



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

LITE Fellowship

Leeds Institute for Teaching Excellence (LITE)



**Salary: 0.2 to 0.8 FTE secondment at current grade for one year
(flexible working arrangements will be considered)**

Reference: LITE1023

Closing date: Friday 31st May 2019

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

LITE Fellowship

Leeds Institute for Teaching Excellence (LITE)

Are you interested in fulfilling a project of teaching innovation, scholarship or pedagogy? Are you looking to set an aspirational standard of teaching excellence and pedagogic scholarship?

LITE is inviting applications for Fellowships to join in 2019/20 academic year. The Leeds Institute for Teaching Excellence (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.

During your Fellowship, you will carry out a project based on innovative teaching, scholarship or pedagogy in alignment with the University's strategy for student education and LITE's research themes, priorities and objectives.

As well as fulfilling the research and innovation 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 Fellowships

The Fellowships are funded at the equivalent level of 20-80% (0.2-0.8 FTE) of one year of current salary. However, the Fellowship may be spread over 1-3 years and could be shared between several colleagues. The funding may be taken as secondment from current duties or a portion can be used to buy in, for example, a research assistant. 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 your 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 and, as a guide, we expect to award approximately £1000 for each 10% secondment.

What does the role entail?

As a LITE Fellow, your main duties will include:

- Executing, evaluating and disseminating a research and innovation project aligned with the University's Strategic Priorities for Student Education and LITE's research themes;
- 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, 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;
- 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 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, pedagogic 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 these Fellowships are offered on a secondment basis and require their support before and after the project phase (see section on 'Head of School/Service support').

You should complete the online application form and upload your project proposal, in a single document, under the following headings:

1. Project title;
2. Applicant name(s) and proposed level(s) of secondment;
3. Timeline of project (1/2/3 years);
4. An estimate of funds required (up to max. £8k) and how they will be used;



5. Background: including a brief review of current practice and literature as it relates to your project proposal (300 words max.);
6. Project objectives and outputs: include a plan and a Gantt chart covering your project timeline (600 words max.);
7. 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.);
8. 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.);
9. Dissemination strategy: include a plan for wider (inter)national dissemination to enhance the University's reputation in teaching and pedagogy. (100 words max.);
10. 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 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 | Ext: 34520

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

Additional information

Fellowship applications should be guided by the Excellence and Innovation Themes identified as priorities by the LITE Board, these include:

1. Inclusive Student Education
2. Evaluating Curriculum Change
3. Interdisciplinarity
4. Student Co-creation of Education
5. Effective/Innovative/Authentic Assessment
6. Research-based Learning
7. Student Support & Development
8. Developing the Digital Offer
9. Scalable delivery of student education to industry / business

Examples of eligible Fellowship applications might include:

- The design and development of a piece of pedagogic research likely to result in strong internal and external impact, recognition and funding opportunities;
- An innovative project with demonstrable impact on the University of Leeds student experience, such as an evaluation of interdisciplinary learning; an evaluation of the impact of a major blended learning development; or a major initiative involving external partnership(s) (e.g. other HEIs/employers/alumni).



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.

