**Faculty of Biology, Medicine and Health**

**Guidance Document for P&DRs on Teaching Objectives**

## 1. Introduction

During the P&DRs for 2021 it was highlighted that many T&R colleagues have not included teaching objectives. This guidance document aims to support the staff member and their assessor in considering examples of different teaching objectives and opportunities for continuous professional development within the teaching and learning sphere.

## 2. Teaching Qualifications

Staff are encouraged to gain additional **teaching qualifications**, including fellowships. The following steps can be taken to gauge interest:

* Do they have Fellowship status with HEA? If so, when will they apply for Senior or Principal Fellowship?
* Have they completed a PG Cert in Teaching?
* Are they interested in the Leaders in Teaching Programme?

**LEAP** [**Leadership in Education Awards Programme (LEAP) | Institute of Teaching and Learning | StaffNet | The University of Manchester**](https://www.staffnet.manchester.ac.uk/umitl/teaching-development/leadership-in-education-awards-programme/)

**PG Cert HE qualifications** [**PGCert in Higher Education - School of Environment, Education and Development - The University of Manchester**](https://www.seed.manchester.ac.uk/education/study/courses/pgcert-in-higher-education/)

**Leadership in teaching** [**Leaders in Teaching Programme | Institute of Teaching and Learning | StaffNet | The University of Manchester**](https://www.staffnet.manchester.ac.uk/umitl/teaching-development/leaders-in-teaching/)

## 3. Review of Teaching

Staff should aim to have **a peer review of their teaching** every 3 years. This can be self-arranged with the reviewer completing the [feedback form](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=55955), targets should be set based on the feedback.

The following points should be considered when reviewing teaching:

* Is the teaching informed by individual research? How can staff research be embedded into the teaching that they provide?
* What are they doing for pedagogy and scholarship in the field?
* Are they contributing to (a) supervision of students, and (b) academic support?
* Are they mentoring/coaching junior staff? (Or looking for a mentor if junior).

## 4.Using T&L data in objectives

UEQ data can be analysed and objectives set to improve unit scores for units that staff teach on/lead. External examiner reports for programmes can be used to pick out targets for improvement. In addition, there are programme level objectives that can be set from our annual monitoring processes such as SEAPs.

Some ideas for metrics and targets include:

* Embedding employability into staff teaching/programme.
* [Embedding digital capabilities](https://www.staffnet.manchester.ac.uk/umitl/resources/delivering-blended-learning/digital-capabilities/) in the curriculum.
* Improving student retention: 90-98% to (a) succeed and progress to next level of study, or (b) succeed and graduate.
* Is the curriculum inclusive, innovative and contemporary? Think about targets to move in such directions.
* Modernising teaching materials.
* Using innovative instructional design.
* Using students as partners.
* Offering optionality for students in assessments.
* Have staff incorporated their research into their teaching?
* Has [social responsibility](https://www.socialresponsibility.manchester.ac.uk/strategic-priorities/) been incorporated into the curriculum?
* [Flexible Learning Programme (FLP)](https://www.staffnet.manchester.ac.uk/flexible-learning/)targets need incorporating within teaching design and delivery

## 5. Pedagogy Training & activities

All staff involved in student recruitment should complete **Diversity and Unconscious bias training**: [Diversity in the Workplace](https://comms.manchester.ac.uk/communicationsandmarketinglz/lz.aspx?p1=Mn7DUyMzkyUzkxMTY6Njc1OUM2MzgyQkE0RDMyMUU2OUU0QUQ2RDZCREUxODQ%3d-&CC=&w=52335) and [Unconscious Bias](https://comms.manchester.ac.uk/communicationsandmarketinglz/lz.aspx?p1=Mn7DUyMzkyUzkxMTY6Njc1OUM2MzgyQkE0RDMyMUU2OUU0QUQ2RDZCREUxODQ%3d-&CC=&w=52336)

Staff are encouraged to attend **Pedagogy Development Programme training sessions** run by the Centre for Academic and Researcher Development: <http://pedagogydevelopment.com/>

* **Teaching, Scholarship and Research (TSAR)** an informal and supportive session to provide an opportunity to discuss scholarship ideas, protocols, activities, results, presentations and publications.
* **Masterclasses** two hour discussion-led sessions that help to build your understanding through group work.
* **Pedagogy Journal Club** Review and critique of teaching focused publications
* **1 minute CPD** Short training sessions in a wide range of topics and processes
* **Manchester Health Education Research Group (MHERG)** offers opportunities to get involved in pedagogic research

## 6. Teaching and Leadership Opportunities

Staff should be encouraged to take up leadership opportunities such as unit leadership or programme directorships. For existing unit leads or Programme Directors, there should be objectives set relative to their programme performance, as well as discussions about succession planning.

If staff are already a Programme Director/unit lead:

* What is their tenure? A refresh of Programme Directors should be encouraged every 3-5 years.
* What is the plan for succession?
* What are their own plans for next steps and progression?

Staff should consider applying for **teaching and leadership opportunities** on the FBMH teaching vacancy websites: [Teaching opportunities | Faculty of Biology, Medicine and Health | StaffNet | The University of Manchester](https://www.staffnet.manchester.ac.uk/bmh/teaching/teaching-activity/teaching-opportunities/)

If staff are interested and require further details, then please contact the corresponding School Directors of Education:

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| --- | --- |
| School | Director of Education |
| SBS | Nicky High |
| SMS | Helen Jopling |
| SHS | Andrew Mawdsley |

Staff may wish to consider leadership of BMH activities such as teaching deep-dives or chairing of Task and Finish groups.

## 7. Teaching Awards

Staff are encouraged to apply for t**eaching awards**,the following awards should behighlighted:

* **Team Awards for Teaching and Learning (TATL)** (£1,000 bursary): [Teaching awards | Faculty of Biology, Medicine and Health | StaffNet | The University of Manchester](https://www.staffnet.manchester.ac.uk/bmh/teaching/teaching-awards/)
* **Teacher of the Year Award** (Distinguished achievement awards): [Teaching awards | Faculty of Biology, Medicine and Health | StaffNet | The University of Manchester](https://www.staffnet.manchester.ac.uk/bmh/teaching/teaching-awards/)
* **Teaching Excellence Awards** (£5,000 bursary). [Further details about the Teaching Excellence Awards](https://www.staffnet.manchester.ac.uk/umitl/awards/teaching-excellence-awards/)
* **Student Union Awards** [Further details about the awards, categories, how to nominate and award criteria are available on the Students’ Union website](https://manchesterstudentsunion.com/awards)
* **National Teaching excellence awards** such as *National Teaching Fellowship (NTF), Collaborative Award for Teaching Excellence (CATE), Times Higher Education Award and the Guardian Award:* [Teaching awards | Faculty of Biology, Medicine and Health | StaffNet | The University of Manchester](https://www.staffnet.manchester.ac.uk/bmh/teaching/teaching-awards/)

## 8. Further Resources

The following web pages should be used as further resources to assist staff:

* **AdvanceHE UKPSF** <https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf>
* **Academic Careers Framework (e.g. UCL)** <https://www.ucl.ac.uk/human-resources/sites/human_resources/files/academic_careers_framework.pdf>)