Examples of activity that can be used to evidence achievement in relation to criteria for Teaching and Learning (the bold headings refer to criteria in the policy).

This list is not intended to the exhaustive, the aim is to exemplify activity and evidence for each criterion. It is also not the case that an applicant has to provide evidence for each activity in order to be deemed to have met a criterion.

A number of activities and achievements come up under different criteria. Any achievement should be claimed only once, but under which heading it is claimed will depend on the applicant's profile.

Criterion		Some achievement	Evidence	Higher achievement	Evidence
	Activity				
Teaching, including class-room or online delivery and related support					
	Breadth of teaching experience: sizes of groups and levels taught	Limited range of levels and group sizes	Internal reference	Broad range of levels and group sizes	Internal reference
	Evaluation of teaching performance	Faculty peer review identified no problems and some good practice, satisfactory unit survey results[1]	Reports from Faculty college peer review; unit survey results[1] (with information about class size, whether unit is obligatory etc); where appropriate and available other feedback from students	Faculty peer review identified excellence, excellent unit survey results[1]	Unit survey results[1]; reports from robust peer review; where appropriate and available other feedback from students; student nomination for teaching awards; specific comments made in staff-student liaison committees; programme-level feedback processes; comments made by external examiners
	Requests to present on classroom delivery and related support in some forum	Within the University	Details of event and contribution	Repeated requests within the University or external request	Details of event and contribution
	Awards or prizes for teaching and learning	University-internal award	Details of awards	Repeated university-internal award or University-external	Details of award

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[1] Caution should be exercised when using the outcome of unit surveys, and they must not be used in isolation from other information about an applicant's teaching. Faculties may issue more specific guidance on this.

Setting and marking of assessment, including provision of feedback to students

Evaluation of assessment and feedback	Successful performance with respect to a relatively narrow range of types of assessment	Comments made by external examiner, student feedback, internal reference	Excellent performance across a broad range of types of assessment	Comments made by external examiner, student feedback, internal reference
Requests to present on setting and marking of assessment or provision of feedback	Within the University	Details of event and contribution	Repeated requests within the University or external request	Details of event and contribution
Awards or prizes for assessment	University-internal award	Details of awards	Repeated university-internal award or University-external award	Details of award

Delivery of student support

Academic advising	Academic advising role (or similar student supporting role) carried out competently	Evidence of general student satisfaction with advising role through questionnaire (where used to assess academic advising); internal reference possibly with input from students	Academic advising role (or similar student supporting role) carried out in an outstanding way, support for academic advisors	Evidence of excellent student satisfaction with advising role through questionnaire (where used to assess academic advising); internal reference possibly with input from students
Support for peer mentoring, PASS schemes etc	Support for ongoing activity	Internal reference; student evaluation	Role in developing new activity	Internal reference; student evaluation; evidence of impact of new development
Support for other student activity	Support for existing student society, student conference etc	Internal reference; student evaluation	Role in setting up existing student society, student conference etc	Internal reference; student evaluation; evidence of impact of new development
Requests to present on delivery of student support	Within the University	Details of event and contribution	Repeated requests within the University or external request	Details of event and contribution
			award (or nomination for prestigious award)	

Development at course unit level					
	Course unit development and renewal (including content and methodologies for teaching and assessment)	Revision to improve course units (e.g. renewing content; revising assessment; renewing online provision; reacting to changes in accrediting bodies or student cohort)	Internal reference; evidence of beneficial effects (e.g. improved recruitment of students; improved student satisfaction; improved employability; more efficient use of resource, including staff time)	Development of new course units to strengthen a programme or major revision to existing course unit (introducing new assessment, drastically improving online provision etc)	Internal reference; evidence of beneficial effects (e.g. improved recruitment of students; improved student satisfaction; improved employability; more efficient use of resource, including staff time)
	Integrating discipline-specific research with teaching and learning consistent with programme aims	Present current research in teaching; introducing students to practical research methodology; using research data in teaching	Reports from robust peer review; internal reference; comments made by external examiner	Getting students to use practical research methodology; engaging students in research activity	Reports from robust peer review; internal reference; comments made by external examiner; statement from external sources involved in the research
	Sustainable innovation at course-unit level that demonstrably enhances student learning	Some evidence of innovation	Internal reference; external examiner's report; evidence of beneficial effects (e.g. improved recruitment of students; improved student satisfaction; improved employability; more efficient use of resource, including staff time)	Sustained record of innovation that has led to changes in teaching practice	Internal reference; external examiner's report; evidence of beneficial effects (e.g. improved recruitment of students; improved student satisfaction; improved employability; more efficient use of resource, including staff time)
	Introducing elements that support the University's priorities, for instance Learning through Research or Social Responsibility	Some activity	Description of activity and/or internal reference	Sustained activity	Description of activity and/or internal reference
	Awards or prizes for course-unit development	University-internal award	Details of awards	Repeated university-internal award or University-external award	Details of award

