FoNS Learning and Teaching Development Programme (LTDP)

Summary
All new academic appointments (including teaching fellows) within the Faculty of Natural Sciences are required to complete the LTDP (unless they are registered to complete the PG Cert in University Learning and Teaching via the EDU). Successful completion of all elements of the programme as outlined below will also lead to your being eligible for recognition as a Fellow of the Higher Education Academy (FHEA).

Probation Requirements
For all appointments, this requirement will be written into the employment contract and will constitute a prerequisite to completing probation. You will be required to complete the LTDP even if a fellowship or promotion is awarded in principle while undertaking the programme (see below). It is expected that the LTDP will normally be completed within 1-2 years of appointment and must be completed within the period of probation.

Starting arrangements
The starting point for the programme (Workshop 1) is a meeting with the DUGS who will assign an Academic Mentor (a senior member of the Department) and a Teaching Buddy (for example, someone who has recently completed LTDP or PG Cert ULT). These individuals assess the teaching observations. The DUGS will also talk through and approve elective elements of the programme of workshops listed below, explain how to register for them and agree a timeline for the programme.

Exemptions to any part of the LTDP programme, on the basis of having done previous lecturer training, must be agreed with the DUGS at the initial meeting between the DUGS and the new member of staff. This meeting forms Workshop 1 (Departmental Teaching Practices) of the LTDP. Joint appointments require agreement from both Departments.

Promotion
Completion of the LTDP is also a requirement for promotion. Any promotion agreed in principle will not come into effect until the LTDP has been signed off as completed.

Guidance on academic promotions can be found on the HR webpages at: https://www.imperial.ac.uk/human-resources/working-at-imperial/career-development-opportunities/academic-promotions/

Stage 1: EDU workshops
The following FOUR introductory Workshops must be taken:
- STAR Introductory Workshop
- Introduction to Teaching for Learning (basic educational theory, QA, and teaching philosophy)
- Introduction to Supervising PhD Students at Imperial
- Introduction to Personal Tutoring at Imperial (includes safeguarding disabled and vulnerable students, discipline and appeals, overseas students, College tutors and pastoral support services)

To register for these workshops, please visit the Educational Development Unit website.

Stage 2: FoNS Teaching Methods workshops, Observations and EDU Elective workshops
Stage 2 comprises of 4 FoNS Workshops, 3 Teaching Observation Sessions and 3 EDU elective courses.

FoNS Specific Teaching Methods Workshops:
1. *Departmental Teaching Practices*
2. *Lecturing Skills*
3. *Learning Technologies for Lecturing*
4. *Designing for Learning*

All four workshops must be completed in order. For details of each course, please see the accompanying guidelines. To book onto Workshops 2-4 please contact the LTDP Administrator.

**FoNS Specific Teaching Observation Sessions**

THREE observed teaching sessions must be monitored by the Academic Mentor and the Teaching Buddy. The sessions must include a lecture but can also include a tutorial or workshop activity, or a laboratory demonstration session if appropriate. There is a requirement for these observation sessions to be completed to the satisfaction of the assessors – if necessary, further sessions must be scheduled until performance is deemed satisfactory. Please send your completed observation forms to the LTDP Administrator.

Observation forms can be downloaded here: FoNS LTDP Lecture Observation Forms.

**Elective EDU workshops**

You must complete THREE elective Workshops offered by the EDU. Please see the EDU website for a list of courses [http://www.imperial.ac.uk/staff/educational-development/workshops/star-framework/pre-submission-workshop/](http://www.imperial.ac.uk/staff/educational-development/workshops/star-framework/pre-submission-workshop/)

*NB. External courses can also be recognised, subject to the approval of the FoNS Teaching Committee [e.g. those of the HEA Physical Sciences Centre: www.heacademy.ac.uk/physsci].*

**Stage 3: HEA Fellowship Application**

The final component of the LTDP is the completion of the HEA Fellowship Application template. This application must consist of approximately 3,000 words, and must demonstrate appropriate engagement with the UKPSF at Descriptor Level 2.

Your application will need to be supported by two referees, who must provide a peer review of your experience and support and supplement the information given in your application. These referees could be your Academic Mentor and Teaching Buddy but do not have to be.

Before you submit, you are strongly advised to attend a STAR Pre-submission Workshop. This will help you to assess whether your application is ready to be submitted for review by the STAR Committee.

An attendance/completion record for all components of the LTDP will be kept on the College staff training database. Please note that all FoNS workshops will be added retrospectively.

Once all stages have been completed and signed off you will receive a FoNS LTDP certificate.