**Learning Promotions**

Head of Department/line manager citation guidance

1. **Introduction**

This document sets out guidance for Heads of Department, line managers, Directors of Undergraduate and Postgraduate Studies, and others who may be required to prepare a citation in support of an individual’s promotion within or transfer to the Learning and Teaching job family. A citation is required for applications for promotion or transfer supported by the Head of Department.

The citation form should be completed by the Head of Department or their nominee.

1. **Content**

The Head of Department (or their nominee) should aim to cover the points below where they are relevant to the candidate when preparing the citation.

1. **Contribution to the College’s Educational Mission**

* contribution to the design of new modules and/or programmes or transformation of existing modules and/or programmes;
* engagement with curriculum review;
* successful innovation in teaching and assessment practice;
* effective and innovative use of technology enhanced learning;
* leadership of learning technology projects;
* successful activities which involve of students as partners in their learning;
* contribution to student support;
* commendations by external examiners;
* involvement in and leadership of activities aimed at improving teaching;
* through the above, make an impact on others (students and colleagues), the curriculum, educational scholarship and the learning and teaching process

1. **Educational Research, Evaluation and Critical Enquiry**

* demonstrable change to own practice as a result of evaluation;
* identification of actionable insights, and acting on these;
* contribution to, or authorship of, publications on teaching practice;
* contribution to, or authorship of, publications on educational research;
* award of internal or external grants to pursue educational innovation

*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/>

1. **Educational Leadership and Management**

* effective team leadership;
* strategic leadership in learning and teaching

1. **Profession and Practice**

* the achievement of a College or national learning qualification;
* Certified membership of the Association for Learning Technology;
* active participation in academic conferences and workshops;
* the receipt of teaching, industry and sector awards or prizes;
* membership of national and/or international educational committees;
* membership of educational and accreditation committees of professions;
* collaborative work with vendors and industrial partners in the area of learning;
* acting as an external examiner;
* invitations to support learning or educational activities at other institutions

**College Values**

Please comment on the ways in which the candidate meets the following:

The College Values framework (<https://www.imperial.ac.uk/human-resources/values/>) guides the behaviour of the College community and has been developed to signpost behaviour that contributes to a positive working and studying environment. Values show how we respect and support each other in achieving personal goals and the strategic objectives of the College. The five areas encompassed by the framework cover Respect, Collaboration, Excellence, Integrity and Innovation.

Further guidance can be found here [Values - Behaviour Framework (imperial.ac.uk)](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/values/1-Values_Behaviours-Framework.pdf) with the ambitions for leaders outlined below.

* **Respect**

We treat each other **fairly** and **appropriately**, with **kindness and respect**, **valuing** each person’s individual experience, perspectives and contribution (e.g. I get to know, and am able to draw on my team’s strengths, experience and perspectives and continually build my own and my team’s awareness of equality, diversity and inclusion).

* **Collaboration**

We work together, cultivating an **inclusive and impactful** College community (e.g. I create an inclusive environment where it is safe for everyone to speak up, share their perspective, and ask for help, and encourage and seek feedback from multiple stakeholders).

* **Excellence**

We aim for **quality** in everything we do, taking **pride** in our work, delivering **impact** (making a positive difference) through our passion and **commitment** (e.g. I recognise great performance and tackle bullying or disrespectful behaviours and under achievement and I ensure the quest for excellence is balanced with realistic expectations and care for my team’s wellbeing).

* **Integrity**

We act in a **principled** way, being **honest** and open, **checking**, **challenging** and **changing** our practices and behaviours (e.g. I trust and enable my team to make good decisions, guiding them in the right direction and I am always honest, even if the message is tough or unpopular).

* **Innovation**

We become **inspired** by possibilities, venturing into the unknown with **open minds** and having the **courage to embrace change** (e.g. I draw appropriate insights from analytics, understanding current context and future potential to set direction but also their limitations and I champion and create space for the exploration of diverse ideas).

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| **Learning Promotions Process** | |
| **Head of Department/line manager citation form** | |
| Name of applicant for promotion within / transfer to Learning and Teaching job family |  |
|  | |
| **Name** |  |
| **Signature** |  |
| **Role** |  |
| **Department / Faculty** |  |
| **Date** |  |