

GUIDANCE AND NORMS FOR PROMOTION TO SENIOR LECTURER AND GENERAL GUIDANCE FOR COMPLETION OF SELF ASSESSMENT FORMS.

The information provided in the case for promotion to Senior Lecturer shall be evaluated by the Academic Staff Review Group against the stated criteria that 'exceptional performance is expected in at least two of the areas of teaching, research, administration (either departmental or at College/University of London level) and third stream and enterprise activity with satisfactory performance in the other areas'. Applications will be subject to external referees.

The following lists cover the areas of consideration taken into account in evaluating performance for each area of activity. Under each heading most of these norms shall be normally met in order that performance is rated as exceptional for that area of activity. For example,

1. Contribution to teaching:

This will include:

- Courses taught and led.
- Curriculum development activity.
- Student feedback.
- Teaching related publications, including software.

If this comprises a key claim for recognition of achievement it must be evidenced by a teaching profile.

2. Research output

This will include:

- A resumé of your research over the last 3 years.
- Publications in previous year.
- Grant income, grant applications (with dates) and dates of awards.
- Research leadership - size and makeup of team (i.e. numbers of other academic, research assistants, research students)
 - organiser of prestigious conference.
- Awards/prizes.
- Membership of Research Council and Learned Society Committees/Working parties.
- International collaboration.
- Other relevant evidence of scholarly esteem.

3. Contribution to general department work, general College and University of London activities

This will include: Administrative positions held.
Student welfare activity.
New initiatives generated.
College working parties, committee work.
Schools liaison/ international visits.
Special events, such as Science Open Day.
University of London Committees.

4. Third Stream and Enterprise Activity

- (i) Success in developing third stream or enterprise activity. Measured by the viability of the project, evidenced by the development of sound business plans in conformance with College costing and pricing policies (including recovery of overheads).
- (ii) Development of substantial partnerships including industry or other external bodies and the College. Measured by (inter alia) disclosures for patents or filing of patents; licensing agreements; signed contracts to move to exploitation of a particular activity or process, institutionally linked consultancy contracts; CPD development and delivery.
- (iii) Enterprise leadership, mentoring and involvement in the development of junior colleagues in third stream or enterprise activity. Measured by success in creating working teams successfully involved in such activity.
- (iv) Impact in raising the profile of the college through third stream or enterprise activity. This might include (inter alia) membership of influential agencies, industry networks or artistic work. Measured by number of roles, projects undertaken and qualitative assessment of the impact.
- (v) Impact on policy making as measured by :
 - Advice provided for influential policy organisations including government departments, national and international policy making organisations.
 - Publications in professional and government media not necessarily recognised by the RAE (under previous regimes).
 - Recognition by such bodies.
- (vi) Other relevant activity that meets the strategic priorities of the College or significant external stakeholders.

August 2004