**HEAD OF DEPARTMENT’S STATEMENT**

This form should be used by the Head of Department to report on the candidate for the promotion stage listed below. The form should be submitted in electronic format to **Human Resources** at [hr.reviewandpromotion@lse.ac.uk](mailto:hr.reviewandpromotion@lse.ac.uk), to be received no later than **HoD Deadline 2 (Monday 23 October 2023).**

**The Promotions Committee expects Heads of Department to frame their statements with the relevant criteria in mind** (see, respectively, Sections 2 of the Guidelines for Promotion of Assistant and Associate Professorial Lecturers).

|  |  |
| --- | --- |
| **Candidate’s Name:** |  |
| **Candidate’s Department:** |  |
| **Head of Department Name:** |  |

|  |
| --- |
| **Case Submitted For** (please tick the appropriate boxes, more than one process may be included):  **Promotion to Associate Professor (Education)**  **Promotion to Professor (Education)** |

**1. Departmental Recommendation**

1. Confirmation of strategic and operational need

*Departments will, in the first instance, need to agree that an (additional) Education Career Track (ECT) role at the level for which promotion is sought is justified. In the below section, please articulate your Department’s strategic and operational needs for an education-focused role that is broader in scope, and that has a greater sphere of influence, than the role currently being held by the applicant. Departments are encouraged to consult the role profile of the level for which promotion is sought to establish whether there is the need for this role – see link to* [*ECT role profiles*](https://info.lse.ac.uk/staff/divisions/Human-Resources/The-recruitment-toolkit/Role-profiles)*. Note that this is not a question of whether the Department has the financial resources for the (additional) ECT role at the level for which promotion is sought as the required financial resources will automatically be provided to the Department should the promotion case be successful.* *Departments will need to provide evidence of the approval by the Vice Presidents and Pro-Vice Chancellors to Human Resources when submitting a case.*

2. Recommendation on Candidate

*The Head of Department must have consulted professorial colleagues regarding the candidate, and the Head of Department's statement must be based on the information submitted to and considered by, the departmental Professoriate. The Committee expects that a decision will be taken on the basis of a vote by all serving professors, and that the Head of Department's report will indicate the numbers voting for and against as well as those abstaining. A candidate cannot be put forward for a promotion unless s/he has the majority support of those voting. The Promotions Committee does not regard unanimity of the departmental Professoriate as a sine qua non of a successful case, but does expect that if there are differing opinions these will be explained in full.*

**2. Candidate’s Profile**

*The Head of Department should provide an evaluative commentary on the candidate’s profile****.***

1. General Profile

*Please provide a short overview of the general profile of the candidate, leaving detailed comments on the education, teaching and service aspects of the case to the next section.*

2. Evidencing the Criteria for Promotion

*Please provide a detailed comment on how the candidate fulfils the criteria for promotion. The Promotions Committee appreciates that teaching and wider education-related activities vary across Departments and so do the roles taken by education career track staff. The Promotions Committee does not therefore require a candidate to meet every single criterion for promotion, if it is determined by the Promotions Committee that the context in which they have been working makes this difficult. Where a candidate does not meet a specific criterion, please explain why the context in which the candidate has been working makes meeting the criterion difficult.*

*To help you writing the statement, the criteria for promotion are listed below. Please delete the entire section of criteria that are not relevant for this particular promotion process.*

#### Criteria for Promotion to Associate Professor (Education) (please delete entire section if not relevant)

Promotion to Associate Professor (Education) comes in recognition of significant contributions to teaching and education, evidence of having made a positive and sustained impact on teaching and education, and growing participation in teaching- and education-related contributions to administration and governance.

Teaching and wider education-related activities vary across Departments and so do the roles taken by education career track staff. The Promotions Committee does not therefore require a candidate to meet every single criterion for promotion, if it is determined by the Promotions Committee that the context in which they have been working makes this difficult.

