Promotions Process – Learning and Teaching job family

1 Introduction

This document sets out the process for promotion or transfer to the following grades within the Learning and Teaching job family.

<table>
<thead>
<tr>
<th>Job level/grade</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3b</td>
<td>Teaching Fellow/Learning Technologist</td>
</tr>
<tr>
<td>Level 4</td>
<td>Senior Teaching Fellow/Senior Learning Technologist</td>
</tr>
<tr>
<td>Level 5</td>
<td>Principal Teaching Fellow/Principal Learning Technologist</td>
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<tr>
<td>Level 6</td>
<td>Role specific title</td>
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Promotion to Associate Professor of Education/Reader in Education and Professor of Education is via the Academic Promotions process. Further information about this process is available at: http://www.imperial.ac.uk/human-resources/working-at-imperial/career-development-opportunities/academic-promotions/.

1.1 Probation and Disciplinary Issues

1.1.1 Applications for promotion cannot be considered in isolation from matters connected with an employee’s probation or general employment. If a member of staff is at the informal oral, or any other stage of the College’s disciplinary/capability procedure, the application will be put on hold until the matter has been resolved, or any warning issued is spent, to the satisfaction of the Director of HR. Every effort will then be made to deal with the application as quickly as is practicable. The above also applies to those whose probation has been extended, or where an individual's employment has not been confirmed for performance/disciplinary-related reasons.

1.2 Work Permit Requirements for Non-EEA Nationals

1.2.1 Immigration law dictates that, in order to be promoted, candidates who are nationals of non-European Economic Area (EEA) countries, will have to either:
   a) provide evidence of permission to work under the rules of the Home Office’s UK Visas and Immigration office (UKVI), or
   b) if a candidate has lived legally in the UK for a certain length of time (continuously for five years), he or she may be eligible to apply for ‘indefinite leave to remain’. The right to apply for settlement will depend on individuals’ current immigration category.

1.2.2 Promotion cannot take effect until permission has been obtained. Further information is available from the following link: https://www.gov.uk/visas-immigration.

1.2.3 Please contact a member of your Faculty’s HR team for guidance. The above requirements are subject to alteration in line with any legal changes.
2 Rationale

2.1 The Learning and Teaching career structure and promotions process is designed to ensure that staff whose primary focus is learning and teaching are recognised for their achievements. This process exists to support the Learning and Teaching Strategy’s aim of establishing a culture that values teaching as highly as research.

2.2 This process recognises contribution in the following areas:

a. sustained contribution to the delivery of the College’s educational mission
b. educational leadership
c. educational transformation, for example innovating curricula and pedagogy or the effective use of technology enhanced learning
d. educational evaluation, scholarship and research
e. national and international leadership roles which support the College’s mission to excel and to lead in the field of Higher Education

2.3 Promotion within the Learning and Teaching job family recognises sustained achievement which is appropriate to the context of the member of staff’s role.

3 Criteria and evidence

3.1 Role profiles

3.1.1 Those applying for promotion are advised to consult the standard role profiles which exist for Levels 3a – 6 of the Learning and Teaching job family. Applicants should consult either the Teaching Fellow role profiles or the Learning Technologist role profiles depending on their current role.

3.2 Role profiles for Levels 3b – 6 of the Learning and Teaching job family have been designed to provide descriptions of the roles at each level in four distinct areas:

a. Contribution to the College’s Educational Mission
c. Educational Leadership and Management
d. Profession and Practice

3.2.1 Applicants for promotion should demonstrate their achievements and impact in each of these areas, in the context of their role.

3.2.2 Applicants are also asked to consider their personal impact on others (students and colleagues), on the curriculum, through educational scholarship and the
enhancement of learning and teaching at the College. Examples of the evidence applicants may provide are provided in section 3.3 of this document.

3.2.3 All staff in the Learning and Teaching job family are expected, as part of their role, to engage with evaluation and critical enquiry in the development of their practice. Those who wish to progress to the position of Associate Professor of Education/Reader in Education or Professor of Education should be aware that engagement with educational research will be required to be eligible for promotion to these positions.

