**Head of School/Department Statement**

**Teaching and Curriculum Leadership Pathway**

**Created: July 2021**

**Updated: December 2021**

**Notes for Completion**

* Heads of School/Department will be required to complete a statement in relation to each individual’s self-assessment. The relevant form will be emailed to the Head of School once this has been submitted by the individual to Human Resources. The Head of School/Department form contains pre-populated information (ie name, School/Department, indicative band and band being applied for and the individual’s career pathway - teaching and curriculum leadership, research and teaching and research) with the individual’s self-assessment pro-forma and CV attached to this email.
* Completed Head of School/Department forms should be emailed back to Human Resources by **28 February 2022**, details of which will be contained within the email to the Head of School/Department.
* A copy of the form should be forwarded to the individual by the Head of School/Department.
* Completing the statement may be delegated to an appropriate nominee (if this is the case, the Head of School/Department should advise the individual who that nominee will be and advise them that their submitted information will be shared with the nominee to enable the Head of School/Department statement to be made).
* The nominee should then email the completed form back to the Head of School/Department to enable the form to be sent back to Human Resources.
* The Head of School/Department form has been designed to be as concise as possible.
* The form is based on a template with ‘tick boxes’ and free text as detailed below.

# Template

|  |  |
| --- | --- |
| **Applicant’s name:**[formname] | **Applicant’s School/Department:** [schooldep] |
| **Career pathway:** [rolefocus] |  |
| **Individual’s self-assessed Band:**  [selfassessedband] | |
| **Indicative Band:** [currentband] | |

1. Please indicate which band you feel the individual meets, based on the level summary below:

|  |  |
| --- | --- |
|  | **Band A** (Level Summary: a positive contribution to fostering the collegial environment and leadership within the School/Department and Faculty. A substantial and growing national and international reputation for the development of teaching and curriculum leadership and/or track record of research excellence within their discipline with demonstrable impact within and outside of the institution). |
|  | **Band B** (Level Summary: the career band for many professors, the band in which most members of the professoriate will occupy. Individuals will be consistently demonstrating high levels of personal contribution in all areas of professorial life at the University through; substantial contribution to fostering the collegial environment and to leadership within the School, Department, Faculty and University, demonstrating impact; role holders at this level are professors with a high level of contribution and with a widely acknowledged international reputation in their field of study. They will have an international and well-established record in their chosen field with a sustained academic record of significant academic achievement. |
|  | **Band C** (Level Summary: this level will be achieved and sustained by a limited number of professors whose academic distinction means they are likely to be a world class leader in field of study through; outstanding contribution to fostering the collegial environment, and to leadership within the Department, Faculty, University and/or discipline demonstrating impact. Professors of outstanding academic distinction with an established reputation for academic excellence at an international level who are recognised for their contribution in shaping their field of study). |
|  | **Band D** (Level Summary: this level will be achieved and sustained by a relatively few professors who are preeminent in their field throughout the world. Outstanding and sustained contribution to fostering the collegial environment, and to leadership within the Department, Faculty, University and/or discipline demonstrating impact. The highest level of professor, exceptional and sustained academic achievement and internationally recognised as leader in their field. Professors who bring significant ongoing prestige to the University, which may include iconic appointments). |

1. The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. Please confirm the accuracy of the applicant's statement (Section B1 of the applicant's self-assessment pro-forma) and/or add any further information that you believe is missing. NB these can be brief bullet points.

Statement provided by individual: [careercontext]

*Information may include, but not be limited to; unconventional career pathway, contracts of less than 1.0 FTE (for part-time workers and/or clinical contracts), reasons for discontinuity in service and achievement for example owing to maternity, adoption, parental or carers leave, information relating to disability including incapacity that lasts more than six months, periods of absence due to ill health or injury, absences of more than six consecutive months (ie career breaks), special leave of absence (ie secondment to other organisations), impact of LGBTQ+ status on travel to countries with non-inclusive legal regimes and any other personal circumstances including circumstances which may restrict opportunities for travel for work.*

Click or tap here to enter text.

1. Please confirm the accuracy of the applicant's Covid-19 impact statement (Section B1 of the applicant's self-assessment pro-forma) and/or add any further information that you believe is missing. NB these can be brief bullet points.

Statement provided by individual: [covidimpact]

*This could include any impact on research, teaching and learning and academic service and good citizenship in relation to the Covid-19 pandemic.  For example, the impact due to additional caring responsibilities, changes to role emphasis/priorities, impact on teaching delivery and knowledge exchange activities.*

Click or tap here to enter text.

Please comment on how the University values and behaviours are demonstrated in the context of the leadership role undertaken. Examples should be made with reference to the [Building a Culture for Success Guide](https://www.nottingham.ac.uk/hr/documents/building-a-culture-for-success.pdf) and the University values [University values](https://www.nottingham.ac.uk/strategy/values.aspx) (NB these can be brief bullet points).

1. University and academic service and good citizenship (please select one in relation to the individual's contribution to fostering a collegiate environment and to leadership) as described within the Academic Framework for the band the individual has applied to be assessed against.

Statement provided by individual: [servicecontribution]

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual the band has applied to be assessed against |

## Teaching and Curriculum Leadership Pathway

Please complete the answers below with reference to the core criteria for which **the individual has applied to be assessed against**, taking into account that the criteria are additive across the bands. All answers should be based on factual information and there will be the opportunity to add additional comments at the end of the form.

1. **Standard of Teaching Performance**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

1. **Record in obtaining external funding**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

1. **Leadership of academic practice/development (curriculum and pedagogy)**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

1. **Record of contribution to scholarly activity**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

1. **Record of leading programme review and development (for assessments in Band C and D only)**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |
|  | Not applicable |

1. **Demonstration of impact upon teaching practice (for assessments in Band C and D only)**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |
|  | Not applicable |

1. **Record of high quality outputs**

|  |  |
| --- | --- |
|  | Does not meet the criteria against the band the individual has applied to be assessed against |
|  | Meets the criteria against the band the individual has applied to be assessed against |
|  | Exceeds the criteria against the band the individual has applied to be assessed against |

**Additional Information**

Please provide any additional information against the level summary, core/indicative criteria within the relevant band to provide any additional context and/or justification for the answers provided above (NB these can be bullet points).

1. Level summary or core criteria

Click or tap here to enter text.

1. Indicative criteria

Click or tap here to enter text.

1. Please add any final comments should you wish to so

Click or tap here to enter text.