

**ACADEMIC STAFF REWARD COMMITTEE
NOMINATION FORM**

Please use this form for: Assistant Professors (unless opted into the APR by their department), Lecturers, Senior Lecturers and Readers, Teaching-only staff and LSE fellows (bands 5 and 6) and Research staff (bands 6 onwards).

This form may also be used to nominate those participating in the **Annual Performance Review** for contributions to **Education: Teaching and Learning**. However, Heads of Department can nominate these staff by providing a detailed justification with supporting evidence and indicating the contribution award sought.

Name of staff member or members

Job title/s

Department/Institute/Centre

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

- Education: Teaching and Learning (Excellence in Education award)***

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).

- 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 (please refer to section 4.2 of the ASRC guidance):

**Head of Department/Centre Electronic Signature
Date**



The Head of Department/Centre should forward the completed form to Human Resources (email: HR.Reward@lse.ac.uk) to be received no later than 5 June 2017.

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)

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.

HoDs and RCDs 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 HoD or RCD and the Departmental Development 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).