3.3 Evidence of achievement **may** include, **but is not limited to**:

3.3.1 Contribution to the College’s Educational Mission

a. excellence in teaching as demonstrated through student success and progression, qualitative student feedback and peer observation;

b. contribution to the design of new modules and/or programmes or transformation of existing modules and/or programmes;

c. engagement with curriculum review;

d. successful innovation in teaching and assessment practice;

e. effective and innovative use of technology enhanced learning;

f. leadership of learning technology projects;

g. successful activities which involve of students as partners in their learning;

h. contribution to student support;

i. commendations by external examiners;

j. involvement in, and leadership of, activities aimed at improving teaching;

k. through the above, make an impact on others (students and colleagues), the curriculum, educational scholarship and the learning and teaching process

3.3.2 Educational Research, Evaluation and Critical Enquiry

a. demonstrable change to own practice as a result of evaluation;

b. identification of actionable insights, and acting on these;

c. contribution to, or authorship of, publications on teaching practice;

d. contribution to, or authorship of, publications on educational research;

3.3.3 Educational Leadership and Management

a. effective team leadership

b. strategic leadership in learning and teaching
3.3.4 Profession and Practice

a. the achievement of a College or national learning and teaching qualification;
b. fellowship of the Higher Education Academy or certified membership of the Association for Learning Technology;
c. active participation in academic conferences and workshops;
d. the receipt of teaching, industry and sector awards or prizes;
e. membership of national and/or international educational committees;
f. membership of educational and accreditation committees of professions;
g. collaborative work with vendors and industrial partners in the area of learning and teaching;
h. acting as an external examiner;
i. receipt of invitations to support learning and teaching or educational activities at other institutions

Please note: the College is a signatory to DORA (Declaration on Research Assessment), which mandates that in hiring and promotion decisions, the scientific content of a paper, not the JIF (Journal Impact Factor), is what matters. More information on DORA is available: http://www.ascb.org/dora/

4 Process

4.1 Departmental Review

4.1.1 In order to allow for fair and consistent access to career progression across the College, Heads of Departments (or equivalents for staff based outside academic Departments) will be asked, at least once each year, to consider the grading of all members of staff in the Learning and Teaching job family within their Department.

4.1.2 Heads of Department should also consider whether any staff who are outside of the Learning and Teaching job family should be considered for transfer into the Learning and Teaching job family. This measure should be considered for staff who are making a significant contribution to teaching, educational leadership or educational transformation, beyond that normally expected within their current job family.

4.1.3 Where staff are eligible for promotion within, or transfer to, the Learning and Teaching job family, the relevant line manager(s) and the Head of Department should indicate whether they support the case for promotion or transfer. Where promotion or transfer is supported by the line manager and the Head of Department, a citation should be submitted alongside the application form. The citation should be written and signed by the line manager, Director of Undergraduate/Postgraduate Studies, Head of Department, or other (whichever is most appropriate).
4.2 Personal applications

4.2.1 If the Department does not support the application, the Head of Department must inform the candidate of the reasons so that he/she has the opportunity to make a personal application. If a personal, unsupported application is made, the Head should provide a brief statement explaining the Department’s reasons. The statement should accompany the application form when the application is submitted. Personal applicants submit their application paperwork through the normal departmental channels.

4.2.2 Regardless of whether the member of staff is supported by the Department, the application will be evaluated by the panel in exactly the same way as all other applications.

4.3 Previous applications

4.3.1 At least one year should elapse between an unsuccessful application for promotion and a further application.

4.3.2 Where staff have been promoted within the last year, or have recently been appointed to a post (within the last year), a further promotion will only be considered if measurable, clear and very significant progress can be shown. Permission for such an application to proceed will be sought from, and granted by, the Vice-Provost (Education). Such applications must be flagged when submitted to the Promotions Team who will take the case forward.

4.4 For promotion to Levels 3b, 4, 5 and 6

4.4.1 The panel will consider applications for promotion every term.

4.4.2 An interview will not normally be required for promotion to Levels 3b-5.

4.5 For transfer from Academic and Research job family

4.5.1 The panel will consider applications from staff who wish to transfer from the Academic and Research job family into Levels 3b-6 of the Learning and Teaching job family on a termly basis.