With this caveat in mind, successful candidates will show evidence that they meet the following criteria:

* Outstanding quality teaching in the classroom, based on up-to-date relevant research or professional practice as appropriate for the context
* Versatility in teaching different courses at different levels and with different requirements (e.g., compulsory and elective courses)
* A coherent and viable programme for future contributions to teaching and education with the potential to be demonstrably innovative and excellent
* Timely and effective feedback provided to students
* Significant commitment to student advising/mentoring
* Significant contributions with respect to advancing an inclusive and supportive learning environment and culture of excellence in teaching and learning
* Significant contributions to curriculum planning/enhancement and course design, including to the enrichment of curriculum with research, both in content and through enquiry-based learning approaches to learning
* Clear evidence of ability to manage and direct a teaching programme
* Significant contributions to activities aimed at raising the student experience
* Successful mentoring of and assistance to junior teachers such as graduate teaching assistants
* Success in inspiring and motivating students as partners, innovators, independent learners and critical thinkers
* Ability and willingness to contribute in important ways to taught LSE programmes, ideally at undergraduate, postgraduate and ancillary levels (e.g. Executive teaching, short courses, international programme or Summer School), and, where relevant, to research degrees
* Contributions to the exchange of teaching experiences, ideas and evidence-based research with colleagues in the Department, across the School and, potentially, the wider higher education community
* Significant contributions to education-related administration coupled with evidence of collaborating successfully with relevant professional services staff

Activities that additionally strengthen the promotion case:

* Authoring or co-authoring of textbooks or of high-quality practitioner or academic publications
* Significant contributions to education and pedagogy within and potentially beyond the LSE

#### 

#### Criteria for Promotion to Professor (Education) (please delete entire section if not relevant)

Criteria for Promotion to Professor (Education)

Promotion to Professorial Lecturer comes in recognition of major and sustained accomplishments in teaching and education, evidence of having made a positive, sustained and significant impact on teaching and education, and significant participation in administration and governance.

Teaching and wider education-related activities vary across Departments and so do the roles taken by education career track staff. The Promotions Committee does not therefore require a candidate to meet every single criterion for promotion, if it is determined by the Promotions Committee that the context in which they have been working makes this difficult.

With this caveat in mind, successful candidates will show evidence that they meet the following criteria:

* Outstanding quality teaching in the classroom, based on up-to-date relevant research or professional practice as appropriate for the context
* Versatility in teaching different courses at different levels and with different requirements (e.g., compulsory and elective courses) and sustained success in doing so
* A coherent and viable programme for future contributions to teaching and education with the potential to be demonstrably innovative and excellent
* Timely and effective feedback provided to students
* Sustained and significant commitment to student advising/mentoring
* Sustained leadership with respect to advancing an inclusive and supportive learning environment and culture of excellence in teaching and learning
* Sustained and significant contributions to programme planning and programme design and enhancement in addition to contributions to curriculum planning and course design, including to the enrichment of curriculum with research, both in content and through enquiry-based learning approaches to learning
* Successful programme leadership
* Sustained and significant contributions to activities aimed at raising the student experience
* Sustained success in developing and mentoring all staff with a teaching responsibility
* Success in inspiring and motivating students as partners, innovators, independent learners and critical thinkers
* Success in contributing in significant ways to taught LSE programmes, ideally at undergraduate, postgraduate and ancillary levels (e.g. Executive teaching, short courses, international programme or Summer School), and, where relevant, to research degrees
* Leadership of innovation in pedagogy
* Demonstrated success at driving Department-wide teaching improvements or, at a minimum clear evidence of ability to do so
* Significant contributions to the exchange of teaching experiences, ideas and evidence-based research with colleagues in the Department, across the School and the wider higher education community
* Significant contributions to the development, management, implementation and review of departmental and/or School education-related strategies, including major quality assurance and accreditation processes
* Significant leadership contributions to education-related administration both at the departmental and the School level coupled with evidence of collaborating successfully with relevant professional services staff and the relevant School committees
* Ability and willingness to serve as Deputy Head of Department (Teaching and Education)

Activities that additionally strengthen the promotion case:

* Authoring or co-authoring of textbooks or high-quality practitioner or academic publications
* Sustained and significant contributions to education and pedagogy beyond the LSE, providing the candidate with a regional, national and/or international reputation as an educator

**3. Career Development**

*The Head of Department should confirm that Career Development Meeting(s) (CDMs) have taken place and outline the career development advice provided to the candidate, and the Department’s expectations for future career progression.*

Signed Date

**Electronic Signature of the Head of Department**

Confidentiality

Heads of Department are advised that any submission provided in connection with the Interim or Major Review process will be confidential to the Promotions Committee and will be used solely for the purposes of the School's Review and Promotion processes. However, in circumstances such as a grievance or legal proceedings, submissions may have to be disclosed to the candidate and/or a third party.