



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

LITE Fellowship (Professional Services)

Leeds Institute for Teaching Excellence (LITE)



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

**Reference: SESTE1018**

**Closing date: 30<sup>th</sup> June 2024**

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

# **LITE Fellowship for Professional Services**

## **Leeds Institute for Teaching Excellence (LITE)**

**This opportunity is only open to colleagues employed within the Professional Services.**

**Are you employed within the Professional Services and interested in fulfilling a project exploring the student learning and teaching experience? Would you like support and guidance in delivering a successful project that will inform your practice and that of your team?**

We are inviting applications from colleagues within the Professional Services to become a LITE Fellow within the Leeds Institute for Teaching Excellence (LITE), commencing in September 2024.

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.

LITE Fellowships for Professional Services will provide a fully supportive programme to help colleagues with different levels of experience (or none) deliver a project exploring an aspect of the student experience related to learning and teaching from its initial idea phase through to impact and dissemination.

Professional Service teams throughout the University provide a vital contribution to the student experience and the opportunities to explore enhancement interventions and activities are numerous. This programme applies a broad interpretation of pedagogic research, including the influence of the wider aspects of the student experience on a student's learning and teaching experience. This scheme would provide the opportunity to generate evidence that explores the value and potential of a range of activities such as (but not limited to) student voice, co and/or extra-curricular activity, community building, education spaces, employability, mentoring and assessment.

During your Fellowship, you will carry out a project based on an aspect of your role/practice that contributes directly to the student experience and will generate evidence to inform best practice.



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. 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.

Priority will be given to new applicants and where there is a strong strategic need identified from the project proposal. Discussions on appropriateness of project in line with your service strategy need to take place with your Head of Service (or nominee) prior to submission.

### **The Fellowships**

- The scheme is open to all Professional Service staff.
- Participants will need to attend an initial induction training programming delivered over a series of short sessions.
- The scheme will be delivered as a secondment on a 0.2 FTE for 1 year basis commencing September 2024 (0.2 equates to 1 day a week – however, to support pressure points in service delivery, flexibility can be built in around the project and commitments).
- Colleagues will receive regular one to one meetings with members of the LITE team along with regular sessions with other scheme members.
- The projects could help provide evidence for an application for Associate or Full Higher Education Academy (HEA) Fellowship, about which we can provide advice and support through our partnership with OD&PL.
- Fellows will be allocated a project sponsor who will provide guidance for impact and dissemination.
- All projects must include a contribution from the student body in an advisory or partnership role.
- All applicants must be employed in a substantive role at the University for the duration of the fellowship.
- On-going support will be provided by the LITE team, including access to a resident research assistant with experience of pedagogical research techniques and student project assistants.
- Up to £2,000 will be available to support the delivery of the project.



## 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 are encouraged to have an early conversation with your line manager / head of service prior to submitting an application. LITE Fellowships require their support before and after the project phase (see section on 'Head of 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.**
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. **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.);]
5. **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.);]
6. **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.);]
7. **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];]



8. **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.)];
9. **Estimated budget breakdown** [Please show an overview of how the funds (max. £2k) will be allocated (e.g. dissemination activity, participant or student co-creator incentives)];
10. **Outline of support from Head of Service and 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 Service support statement.



## Head of School/Service support

To confirm support for your project from you service, all proposals must have evidence of approval uploaded with the application. For joint applications please provide a Head of Service and Line Manager statement for each member of the project team.

### LITE Fellowship application: Service support

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

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

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

*Head of Service*

*Name:*

*Signature:*

*Line Manager*

*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?
- **Novelty/innovation (20%):** is the idea something new? Has it been done before, but potentially with a new take?
- **Potential impact (20%):** 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 (20%):** is the project realistic given the time/funding requested? Is it likely to meet its objectives?
- **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 (LITE) - [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)**

