

## TEACHING IN PROMOTION WORKING GROUP

### DRAFT TERMS OF REFERENCE

The Teaching in Promotion Working Group (TPWG) will consider how teaching and learning is dealt with in promotion and related processes. It will aim to make recommendations to ensure consistency in the way in which teaching, learning and related activities are dealt with in promotion and also to clarify what can constitute evidence for achievement in the area of teaching and learning in promotions. The group will consider promotion for any member of staff involved in teaching and learning, but will also specifically consider current University policies and processes in the promotion of academic staff through a teaching-based route. With respect to promotion relying largely on teaching and learning, it will aim to reduce confusion over current terminology. It will also consider other policies which make distinctions between different academic contracts e.g. academic leave policy.

#### *Remit:*

1. Consider all documents relating to promotion in general and any document referring to contractual distinctions made with respect to teaching and learning, including a unified document, the 'Promotions of Academics Policy'. The group should also consider the policies relating to probation.
2. Develop guidance to ensure that line managers can advise with confidence on teaching and learning in promotion and probation cases including those based mainly on achievements in teaching, learning and related activity.
3. Advise on the appropriateness of contracts involving a focus on teaching and learning; the number of types of contract, appropriate title(s) and associated promotion criteria. It should also consider all documents referring to contractual distinctions, for instance the Academic Leave Policy.
4. Seek to embed the recommendations of the Parity of Esteem working group on evidence for promotions in any revised policy and/or guidance.
5. Consider the composition of promotions committees at all levels and how members of these committees can be best prepared to ensure that teaching and learning is dealt with appropriately in all cases involving teaching and learning.

The group will consult broadly.

#### *Timeline:*

The group will meet around every six weeks, with data gathering being done between meetings by the chair and support staff. It will be expected to produce an initial report in time to go to Senate and to UPC in June 2014.

#### *Membership:*

Chair Kersti Börjars (AVP TL&S)  
Head of HR or nominee (Heather Graham, MHS)  
Head of TLSO (Louise Walmsley)  
2 Heads of School (Kay Marshall, MHS, Christopher Whitehead, EPS)  
2 Professorial colleagues with experience of T&L in promotions (Liz Sheffield, MHS, Stuart Turley, FoH)

1 AD from TLG (Pam Vallely, MHS)  
1 T&L School Director (Veronique Pin-Fat, FoH)  
4 non-professorial staff (Steve Jones FoH, Sarah Heath EPS, Alison Fisher, MHS,  
Richard Prince, FLS)

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