



## **Leeds Institute for Teaching Excellence & Innovation**

### **Excellence and Innovation Fellowships**

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

The newly established **Leeds Institute for Teaching Excellence & Innovation** signals the University's commitment to excellence and innovation in education through its investment in a community of Fellows, giving academic staff the opportunity to develop and implement projects and establish a culture of high quality teaching innovation, scholarship and leadership. Continuing the annual recruitment of Fellows the Institute will recruit five Fellows to join the Institute in September 2017.

*Excellence and Innovation Fellows* will be appointed to fulfil a project of teaching innovation, scholarship or pedagogy during their year's secondment, managing the project (with the support outlined below) in alignment with the Institute's research themes, priorities and objectives. The Excellence and Innovation Fellows will set an aspirational standard of teaching excellence and pedagogic scholarship that will energise the Institute's progress and develop teaching practice within and beyond the Leeds Curriculum.

As well as fulfilling the research and innovation project as outlined in their application, Fellows will be expected to contribute fully to the dynamism of the Institute's scholarly community, contribute content towards the digital and external-facing profiles of the Institute and act as ambassadors at internal and external events. Fellows will be expected to disseminate their project findings and innovations externally to develop the practice, pedagogy and reputation of student education at the University of Leeds. For further guidance on writing your project proposal, please see the section 'Further information about Fellowship projects' on page 3 of this document.

It is anticipated that, over time, discipline or faculty-based centres for teaching innovation and scholarship will provide developmental contexts for aspirant Institute Fellows, and that successful Fellows will return to their home schools and units with the leadership qualities and momentum to establish or enhance these initiatives.

**University Grade: secondment at current grade.**

**Informal enquiries may be made to Dr Raphael Hallett, tel +44 (0)113 343 3588, email [r.hallett@leeds.ac.uk](mailto:r.hallett@leeds.ac.uk).**

**Closing Date: 28 October 2016**

**Interviews will be held on 25 November 2016**

**Ref: LITEI1003**

**Click here for further information about working at the University of Leeds**  
**[www.leeds.ac.uk/info/20025/university\\_jobs](http://www.leeds.ac.uk/info/20025/university_jobs)**

## **Job Description**

**Responsible to: Director of LITEI**

**Reports to: Director of LITEI**

## **Main duties and responsibilities**

Excellence and Innovation Fellows will be expected to:

- Fulfil and disseminate a research and innovation project as outlined in their application
- Produce scholarship and innovation that complements the vision and priorities of the Institute
- Design their project so that it contributes to the delivery and / or enhancement of the Leeds Curriculum
- Publish / disseminate project outputs beyond the University of Leeds (*this dissemination might take the form, for example, of a journal article, book chapter, evaluation project, strongly evidenced pedagogic report, a re-useable educational resource, online platform or learning toolkit*)
- Contribute fully to the research and community of the Institute, by offering workshops, talks and conference papers
- Foster a dynamic community of debate, interaction and scholarly collaboration at the Institute
- Offer at least two workshops or masterclasses relating to their expertise and experience, as part of the portfolio of staff training and teaching enhancement offered by the University
- Contribute to the Institute's mentoring and guidance service for teaching innovation and pedagogic development as part of the Institute's consultancy role
- Act as LITEI ambassadors at Learning and Teaching and Pedagogy conferences
- Contribute creatively to the Institute's publications and to its digital showcase and communications, offering an online profile, teaching and scholarship case-studies and contributions to online blogs and news where relevant
- Present project developments, findings and innovations at the University of Leeds Student Education Conference
- Any other duties as may reasonably be required, consistent with the grade of the post

## **Further information about the Fellowship Projects**

Fellowship applications should be guided by the 'excellence and innovation themes' outlined as priorities by the Institute:

1. Interdisciplinary Education
2. Enterprise Education and Employability
3. Student Transitions
4. International Education
5. Students as Researchers
6. Digital Practice and Pedagogy
7. Assessment & Feedback

Applicants will be judged by an independent panel. Project proposals will be required to demonstrate, for example:

- how they will translate excellence in scholarship into excellence in student education
- how they will enhance student learning, recruitment and/or student satisfaction
- clear plans for wider (inter)national dissemination, enhancing the University of Leeds's reputation in teaching and pedagogy

Examples of eligible Fellowship applications might include:

- the design and development of a piece of pedagogic research likely to result in strong external impact, recognition and funding opportunities
- an innovative teaching project with demonstrable impact on the University of Leeds student experience

e.g.

