University of Sussex

Academic Profile – Lecturer A

Grade 7

Summary

Roles at this level will represent proficiency in the early stages of an academic career before progression to Grade 8, or a clearly defined set of responsibilities within a research project or education provision, e.g. for part of a research project or education programme. There may be a combination of research and education, or a specific focus on research or education alongside related administrative responsibilities. In addition, role holders may be required to assist in the supervision of students. Support in the form of appropriate mentoring will normally be provided and those in education or research and education roles given the opportunity to undertake at least the first stage in the Postgraduate Certificate in Higher Education.

A. Threshold Criteria for Knowledge, Skills and Experience

A1.1 Education and Research

Activity/Achievement	Indicative Evidence	Sources of Evidence
1. Appropriate degree, with relevant post-graduate research and/or education experience. Normally a MSc/MA/PhD or an appropriate professional qualification and/or substantive professional experience	Substantive knowledge of subject area	Portfolio e.g.: Education, Research, Scholarship Professional Qualifications e.g.: Degree Certificate CV
2. Proficient in communicating complex information clearly, orally and in writing	Production of appropriate academic materials	Peer review feedback/student feedback Samples of course material e.g.: lecture recordings, course materials Samples of published materials

3.	Proficient in the design and delivery of module materials and assessment of student performance.	Recognised contribution to education (student numbers, nature of education, assessment methods, etc.) Awareness of the importance of benchmarking student assessments against other cohorts	Samples of course material e.g.: lecture recordings, assessment materials Peer review feedback/ student feedback Quantifiable Assessment data
4.	Up to date expertise in the relevant academic field and proficiency in research approaches and models, analytical techniques and methods	Evidence of expertise through peer reviewed publication or experience of grant funding Appropriate CPD Portfolio Ability to evidence ongoing work or concluded research in prestigious journals	Relevant references Publishing platforms/awarding bodies Peer review feedback Successful grant funding evidence
5.	Reflection on practice and the development of own education and learning skills	Evidence of knowledge sharing via: contributions to T&L Conference/presenting to peer/colleague audiences Scholarship plan to show how this has contributed to one's education	Conference proceedings Abstracts for workshops/events Appraisal documentation
5.	Satisfactorily complete at least the first stage of the Postgraduate Certificate in Higher Education and/or Associate Fellowship HEA	Completion of PG Certificate of Higher Education Successful application as an Associate of Higher Education Academy	Professional Qualifications e.g.: Degree Certificate

A1.2 Leadership and Citizenship

Activity/Achievement	Indicative Evidence	Sources of Evidence
1. Successful contribution to education, research and engagement as set out in the School Strategy	Taken responsibility for education Evidence of engagement with, and/or contribution to the work of others Engaged in education	Relevant references
2. Take responsibility for organising own activities and for the management of allocated resources	Timetable/diary management Effective budget monitoring	Relevant references

3. Contribute to the organisation of the wider aspects of work	Substantive attendance at meetings, discussions with peers/manager Proactive contribution to the organisation	Relevant references Evidence of feedback and suggestions give for improvement Member of a Special Interest Group or Association
4. Modelling behaviours that are collegiate and exemplify the values of the University	Consistent use of positive and respectful language Volunteer to carry out School roles Provide added support for projects and initiatives that deliver School plan Engage positively with staff, students and other contacts	Written communications; e-mails Peer feedback Line Manager; project or programme leader Relevant references
5. Ability to work effectively both independently and as a member of a team	Delivery of lectures Meaningful contribution and advancement of the School's or unit's research/recruitment strategy Supporting peers and Line Manager	Relevant references
6. Contribution towards service and leadership in the discipline	Active engagement with a professional and/or external body	Relevant references Record of minutes, emails, bids Membership of professional or academic bodies

B. Representative Work Activities

B1.1 Education

Activity/Achievement	Indicative Evidence	Sources of Evidence
1. Design and deliver education provision and support student learning	Innovative and appropriate approaches to education and module/course/programme delivery Quantifiable student data Education Portfolio	Review/Observation Student Feedback/Surveys Peer review of Education Portfolio Student outcomes data
2. Supervise practicals, fieldwork, placements, projects and/or dissertations where these are part of the programme(s) of study; at undergraduate and, where appropriate, postgraduate level, including supporting the supervision of students	Details of student support and guidance provided	Student Feedback Student outcomes data Student achievements (e.g. awards) Relevant references
3. Plan, review and reflect on approach to education and the student experience	Engagement with continuous professional development	Appraisal details
4. Effectively support the student learning experience for all students	Appropriate experience in Academic Advising	Student feedback and evaluations
5. Use appropriate assessment methods and marking criteria, and advise students on their progress	Plan, review and reflect on curriculum design in an Education Portfolio	Assessment/course material samples Student outcomes data Peer Review of Education Portfolio Student Feedback/Surveys

