



## 1) General note

- The University will seek evidence of a range of achievements, recognising that the balance of expectations and responsibilities differs between career pathways and career levels. All colleagues should be able to demonstrate a broad understanding of effective approaches to teaching and learner support as key contributions to high quality student learning. This document provides advice to support colleagues in choosing the information they include in their applications.
- Please keep the detail in each of these sections concise and relevant, underpinning them with examples and evidence of success, achievement and contribution.
- It is recommended that sections E1 to E3 should not exceed five pages in total and the applicant should decide which evidence described below to include.
- SET surveys have not been running since 2020 and the SEM survey that was revised in 2020 remains in use. There is no mandatory requirement to include SEM survey data within the Section E1, but applicants may wish to use SEM data as part of their evidence. See further advice in Section 2 below.
- Applicants should give evidence of undergraduate and/or postgraduate teaching and (where applicable) contributions to delivery of continuing professional development.
- The Promotion Committee will be looking for evidence of the following, so please ensure that these are covered in your application:
  - a) teaching quality (Section E1)
  - b) curriculum development (Section E2)
  - c) leadership in teaching (Section E1) or curriculum development (Section E2)
  - d) innovation in teaching (Section E1) or curriculum development (Section E2)
  - e) good citizenship (including helping deliver PGCHE or ATP, supporting the Nottingham Recognition Scheme (eg as mentor or reviewer), PhD supervision, outreach) (Section D)

Section E3 is required for staff on the Teaching and Curriculum Leadership career pathway and can be completed for staff on the Research and Teaching career pathway where relevant. As well as any journal publications relating to teaching, student experience or curriculum development, this section should include conference presentations, contributions to external bodies (eg accreditors), the development of teaching resources, including software, that are used by others and other relevant examples of recognition.

## 2) Evidence suggested

The UK Professional Standards Framework (UKPSF) for Teaching and Supporting Learning in Higher Education (<https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf>) can be useful in helping colleagues to select examples from their practice that best represent the quality of their contributions to teaching and which provide a diverse evidence-base for demonstrating impact.



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Advance HE has also published a guide (<https://www.advance-he.ac.uk/knowledge-hub/promoting-teaching-making-evidence-count>) which helps to align evidence with career level; applicants are advised to consult this guide. Some general examples of types of evidence that can be used include:

- Professional learning (eg reflective commentary on impact of engagement and contribution to CPD, workshops, peer observation)
- Student engagement (eg formal and informal evaluation; student observation of teaching; staff-student co-design initiatives; response to student feedback; personal tutoring)
- Curriculum development (curriculum design and review; contribution to quality assurance and enhancement processes; development of learning resources)
- Scholarship in T&L (eg organising, presenting or engaging with conferences and workshops; authoring, reviewing and editing for publication, grant proposals, awards and prizes)
- Leadership and collaboration (eg formal leaderships roles such as module convenor, exams officer, EDI co-ordinator, programme director; contributing to working groups and committees; mentorship and peer observation; co-teaching; PGR supervision)
- Methods of teaching, assessment and feedback
- Methods used for evaluation of success, the outcome of evaluative methods used and the approach taken to future enhancements