



Criteria for Progression to Associate Professor (E&S)

For Academic year 23/23 only

This document sets out the framework for career progression to Associate Professor in the Education and Scholarship job family within the University. The posts in the Education and Scholarship job family and the Research and Education job family are deemed equivalent in terms of esteem and contribution within the University.

This document contains:

- a summary of the activities which a member of staff at that level should be undertaking, to a successful and effective standard and
- the evidence which must be demonstrated - over a sustained period (of at least one academic year at Exeter) by a member of staff - in order to achieve promotion to Professor

against each of the following core activities of staff in the Education and Scholarship job family and the minimum requirements on qualifications/HEA Fellowship.

SENIOR LECTURER ROLE

Summary of typical characteristics of Senior Lecturer

Responsible for substantive Programme/Discipline and elements of Faculty level management and leadership; will have successfully engaged in most aspects of the previous level and will continue to demonstrate excellent practice in teaching and learning support.

Staff working at Senior Lecturer level must be undertaking the activities listed below to a successful and effective standard:

TEACHING PRACTICE

- Demonstrate considerable depth or breadth of specialist knowledge and understanding of the core knowledge related to their discipline to teach at a range of levels and on a range of modules.
- Sustain a consistent track record of excellent teaching across modules and levels within the discipline as might be expected of a very experienced HE teacher.
- Take responsibility for co-ordinating the design and delivery of high quality learning materials across modules and programme(s) to include online resources.
- Show consistent evidence of excellent outcomes in formal peer review of teaching practice and involvement in peer review of more junior colleagues.
- Demonstrate an ongoing engagement in CPD and commitment to professional values in facilitating others teaching.

STUDENT/STAFF SUPPORT

- Demonstrate a commitment to professional values in supporting other people.
- Support and/or supervise others as individuals or teams (including where appropriate senior tutoring).
- Take on a stage co-ordination role or programme lead role dealing with more complex student



issues including disciplinary matters.

- Provide mentorship to other staff and in particular PTAs and lecturers new to teaching.

MANAGEMENT AND COURSE/EDUCATION MANAGEMENT

- Actively demonstrate and model a commitment to organising high quality student learning.
- Take sole responsibility for all aspects of a range of modules.
- Support, manage and lead more junior staff in developing modules and teaching materials.
- Manage and lead at the programme level both within existing programmes and in developing new programmes of study.
- Demonstrate a sustained track record of effectiveness in the organisation and management of specific aspects of teaching and learning provision.
- Lead review and accreditation processes.
- Have oversight of module and programme design and management beyond own teaching practice. Take leadership role and have responsibility for matters such as Admissions, Health and Safety, etc.
- Participate in and lead on discipline/ Faculty administration, committees and initiatives.

SCHOLARSHIP, ESTEEM AND COMMUNICATIONS

- Demonstrate systematic production and dissemination of high quality teaching materials and resources.
- Have a scholarly understanding of assessment methods and have the ability to apply this across all levels within the subject area.
- Demonstrate the ability to incorporate pedagogy and/or scholarship in teaching and learning within the discipline and lead others to do the same.
- Demonstrate a record of engagement in scholarship beyond the discipline/University level.
- Author highly competitive proposals for education enhancement funding/ projects.
- Collaborate in funding proposals beyond the University.

EXTERNAL AFFAIRS

- Present outcomes of scholarship at appropriate external conferences.
- Represent the discipline/Faculty on external groups/committees.
- Be directly involved in international recruitment.
- Organise and co-ordinate a range of activities for open days, school visits and other WP and student recruitment events.

QUALIFICATIONS/RECOGNITION

- Staff at Senior Lecturer level are expected to achieve Senior Fellow of the HEA within 2 years of appointment/promotion (pro-rata for part-time staff).

(Note: allowance needs to be made for qualified professionals e.g. Medical professions, lawyers, accountants etc, as it may not be realistic to expect HEA fellowship as essential criteria).

CRITERIA FOR PROGRESSION TO ASSOCIATE PROFESSOR

The examples of the evidence which must be demonstrated in each of the core activities in order to achieve promotion to Professor are not prescriptive. Similarly, **the framework does not seek to be completely exhaustive or definitive, rather it is designed to be indicative** of the level the University would expect.

The examples given are generic and it is recognised that the specific requirements and opportunities will differ between subject disciplines. The requirements of the University and Faculty and the



opportunities which will be available to staff will also differ over time as Faculty priorities change. Through the PDR process, Academic Leads and individual members of staff should align personal aspirations (eg for career development and promotion) with the needs of the Faculty, set out in the Faculty Business Plan.

PROGRESSION CRITERIA

In order to be considered for promotion to Associate Professor, staff should be able to demonstrate evidence of excellence in some of the above activities and be able to demonstrate over a sustained period they are performing the following to a satisfactory and effective standard.

TEACHING PRACTICE

- Evidence of areas of ongoing excellence identified by peer review, with additional evidence of dissemination of best practice to colleagues.
- Evidence of recognition of excellence through nomination for teaching awards.
- Evidence of some areas of excellence in Accelerate feedback (aligned to Faculty benchmarks).
- Significant leadership contribution to the design and development of the overall curriculum.

Evidence may include:

- Lead major (new) curriculum design/developments at programme/ discipline level, which supports University wide agendas.

STUDENT/STAFF SUPPORT

- Evidence of high quality mentoring and developing other staff in the Faculty.
- Evidence of excellently co-ordinating student support across the Faculty.
- Take leadership role in developing approaches to student support across the Faculty.

Evidence may include:

- Act as senior tutor, international support tutor, or disability support tutor for students.
- Act as an Academic lead or equality & diversity officer for staff.

MANAGEMENT AND COURSE/EDUCATION MANAGEMENT

- Make a significant contribution to the leadership, management and development of teaching and learning strategies and academic standards for the Faculty or discipline.
- Make a significant contribution to the development and clarification of teaching or other important strategy for the Faculty and/or University.
- Have a sustained and excellent track record of leadership and management of a unit or a significant area of activity within the University.

Evidence may include:

- Manage a suite of programmes within the discipline/Faculty.
- Act as Director of Education, director of undergraduate studies or director of postgraduate studies.
- Chair Faculty level meetings/groups.
- Lead on QA processes for the discipline.

SCHOLARSHIP, ESTEEM AND COMMUNICATIONS

- Manage significant income-generating teaching programmes.
- Have a track record, over a sustained period, of generating significant (relevant to the role and



discipline) external funding.

- Have a national role in relation to some aspect of education or quality assurance.

Evidence may include:

- Take on a role on behalf of the QAA.
- Engage in a national examination board/ advisory role.
- Lead on gaining funding for a significant JISC/HEA or other project. Contribute to journals as referee or member of editorial board.

EXTERNAL AFFAIRS

- Present at well-established national/international conferences.
- Lead on collaborative partnerships.
- Develop sponsorship arrangements
- Develop a national network in discipline area.

Evidence may include:

- Lead on the development of significant partnerships with industry or other employers related to the curriculum or to employability across the discipline.
- Lead on significant and large scale teaching exchange programmes and/or student exchange programmes.

QUALIFICATIONS/RECOGNITION

In order to be promoted to Associate Professor, staff should be able to demonstrate the following commitment to achieving qualifications/recognition.

If not already a Principal Fellow of the HEA then the promotion/appointment panel should be satisfied that there is evidence that the member of staff is working toward Principal Fellow of the HEA and will achieve it within 2 years of promotion.