contribute to peer review and departmentally based teaching development activities * Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical practice |  |

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| **General Expectations** | |
| * Behave in a manner which reflects the University values, CARE Leadership model and creates a positive environment for work and study * Proactive participation in delivering the University’s values * Contribute to the development and delivery of excellent learning, teaching and assessment practice across the University * Develop expertise in practice or 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 maximize 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 Teaching Fellow. |  |

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| Section 3 | Personal Circumstances | |
| **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. | |  |

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| 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 [M.P.Montague@greenwich.ac.uk](mailto:M.P.Montague@greenwich.ac.uk)
* Faculty of **Education, 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).