

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 (FoNS Workshop 1- Departmental Teaching Practices) is a meeting with the DUGS (or equivalent) 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 will normally assess the teaching observations which are one of the requirements of the programme. 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 this initial meeting between the DUGS and the new member of staff.. 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/>

REQUIREMENTS OF THE LTDP

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](#).

Compulsory EDU workshops:

The following THREE introductory Workshops must be taken:

- **Introduction to Teaching for Learning**

- **Introduction to Supervising PhD Students at Imperial**
- **Introduction to Personal Tutoring at Imperial**

We also *strongly* recommend that participants complete the **STAR Introductory Workshop**, in preparation for submission of the final element of the LTDP- the HEA Application.

To register for these workshops, please visit the [Educational Development Unit](#) website.

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/>

Please note that not all EDU Workshops are acceptable for the LTDP. Workshops selected must relate directly to your teaching practice. If in doubt, please contact the [LTDP Coordinator](#).

Teaching Observation Sessions

THREE observed teaching sessions must be monitored by the Academic Mentor and the Teaching Buddy, or another observer as designated by the DUGS. 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. Completed observation forms should be sent to the LTDP Administrator via email to: fonsltdp@imperial.ac.uk.

Observation forms can be downloaded here: [FoNS LTDP Lecture Observation Forms](#).

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.

Once the HEA Application has been formally submitted, a copy of the application and references should be sent to the LTDP Administrator at fonsltdp@imperial.ac.uk. The Faculty's vice-Dean (Education) will then review the document and confirm that it meets the requirements of the LTDP - this is separate to the HEA application review process.

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