



CHECKLIST FOR MAJOR ACADEMIC INITIATIVES RELATING TO TEACHING ACTIVITIES

(Version 6: updated 25/05/2015)

This checklist is for all proposals for Major Academic Initiatives (MAI) relating to **teaching activities** to be considered during the **2015-16** session. Prior to completion of this checklist please refer to the MAI policy document and process diagram for guidance on the suitability of using this checklist – the latest version of the policy is available from the policy and procedures website (search for 'major academic initiatives' at www.lse.ac.uk/intranet/LSEServices/policies/).

Section A should be completed by the academic lead with support and advice from the facilitator, the administrative lead and appropriate staff in the Professional Service Divisions as indicated below against certain questions. **Section B** will be completed by the facilitator based on feedback from staff in the Professional Service Divisions. The facilitator will also complete **section C** which records consultation and approvals.

In addition to this checklist the following information must be provided before the proposal can progress to the School committees:

- **Resource plan pro-forma:** The academic and administrative leads should contact Finance as early as possible to begin completion of a resource plan pro-forma. This will be an iterative process as information becomes available from the Service Division contacts. Please note that developers and facilitators must abide by Section B.21 of the Financial Regulations (see: www.lse.ac.uk/intranet/LSEServices/financeDivision/).
- **'Proposal for a New Programme' form:** This form must be completed for any new programme proposal. This document can be obtained from the Teaching Quality Assurance and Review Office (TQARO) website (see: www.lse.ac.uk/intranet/LSEServices/TQARO/).

SECTION A – DETAILS OF THE INITIATIVE For completion by the academic lead

1. GENERAL INFORMATION

1.1 Full title of initiative

1.2 Short description of the initiative

1.3 What is the proposed year of commencement of funding for the initiative? This should take into account the timing of any start-up costs.

1.4 What are the governance arrangements for the initiative?

1.5 How will the success of the initiative be assessed? Please indicate the measures that will be used to assess success, who will make the assessment and when.

1.6 Does the initiative involve any particular ethical issues (e.g. is a third party providing input or funding to the programme)? All proposals must comply with the School's Ethics Code.

1.7 What is the environmental impact of the initiative and how will any issues be addressed?

requiring space on campus? If so, please provide details below. Finance will need to be notified so provision can be made in the resource plan pro-forma. Note: The Conference and Events Office will need to assess any conflicts with programmes and events already planned and can only confirm specific requests after room space is released and dates and details are known.

8. HUMAN RESOURCES REQUIREMENTS

The academic lead must seek advice from their HR Partner in providing the information below.

8.1 Are any current academic / research / teaching / support staff that are already employed by the School involved in this initiative? If so, please provide details below for each individual, replicating the rows as appropriate. Please include a brief description of their duties and their level of involvement and whether this is likely to change over time (e.g. an academic may agree to act as programme director for a certain period of time).

Name (individual 1)	
Level of involvement and duties?	
Anticipated time commitment?	
Is this part of, or additional to the individual's normal role?	
Is it anticipated payment will be made for the work involved?	
What rate of any supplementary pay will be applicable?	
Name (individual 2)	
Level of involvement and duties?	
Anticipated time commitment?	
Is this part of, or additional to the individual's normal role?	
Is it anticipated payment will be made for the work involved?	
What rate of any supplementary pay will be applicable?	

8.2 Has authority been received for colleagues to work on the initiative by the appropriate Head(s) of Department(s) / Service(s)?

8.3 If the assistance of further internal colleagues is identified, how will they be recruited to the initiative?

8.4 Will any new staff be recruited? If so, please provide details below of how many, whether they are academic / research / teaching / support and the timescales for advertising and recruitment.

8.5 Will new staff be recruited to 'backfill' those who are committed to the initiative (e.g. new LSE Fellows to backfill for academic colleagues or administrative assistance to backfill Department Support Staff)? If so, please provide details below of how many, whether they are academic / research / teaching / support and the timescale for advertising and recruitment.

8.6 Will any of the new staff be employed outside of LSE's standard terms and conditions (i.e. NOT academic / research / teaching / support)? If so, please provide details below.

8.7 Will any staff on the initiative be working abroad? If so, please provide details below.

8.8 If no support staff are involved, how will the initiative be supported administratively?

