

PROMOTION TO GRADE 9 ON THE BASIS OF TEACHING AND/OR RESEARCH WEF 1 JANUARY 2010

## ADDITIONAL GUIDANCE NOTES FOR THE HEAD OF DEPARTMENT

Please provide a separate supporting statement for each candidate being recommended for promotion to Grade 9 on the basis of Teaching and/or Research, ensuring that each of the four main criteria is addressed, as appropriate.

The supporting statement should be no more than 2 pages in length, should provide any necessary context for the individual's case and should highlight the key areas of achievement, including supporting evidence that you consider make the case strong.

When completing the form, please refer to the Grade 9 Teaching/Research criteria and any faculty/discipline specific measures, both of which can be found on the Promotion web pages.

**\*\* The prompts below are purely examples of the types of evidence you might wish to provide in support of a case; they are neither exhaustive nor mandatory \*\***

### Research

- Sustained research output through publication in books and/or high quality journals; please give an indication of the applicant's role and contribution to key multi-authored works.
- Evidence of the quality and impact of the publications.
- An indication of the relevant standing of different forms of publication in the applicant's field (e.g. the status of books/monographs compared to journal papers, chapters and conference presentations).
- Significant research contributions and grant capture, highlighting where the candidate has played a leading role in developing the research theme and the proposal.
- Number of successful PhD completions and status of current students under supervision.
- An indication of any particular issues relevant to the candidate's research area (e.g. the form in which outputs are normally expected, disciplinary difficulties in securing funding, or where funding is not required in order to support the research).
- Research awards.

### Teaching

- Evidence of contributions to curriculum development and course preparation, delivery and assessment.
- Actual teaching contact hours and supportive evidence from student evaluations, peer observation or other feedback.
- Successful learning and teaching development bids and evidence of implementation and impact.
- Evidence of innovative and creative teaching methods, including any that have been picked up and replicated by others.
- Examining activity, including external examiner appointments.
- Teaching awards.

### Management/Administration

- Role on key departmental and Faculty committees.
- Administration innovation(s) that the candidate has developed and that has had a lasting impact.
- Management responsibilities.

### Standing (including innovation)

- Plenary and keynote papers given at major international conferences.
- Invitations to speak at highly regarded national/international conferences/seminars.
- External examining of PhD theses.
- Membership of boards or committees of key professional and scholarly bodies.
- Membership of government advisory bodies.
- Established links with industry; invitations to collaborate with other researchers.
- Evidence of high profile knowledge transfer and/or outreach activities.