	Programme management or development including systems of student support				
	Management of teaching programmes within School	Involvement in the management of teaching programmes.	Internal reference	Leadership in the management of teaching programmes	Internal reference; external programme examiner's comments; other evidence of impact on the programme or on colleagues
	Work to strengthen a programme, including discipline content and elements to support integration of employability, internationalisation, social responsibility etc	Active involvement in development	Internal reference; evidence of beneficial effects (e.g. improved recruitment of students; improved student satisfaction; improved employability; more efficient use of resource, including staff time)	Leadership in development	Internal reference; evidence of beneficial effects (e.g. improved recruitment of students; improved student satisfaction; improved employability; more efficient use of resource, including staff time)
	Sustainable innovation at programme level that demonstrably enhances student learning	Some evidence of innovation	Internal reference; external examiner's report; evidence of beneficial effects (e.g. improved recruitment of students; improved student satisfaction; improved employability; more efficient use of resource, including staff time)	Sustained record of innovation that has led to changes in teaching practice	Internal reference; external examiner's report; evidence of beneficial effects (e.g. improved recruitment of students; improved student satisfaction; improved employability; more efficient use of resource, including staff time)
	Introducing elements that support the University's priorities, for instance Learning through Research or Social Responsibility	Some activity	Description of activity and/or internal reference	Sustained activity	Description of activity and/or internal reference
	Development of teaching and learning policies at discipline or School level	Involvement in the development of teaching and learning policies at discipline or school level	Internal reference informed by views of T&L Director in School; other evidence of impact of policies	Leadership in the development of teaching and learning policies at discipline or school level	Internal reference informed by views of T&L Director in School, AD T&L or other staff outside the School; other evidence of impact of policies
	Awards or prizes for curriculum development	University-internal award	Details of awards	Repeated university-internal award or University-external award	Details of award

A record of successful leadership in teaching and learning within the University of Manchester beyond the immediate organisational context				
Leadership roles in teaching and learning and student related activity beyond the immediate organisational context	Any such role held for long enough to have had an impact	CV, internal reference	A range of such roles held over time	CV, internal reference
Broader contribution to the development of teaching and learning within University of Manchester beyond the immediate organisational context				
Management of cross-school teaching programmes	Involvement in the management of cross-school teaching programmes.	Internal reference	Leadership in the management of cross-school teaching programmes	Internal reference; external programme examiner's comments; other evidence of impact on the programme or on colleagues
Development of teaching and learning policies at faculty or university levels	Involvement in the development of teaching and learning policies at faculty or University level	Internal reference informed by views of T&L Director in School; other evidence of impact of policies	Leadership in the development of teaching and learning policies at faculty or university level	Internal reference informed by views of T&L Director in School, AD T&L or other staff outside the School; other evidence of impact of policies
Influencing the teaching of others within the university by providing support, mentoring or coaching of other staff or through involvement in development opportunities for other staff	Role of mentor or coach of other staff; involvement in the provision of staff development in teaching and learning	Internal reference informed by views of staff who have been supported; evidence of invitations to share good practice with others within the University; evaluations by participants in development opportunities	Leadership in staff development in teaching and learning within the University	Internal reference informed by views of relevant staff outside the School where appropriate; evaluations by participants in development opportunities
University-internal teaching grants	Occasional award	Details of grant and evidence of outcome	Sustained record of award of grants	Details of grants and evidence of outcomes
Awards or prizes for teaching and learning relating to activity above school level	University-internal award	Details of awards	Repeated university-internal award or University-external award	Details of award

