



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

LITE Fellowship, Leeds Institute for Teaching Excellence (LITE)



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

Reference: LITE1025

Closing date: Monday 4 November 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 on teaching innovation, scholarship or pedagogy? Are you looking to set an aspirational standard of teaching excellence and pedagogic scholarship?

We are inviting applications for LITE Fellowships starting in 2019/20 academic year to join the Leeds Institute for Teaching Excellence (LITE).

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 objectives.

As well as carrying out your project, you will be expected to contribute to LITE's scholarly community, provide content towards the digital and external-facing profiles, act as an ambassador at internal and external events and contribute to the LITE Mentoring Scheme. You will evaluate and disseminate the impact of your project 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% of current salary, may be delivered 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.

Hot desking space in 18 Beech Grove Terrace is available, with appropriate equipment and meeting spaces, 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.

*Conditions of fellowships

- All applicants must be employed in a substantive role at the University for the whole period of the secondment.
- The project holder (or, if applying as a team, at least one member of the team) must hold Fellowship of the Higher Education Academy, ideally at FHEA or above.
- Funding is for up to 0.8 FTE maximum (delivered over 1-3 years). For example, a 0.8 FTE for one year or 0.4 FTE for two years.
- Total funding for project teams cannot exceed 0.8 FTE. For example, two team members at 0.4 FTE for one year or 0.2 FTE for two years.

How to apply

You can apply for this role by submitting a project proposal using the headings as outlined below (you should submit one application per project proposal/team). Applications must be submitted by **23:59** (UK time) on the advertised closing date. All applications will be reviewed by a panel.

You, or at least one member of your project team, must be a Fellow of the Higher Education Academy (ideally at FHEA level or above); this will be confirmed on application.

You are encouraged to have an early conversation with your Head of School / Faculty Dean / Head of Service prior to submitting an application. LITE 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, (as a Word document or PDF), under the following headings:

1. Project title;
2. Applicant name(s), School/Faculty/Service, and proposed level(s) of secondment [this should be between 0.2 (i.e. 1 day per week) and 0.8 FTE (i.e. 4 days per week)];
3. Proposed project duration [this should be 1-3 years but must not exceed the 0.8 FTE maximum across the project duration];
4. Rationale and strategic fit [including a brief review of current practice and literature and any baseline evidence/data (e.g. NSS results, module review or school review reports). It should also include how the project aligns with the strategic priorities of the University (300 words max.)];



5. Project aims and objectives [identifying the overall aims of the project and what you hope to achieve (400 words max.)];
6. Project plan and timeline [identifying the main milestones and how you will achieve the project outcomes in the proposed timeframe (100 words max.)];
7. Impact and dissemination [articulating the expected impacts of the project, including a dissemination strategy to support this success and outlining how the project will be disseminated (inter)nationally to enhance LITE's and the University's reputation in teaching and pedagogy (300 words max.)];
8. Student involvement [identifying how students will be engaged with the project (200 words max.)];
9. A detailed budget breakdown [showing how the funds (max. £8k) will be spent (e.g. research assistant, conference attendance, transcription of interviews, equipment etc.)]; and
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 the project team.

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:



Shortlisting criteria for project proposals

Project proposals will be reviewed by a panel against the following criteria:

- **Strategic alignment:** does the project align with the University's student education priorities?
- **Novelty/innovation:** is the idea something new? Has it been done before, but potentially with a new take?
- **Potential impact:** is the project likely to make the stated impact?
- **Value for money:** is the project value for money? Are the outputs worth the amount requested?
- **Feasibility:** is the project realistic given the time/funding requested? Is it likely to meet its objectives?

Contact information

If you are interested in applying for a LITE Fellowship and would like to discuss a research idea further, LITE are running a special **LITE Surgery drop-in** in the LITE Building (18 Beech Grove Terrace) on 22nd October 3pm-4:30pm. Potential applicants are welcome to attend.

Alternatively, 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

Additional information

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.