- an interdisciplinary initiative
- a blended learning development
- the development of an initiative involving external partnership(s) with other HEIs, employers, alumni or policy makers
- a widening participation or outreach initiative

## **Joint Fellowship Applications**

Whilst we anticipate the majority of fellowship applications will be made on an individual basis for a full-time secondment, we offer the scope for joint fellowships that enable a co-delivered project. Our model for this might be, for example, an

academically-led project, with a second member of academic or professional staff acting as the co-researcher. The minimum secondment for the project's academic lead is 0.6 FTE.

Such applications would need to justify the need for a co-delivered project, describe the collaborative dimension of the project and define the weighting of the secondment as a part of each applicant's FTE.

## **Person Specification**

### **Essential**

#### *Experience:*

- experience in a HE teaching or teaching leadership capacity
- experience of teaching scholarship, with involvement in and awareness of, relevant pedagogy and scholarship agendas
- experience of leading change in learning and teaching at Programme / School / Faculty level
- sustained experience of working in partnership with staff and students to enhance the student experience
- sustained experience of developing modules / programmes or student support provision

#### *Skills/Knowledge:*

- excellent planning, organisational, communication and interpersonal skills
- knowledge of methods of evaluating and reflecting on teaching innovations
- the ability and willingness to demonstrate initiative and to take responsibility
- developed awareness of the Leeds Curriculum and of the current strategic priorities of student education at the University of Leeds

#### *Personal characteristics:*

- a sustained interest in teaching innovation and scholarship
- a commitment to improving student education at the University of Leeds
- an organised and methodical approach to project development, delivery and dissemination
- a flexible approach and a willingness to balance commitments and duties
- The ideal post holder would have a blend of pedagogic and interpersonal/communication skills so that s/he is able to work effectively both as a project leader and as a dynamic colleague alongside academic and professional staff within the Institute

## **Desirable**

### *Educational standard/qualifications:*

- Qualification(s) in teaching at HE level
- Fellowship of the HEA

### *Experience:*

- leading or influencing curriculum development projects in Higher Education (e.g. the Leeds Curriculum, HEA, JISC)
- involvement in Faculty/School Student Education Committees or University student education working groups
- experience of designing and fulfilling a teaching innovation, pedagogy or research project
- evidence of publication or dissemination of outputs related to teaching innovation and pedagogy

### *Knowledge*

- Developed and critical knowledge of teaching scholarship
- Understanding of and networking with cross-institutional bodies dedicated to teaching innovation and pedagogy

## **Career Expectations**

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

## **University Values**

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

## **Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at [www.leeds.ac.uk/hr](http://www.leeds.ac.uk/hr)

## **The Partnership**

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

## **University of Leeds Teaching and Research Award (ULTRA)**

The Senate of the University has agreed that all newly appointed early career academic staff with a contract of 50% of full time equivalent and above will be required to complete the relevant pathway of the University of Leeds Teaching and Research Award (ULTRA) unless they meet specified exemption criteria. Whether or not this applies to you will be decided as part of the appointment process.

Further details of the ULTRA are available at <http://www.sddu.leeds.ac.uk/sddu-ultra.html>

Academic staff with contracts of less than 50% of full time equivalent may take the appropriate pathway of ULTRA that relates to your role. This will be decided by the School in conjunction with SDDU.

## **Disclosure and Barring Service checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Disabled Applicants**

The post is located in Beech Grove Terrace. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk) or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**

## **Application process**

Candidates are encouraged to have a conversation with their HoS/Faculty Dean prior to submitting an application, as these Fellowships are being offered on a secondment basis.

Candidates should complete an application form and upload their project proposal under the two headings:

Project Objectives and Outputs (500 words)

Impact of project on Student Education at Leeds (300 words)