B1.2 Education: Education Leadership Pathways

Activity/Achievement	Indicative Evidence	Sources of Evidence
1. Contribute to curriculum development e.g. design or revise course material	Independent experience in contributing to course, modules and broader education materials	Relevant references Samples of academic materials e.g.: lecture recordings, course materials
2. Contribute to the development of effective approaches to inclusive education, student learning and assessment in the subject area	Education materials and involvement in School or module level education initiatives	Relevant references Student outcomes data
3. Develop and deploy education and learning materials which contribute to quality enhancement of student experience and/or progression	Experience in peer-review practices Engagement in a variety of teaching practices	Samples of academic materials e.g.: lecture recordings, course materials Peer reviewer feedback Reflective commentary
4. Engagement with the scholarship of education and learning	Teaching philosophy statement Evidence-based practices	Teaching Practice Portfolio

B2.1 Research

Activity/Achievement	Indicative Evidence	Sources of Evidence
1. As appropriate to discipline, undertake a specific role in a research project or projects, taking responsibility for some element(s) of the planned research	Named as contributor to research project(s) Named in output, impact or funding submission	Relevant references Submitted/draft grant proposals Submitted research outputs Line manager report Research PI/ lab manager report PRP/Current Research Information System (CRIS) Appraisal documentation
2. Develop and carry out a plan to open up or extend an area of personal research	Statement of Research Plan	Written evidence of research plans or bids PRP/Current Research Information System (CRIS) Attendance at relevant conferences
3. Plan and carry out a research programme appropriate to the planned research activity	Production of relevant peer-reviewed or commissioned outputs Book/monograph outline, chapters or draft Developing research activities in line with a specified plan and timetable	Relevant references Written evidence of a research programme PRP/Current Research Information System (CRIS) Publication contract Reviewer/editor/curator comments Appraisal documentation Line manager reports

Activity	Indicative Evidence	Sources of Evidence
4. Disseminate research beyond academic community	Contributions to public research events Media appearances Contributions to research outreach programmes in schools etc.	Media reports Press Office summaries PRP/Current Research Information System (CRIS) Appraisal documentation Line manager reports

B2.2 Research Focused Pathways

Activity	Indicative Evidence	Sources of Evidence
1. Take responsibility for a core element of planned research, contributing to the refinement of methods and analytical approaches	Evidence of significant ongoing work or involvement in concluded research	PRP/Current Research Information System (CRIS) Appraisal Documentation Relevant references
2. Plan and develop a line of research for future funding bids, as appropriate to the field	A record of research plans and bids Contributions to grant applications for research funding	PRP/Current Research Information System (CRIS) Submitted/draft grant proposals Appraisal documentation Line manager reports
3. Contribute to the development of knowledge, theory and practice in the field of research	Published outputs External lectures Ability to evidence ongoing work or concluded research in prestigious journals	PRP/Current Research Information System (CRIS) Appraisal documentation Line manager reports
4. Provide guidance to other staff and students	Formal/informal meetings with staff/students to advise on research Supervision of PhD/and or Masters students	PRP/Current Research Information System (CRIS) Appraisal documentation Line manager report

B2.3 Scholarship

Activity/Achievement	Indicative Evidence	Sources of Evidence
1. Continually update knowledge and understanding in the subject area	Appropriate engagement in conferences, symposiums, research cafes, open seminars and relevant media activity Integration of latest advances in course material	Appraisal documentation Module handbooks Relevant references
2. Translate knowledge of advances in the subject area into the course of study	Be a member of a research group or specific SRO (or institutional repository) project team, contributing to the delivery of a broader programme and refinement of methods and analytical approaches Enhancement/modification of course material Provide guidance/training on research and research methods to students on taught programmes	Relevant references Peer observation External examiners' feedback Co-author publication (s)/ SRO (or institutional repository)
3. Undertake scholarship to inform education to ensure excellent learning experience for students	Experience in presentation at T&L events	Relevant references Portfolio e.g.: Education, Research, Scholarship

B3 Engagement

Activity/Achievement	Indicative Evidence	Sources of Evidence
1. Contribute to dissemination/publication of personal and/or research team's findings as appropriate to the field	Evidence of knowledge sharing via: lectures and/or presentations or published work	Relevant references Publishing platforms in the field SRO (or institutional repository) Current Research Information System (CRIS)
2. Contribute to knowledge exchange and public engagement events and projects	Active involvement in public engagement events and projects Evidence of knowledge exchange activities Relevant media coverage/engagement	Impact lead External workshops, consultancy, blogs, lecture materials