



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**LITE Fellowship: Learning Analytics
Leeds Institute for Teaching Excellence (LITE)**



**Salary: 0.3 FTE secondment at current grade over three years
(flexible working arrangements will be considered)**

Reference: LITE1022

Closing date: Friday 31st May 2019

**Internal only: these secondment opportunities are open to University of
Leeds employees only**

LITE Fellowship: Learning Analytics Leeds Institute for Teaching Excellence (LITE)

Are you interested in exploring the potential of learning analytics to impact on student learning and academic practice? Would you like the opportunity to work with LITE and the Digital Education Service to explore this important area for the University of Leeds?

The University is in the process of developing an institutional learning analytics strategy and a Code of Practice on Learning Analytics. This strategy and code of practice will govern the University's deployment of learning analytics systems to support student education. Given the importance of ethical, responsible and transparent practices when handling learning data, the University has commissioned a LITE Fellowship to work alongside the implementation of this strategy.

The LITE Fellow will investigate the ethical, practical and institutional implications of implementing learning analytics solutions and systems on students, staff and the University of Leeds. The role holder will work independent of, but alongside the Learning Analytics Strategy Group, forming a cross-institutional network of staff and students and pursuing scholarly projects in the area of learning analytics, using a wide range of qualitative and quantitative research approaches, to critically evaluate the impact of this initiative. The role will also involve developing networks with others working in similar roles in other institutions, to explore examples of best practice. It is anticipated that the Fellowship will result in a range of internal and external outputs (e.g. case studies, research articles, reports) to support the successful implementation of learning analytics at the University.

LITE embodies the University's commitment to excellence and innovation in education through its investment in a community of Fellows, giving colleagues the opportunity to develop and implement projects and establish a culture of high-quality teaching innovation, scholarship and leadership.

As well as fulfilling the project, you will be expected to contribute to LITE's scholarly community, contribute content towards the digital and external-facing profiles and act as an ambassador at internal and external events. You will evaluate and disseminate your project outputs internally and externally to develop the practice, pedagogy and reputation of student education at the University.



The Fellowship

This Fellowship is funded at the level of 30% secondment (0.3 FTE) for three years. Both academic and professional service staff are invited to apply. All projects must include a contribution from the student body in an advisory or partnership role. Applicants must be employed in a substantive role at the University during the period of the Fellowship.

Shared office space in 18 Beech Grove Terrace will be available, with appropriate equipment and meeting space, and an allocation of up to £8k will be available to support the project, e.g. by paying for student interns, events, materials, travel and subsistence, conference attendance, dissemination activities and equipment. The funding should be justified in your application.

What does the role entail?

As LITE Fellow: Learning Analytics, your main duties will include:

- Executing, evaluating and disseminating a project exploring the ethical, practical and institutional implications of implementing learning analytics solutions and systems on students, staff and the University of Leeds;
- Producing quality scholarship and innovation that complements the vision and priorities of LITE;
- Publishing and disseminating project outputs within and beyond the University (for example, a journal article, book chapter, strongly evidenced pedagogic report, a re-useable educational resource or learning toolkit);
- Contributing to the LITE community by contributing to, for example, workshops, talks and conferences;
- Actively working to transfer and implement any recommendations emerging from your project across the University, as appropriate;
- Contributing to the LITE Mentoring Scheme for teaching innovation and pedagogic development as part of the LITE's consultancy role;
- Acting as a LITE ambassador at regional, national and international conferences and events;
- Contributing to the LITE's digital profile and communications.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As LITE Fellow: Learning Analytics, you will have:

- Fellowship of the Higher Education Academy, ideally at least to FHEA level;
- Experience of scholarship in education and awareness of relevant pedagogy and scholarship agendas;
- Working knowledge of learning analytics, digital education, or other relevant expertise;
- Sustained experience of working in partnership with staff and students to enhance the student experience;
- Excellent planning, organisational, communication and interpersonal skills;
- Knowledge and experience of a range of quantitative and qualitative methods of evaluating and reflecting on student education innovations;
- Developed awareness of the Leeds Curriculum and of the current strategic priorities of student education at the University;
- A sustained commitment to improving student education at Leeds;
- A flexible approach and the ability to balance commitments and duties.

You may also have:

- Experience of designing and successfully fulfilling a major student education innovation, pedagogy or research project with significant impact;
- Understanding of, and networking with, cross-institutional bodies dedicated to student education innovation and pedagogy.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications must be submitted by **23:59** (UK time) on the advertised closing date. All applications will be reviewed by a panel.

You are encouraged to have an early conversation with your Head of School / Faculty Dean / Head of Service prior to submitting an application, because this Fellowship is



offered on a secondment basis and requires their support before and after the project phase (see section on 'Head of School/Service support').

You should complete the online application form and a project proposal. Your project proposal should be uploaded, in a single document, under the following headings:

1. Applicant name(s);
2. Timeline of project (1/2/3 years);
3. An estimate of funds required (up to max. £8k) and how they will be used;
4. Background: including brief review of current practice and literature as it relates to learning analytics (300 words max.);
5. Project objectives and outputs: include a plan and a Gantt chart covering your project timeline (600 words max.);
6. Outline of the expected impact of the project on student education at the University of Leeds: include an evaluation strategy, how will you know it has been impactful? How will excellence in innovation or scholarship translate into excellence in student education? (300 words max.);
7. Strategic fit: how does the project align with the strategic priorities of the University? How will the project enhance student learning, recruitment or student satisfaction? How will students be engaged with the project? (100 words max.);
8. Dissemination strategy: Include a plan for wider (inter)national dissemination to enhance the University of Leeds's reputation in teaching and pedagogy. (100 words max.); and
9. Outline of support from Head of School/Service (see below).

Head of School/Service support

To confirm support for your project from your School/Service all proposals should include the following signature block at the end of your project proposal. For joint applications please provide a Head of School/Service statement for each member of staff included in the application.

LITE Learning Analytics Fellowship application: School/Service support

I confirm that if this application is successful the member of staff submitting this project proposal will be temporarily released from the School/Service, with appropriate workload remission, in order to undertake the LITE project and that the School/Service



will make appropriate alternative arrangements to cover for the absence of the member of staff whilst on secondment to LITE.

I also acknowledge that at the end of the secondment, the staff member is expected to be fully re-integrated into the School/Service and that we will support that process plus, where appropriate, look to benefit from the work undertaken by the secondee. Additionally, we will support the member of staff to continue with dissemination activities, engage with the LITE community and continue to evaluate the impact of their project after they have returned to the School/Service.

Head of School/Service

Name:

Signature:

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Tina Overton, Director LITE

Tel: +44 (0)113 343 4520

Email: T.L.Overton@leeds.ac.uk

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be in accordance with our [Criminal Records Policy](#). You can find out more about required checks and declarations in our Criminal Records information page.