Contribution to teaching and learning outside the University of Manchester				
Publication of teaching materials or text books	Teaching material or contribution to text book	Standard data and evidence of impact of use within the University	Textbook	Standard data and evidence of impact of use within the University; evidence of use outside the University
Influencing the teaching of others externally to the university	Occasional dissemination of teaching practice through traditional means or open educational resources, or occasional invitation to present on teaching and learning outside the University[2]	List of outputs and/or invitations received, where available evidence of evaluations	Sustained record of dissemination of teaching practice through traditional means or open educational resources, or occasional invitation to present on teaching and learning outside the University	List of outputs and/or invitations received, where available evidence of evaluations
Active involvement in professional bodies to develop discipline-specific national curricula	Occasional involvement in educational activity within bodies such as Bar Council, Royal Society or other discipline-specific organisations or contributions to HEA events	Evidence of such contribution through internal reference with input from representatives of the external body; external referee	Sustained involvement in educational activity within bodies such as Bar Council, Royal Society or other discipline-specific organisations or contributions to HEA events	Evidence of such contribution and its impact through internal reference with input from representatives of the external body; external referee
Involvement in the delivery of executive education, CPD or training and development to other professional bodies	Occasional involvement in the delivery of training and development; some experience of developing such provision	Internal reference informed by those involved in managing the activity; external reference	Sustained involvement and leadership in design and delivery of training and development	Internal reference informed by those involved in managing the activity; external reference; other evidence of impact of activity

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[2] Under this is included written work that falls under the headings 'Good practice and case studies' and 'Survey articles'.

Invitations to deliver teaching to other institutions	Occasional invitation to deliver a substantial amount of teaching	Internal reference informed by information from those involved in leading the activity; external reference; evidence of quality and impact when available	Regular invitations or visiting appointments for the purposes of teaching and learning	Internal reference informed by information from those involved in leading the activity; external reference; evidence of quality and impact when available
Invitations to be external programme examiner	Occasional invitation	Internal reference informed by information from staff at other University; external reference	Regular invitations	Internal reference informed by information from staff at other University; external reference
Influence on national debates on teaching and learning	Occasional contribution to national debates	Presentations at conferences; contributions to debates in the press; engagement with learned organisations promoting teaching; dissemination of good practice in well regarded publications; pedagogical research publications; active involvement in HEA events	Sustained contribution to national debates	Clear evidence of significant involvement in debates; significant contribution to events; involvement in organising, chairing or hosting national or international events
Award of external grants for teaching and learning	Occasional award, smaller award	Details of grant and evidence of outcome	Sustained record of award of grants, larger grant	Details of grants and evidence of outcomes
Publications on good practice, survey articles in areas related to teaching and students or on pedagogical research[3]	Occasional publication	Publication details	Record of publications	Publication details

Personal and professional development				
Scholarship in teaching and learning	Being aware of and consistently applying good practice established by others	Reports from robust peer review; internal reference; evidence of impact	Being aware of and developing good practice; leading initiatives to develop and maintain scholarship in teaching and learning	Reports from robust peer review; internal reference; Reports from robust peer review; internal reference; evidence of impact

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[3] 'Pedagogic research' is understood here in the terms 'work on teaching and learning in HE that fulfils the criteria defined as part of REF2014'. Hence it could also be entered under 'Research' in promotions cases based on Research and Teaching, but can be included under 'Teaching' in Teaching-focused promotion.

Personal development in teaching and learning methodology and technology, or in relation to the relevant academic discipline	Evidence of participation in development and training opportunities	Good practice sessions or training and development opportunities attended (internal or external to the University) in combination with evidence of impact	Evidence regular participation in and engagement with development and training opportunities	Good practice sessions or training and development opportunities attended (internal or external to the University) in combination with evidence of impact
Publication or invited presentations on teaching, learning and student related activity	Occasional publication or presentation	Publication or presentation details	Sustained record publication or invited presentations on teaching, learning and student related activity	Publication or presentation details

Integrating Social responsibility				
Introducing elements that support the University's Social Responsibility goals into course units	Some activity	Internal reference, recognition through University Social Responsibility scheme	Sustained activity	Internal reference, recognition through University Social Responsibility award or scheme
Involvement in developments to integrate Social responsibility aims into programmes	Active involvement in development	Internal reference, recognition through University Social Responsibility scheme	Leadership in developments to integrate Social responsibility aims into programmes	Internal reference, recognition through University Social Responsibility award or scheme
Supporting students in engaging in extra-curricular activity that falls within the University's Social Responsibility aims	Some activity	Internal reference possibly including support from external body, student reference	Sustained activity	Internal reference possibly including support from external body, student reference