** STRICTLY CONFIDENTIAL**

**ACADEMIC STAFF REWARD COMMITTEE**

**NOMINATION FORM**

**Please use this form for all staff apart from Professors who took part in the APR. Professors who did not take part in the APR cannot be nominated.**

**Name of staff member or members**

**Job title/s**

**Department/Institute/Centre**

**Please indicate below which area you are nominating your staff member/s for:**

☐ ***Education: teaching and learning***

☐ ***Research***

☐ ***Service and citizenship***

**Please indicate the contribution award sought**:

(I.e.1 or 2 recurrent increments or non-recurrent award. Non-recurrent awards awarded by the ASRC will normally be in multiples of £500 normally up to a maximum of £5,000).

**Reason(s) for recommendation for the area nominated for (please refer to section 4.2 of the ASRC guidance):**

**Please provide a brief commentary on the contributions of the staff member to the other areas of contribution to which they are not nominated for:**

**Line managers electronic signature Date**

**The completed form should be sent to Human Resources** (email: [HR.Reward@lse.ac.uk](mailto:HR.Reward@lse.ac.uk)**) by no later than 31 May 2019.**

Submissions to the ASRC should provide evidence of exceptional contribution or outstanding performance to the following areas where relevant to the staff member’s role:

**Education: Teaching and Learning (as applicable)**

Line managers are asked to nominate individuals or groups of colleagues on the basis of the highest quality contributions to teaching, student learning and student educational experience. The School acknowledges that such contributions are often a collaborative venture and wishes to capture this by inviting line managers to nominate groups of staff members, where appropriate.

Illustrations of eligible contributions are:

* excellent teaching that has a positive impact on student learning.
* demonstration of ability to work effectively with diverse groups of students (in terms of year /level/ interdisciplinary and cultural backgrounds) and/or to use diverse modes of

teaching.

* contributions to innovations in curriculum and/or delivery approach of departmental educational provision.
* excellence in advising and student support within departments.
* leadership in programme renewal.
* leadership and development at course level including GTA support and development.

Line managers are asked to provide evidence on each case. Illustrations of relevant evidence are:

* TQARO course/teacher evaluations
* course and programme documentation
* student endorsements
* peer review observations
* TLC observations and reviews
* LTI grants and awards
* Student Union teaching awards and nominations
* external awards and recognition.

**Research (as applicable)**

Illustrations of eligible contributions are:

* the candidate’s research outputs in the previous calendar year and the two preceding years **(NOTE: the same publication cannot be rewarded multiple times)**
* research leadership
* reputation for research and scholarship
* a sustained research programme
* intellectual and professional contributions
* the receipt of external research grants, and management of research projects
* knowledge exchange and impact activities.

**Service and Citizenship *(*as applicable)**

Eligible contributions can be at the level of the department, the School, the profession or the wider academic community.

Illustrations of eligible contributions are:

* departmental administration, leadership and management
* supporting the line manager and the unit’s strategic plan
* mentoring junior colleagues
* School-wide service – e.g. participation in School committees
* student recruitment and student facing service – e.g. open days, widening participation
* contributions to professional associations and Learned Societies
* participation in work of Research Councils, foundations etc.
* editorships
* ambassadorial roles for the School (e.g., alumni events).