4.5.2 An interview will not normally be required for transfers to levels 3b-5.

4.6 Paperwork

a. Application form

b. Citations
   i. The line manager, Director of Undergraduate/Postgraduate Studies, Head of Department, or other (whichever is most appropriate)
   ii. For applicants in student-facing roles, there is an option to submit a supporting statement from a student who is familiar with their work
c. References (required for promotion to Level 6 only)
   i. One relevant referee
   ii. In the case of personal applicants, two relevant referees

4.7 Timetable for promotion to Levels 3b-6

<table>
<thead>
<tr>
<th>Paperwork to be received by</th>
<th>Panel meets</th>
<th>Decision communicated</th>
<th>Promotion takes effect</th>
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<tbody>
<tr>
<td>20 August 2018</td>
<td>5 September 2018</td>
<td>End of September</td>
<td>1 October 2018</td>
</tr>
<tr>
<td>16 November 2018</td>
<td>December 2018</td>
<td>End of December</td>
<td>1 January 2019</td>
</tr>
<tr>
<td>26 April 2019</td>
<td>May 2019</td>
<td>End of May</td>
<td>1 June 2019</td>
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4.8 Notification
4.8.1 In consultation with Heads of Department, applicants will be informed as soon as possible after a final decision has been made.

4.8.2 Letters will be as informative as possible so that line managers can provide feedback to candidates, initially face-to-face and, subsequently, in writing. Candidates who have been unsuccessful will need to be dealt with sensitively and Heads of Department should ensure that they provide the candidate with the reasons for the decision.

4.8.3 Personal applicants not supported by the Department will be written to directly to inform them of the decision. The Department will also be informed.

4.8.4 Candidates have the right to appeal. Please see the Appeals Procedure in section 4.9 of this document.

4.8.5 Once Heads of Department have been consulted on salaries, formal notification of promotion or conferment of title will be sent to successful candidates as soon as is practicable via the Heads of Departments’ offices. Promotions and transfers take effect on 1 June, 1 October or 1 January depending on the term in which the process was concluded.

4.9 Appeals
4.9.1 If the line manager or personal applicant supplied substantive information but believes that the full case for promotion was not considered, then they should write to the Promotions and Senior Appointments Manager within 21 days of receipt of the decision. The line manager (if the appellant is making an appeal
independently of his/her line manager) and Head of Department must be informed that an appeal is to be submitted, and both the line manager and Head of Department must submit written confirmation that they have seen the appeal paperwork.

4.9.2 The Director of Human Resources (or a senior manager as his/her nominee who has not previously been involved) will review the representation in conjunction with a senior member of the staff in the Learning and Teaching job family who has not previously been involved with the case. The review may determine: (a) that the grounds upon which the appeal were made have been fully considered and that the previous decision should remain, (b) to refer the matter to the original Review Panel for further consideration, or (c) to arrange for the role to be re-evaluated at the next meeting of the Review Panel. The Director of Human Resources (or his/her nominee) will report back to the appellant within 21 days to inform him/her of the outcome of this review. The Director of Human Resources may extend the time limits at his/her discretion in extenuating circumstances. If the appeal is successful, the change in job level will be backdated in line with the original request.

5 Panel membership

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Simone Buitendijk</td>
<td>Vice-Provost (Education) and Chair of Panel</td>
</tr>
<tr>
<td>Professor Alan Spivey</td>
<td>Assistant Provost (Learning &amp; Teaching)</td>
</tr>
<tr>
<td>Professor Martyn Kingsbury</td>
<td>Director of Educational Development</td>
</tr>
<tr>
<td>Alejandro Luy</td>
<td>Deputy President (Education), Imperial College Union</td>
</tr>
<tr>
<td>TBC</td>
<td>A Vice-Dean (Education), nominated by the Chair</td>
</tr>
<tr>
<td>Anita Hall, Shireen Lock</td>
<td>A teaching fellow or learning technologist (<em>depending on the roles being considered</em>), nominated by the Chair</td>
</tr>
<tr>
<td>Anna Demetriades</td>
<td>Promotions and Progression Manager, and HR Representative</td>
</tr>
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