



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

LITE Accelerator 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: SESTE1017**

**Closing date: 30<sup>th</sup> June 2023**

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

## **LITE Accelerator 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 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 that explores an aspect of the student education experience that will support the delivery of the University's strategy for student education. It is envisaged that proposals will demonstrate transformation and innovations in education in the short/medium term with evaluation and iterations built into the project plan.

Proposals are invited for LITE Accelerator Fellowships that support school and/or faculty-based initiatives that will support the University of Leeds student education priorities. We particularly welcome proposals related to assessment design or active learning. However, proposals that reflect new, emerging ideas that would benefit any student group at Leeds (taught students and postgraduate researchers) are also welcomed.

As well as carrying out your project, you will be expected to contribute to LITE's scholarly community, provide content for digital and external-facing platforms, act as an ambassador at internal and external events and support colleagues in their scholarship and pedagogic research.

You will evaluate and disseminate the impact of your project internally through research progress showcases 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 delivered within a team of up to three colleagues\*. **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.

A non-staff cost budget of £5,000 **per fellowship** will be available (if required) to support the project, e.g. events, participant incentives, travel and subsistence, conference attendance, dissemination activities and equipment.

Support will be provided by the LITE professional service team, including access to a resident research assistant with experience of pedagogical research techniques and student project assistants.

The start date for the fellowships is September 2023. Priority will be given to new applicants and where there is a strong strategic need identified from the project proposal.

### \*Conditions of fellowships

- All applicants must be employed in a substantive role at the University for the whole period of the secondment.
- There will normally be a limit of 0.8FTE per fellow in total over the period of the fellowship. Project teams will be accepted up to a maximum of 3 team members.
- A minimum of 0.2 FTE for the total project is required and a minimum FTE of 0.2 per fellow if within a project team.
- The project holder (or, if applying as a team, at least one member of the team) should normally hold Fellowship of the Higher Education Academy. **The applicant would be expected to apply for fellowship status during their time with LITE, if they do not already have this award.** Further details can be found on the [Student Education Development pages](#)

## How to apply

You can apply for this role by submitting a project proposal using the headings as outlined below.

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. 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 apply via the university jobs site where you will complete your details and then upload your project proposal, declaration of support from your line manager/head of service and any necessary appendices. To create your project proposal you should complete [the online form](#) and download your responses from Online Surveys as a pdf, which should then be uploaded to your application on the jobs site. [This video](#) demonstrates how to use the form. Please bear in mind that if you have not addressed all the questions in detail, your project is unlikely to score enough to reach the threshold for funding.

1. **Project title**
2. **Applicant name(s), 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). You can divide your FTE request over up to three years with a minimum of 0.2 FTE each year totalling a maximum of 0.8FTE.];
3. **What is your project about?** [This is a brief summary of your proposal. What is your research question? What are the projects aims and objectives and how will you achieve those? How will the work benefit students? (250 words max.);]
4. **What is the theoretical pedagogy underpinning this proposal?** [Pedagogically-informed projects are considered to be more feasible and higher impact, as a theoretical base can provide robust insights to evaluate results and re-design activity should it be needed once the project has started (200 words max.)];
5. **Why is the research important?** [Why is this research needed and how does it support achieving the strategic priorities of the University? How does this fit with research/projects that have already been carried out or are ongoing? Please give specific examples of which elements of the university strategy the project will support. (300 words max.)];
6. **What change would you like to see?** [What does success look like following your project? How will you tell people about your work (dissemination), and how will you evaluate the success of your project? (impact) (300 words max.)];
7. **How will you carry out your research?** [How will you collect and analyse the data? How will you conduct your project? How will you incorporate indicators of impact to evaluate the success of the project? We would like to encourage innovative research methods if it is applicable to the project, although not a requirement. (300 words max.)];



8. **Approximate timeline for your project** [Please upload this in the form of a table as an appendix. Please include any required phases that may follow the duration of the fellowship. While we will not be able to fund a follow-up project, this will inform the project feasibility and impact];
9. **Student involvement** [Please identify how students will be engaged with the project. Projects that involve students beyond participants, as co-creators, research partners or co-producers are likely to score higher in this area (200 words max.)];
10. **Estimated budget breakdown** [Please show an overview of how the funds (max. £5k) will be allocated (e.g. dissemination activity, participant or student co-creator incentives)];
11. **Research ethics approval should ideally have been submitted by the application deadline** [Please indicate the stage of research ethics approval for this project. Please note proposals where research ethics approval has already been submitted will score higher in the feasibility review criteria. If you have submitted, then please provide evidence with your application.];
12. **Outline of support from Head of Service/Line Manager** [see below].

### **For applications with multiple project team members**

All applicants in a project team should submit an online application, uploading a duplicate project proposal document per application, with a separate Head of School/Service support statement.





## Head of School/Service support

To confirm support for your project from your School/Service, all proposals must have evidence of approval uploaded with the application. 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.*

*Additionally (please tick/indicate below what applies),*

	Yes / No	If yes, how?
<i>The School/Service will look to benefit from the work undertaken by the fellowship candidate.</i>		
<i>The School/Service 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.</i>		

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 (20%):** does the project align with the University's student education priorities?
- **Pedagogical alignment (20%):** is the project proposal and design underpinned by sound pedagogical backing? Is there a well-articulated theory of learning behind the proposal?
- **Novelty/innovation (20%):** is the idea something new? Has it been done before, but potentially with a new take?
- **Potential impact (10%):** is the project likely to make the stated impact? Is the proposal and prior work mature enough to result in significant impact to students by the end of the fellowship period? Has the proposal articulated well how the work may be continued beyond the funding period to achieve desired impact?
- **Feasibility (10%):** is the project realistic given the time/funding requested? Is it likely to meet its objectives? Has research ethics approval been applied for to support the project?
- **Research methods (20%):** are the methods appropriate to achieve the stated aims and objectives? Will this offer a useful contribution to this field of research? Are the methods novel?

Guidance on alignment to strategic priority and feasibility may be sought from relevant colleagues in the institution as part of the proposal review process.

Successful applicants of shortlisted projects may be invited to present to a project selection panel.

## Contact information:

If you are interested in applying for a LITE Fellowship and would like to discuss a research idea further, please contact:

**Emma Peasland, Research and Impact Officer** - [E.Peasland@leeds.ac.uk](mailto:E.Peasland@leeds.ac.uk)

**Robert Averies, Research and Impact Officer** - [R.Averies@leeds.ac.uk](mailto:R.Averies@leeds.ac.uk)

