



Queen Margaret University
EDINBURGH

Academic Promotions Policy and Procedure

Policy Summary:	The Academic Promotions Policy and Procedure provides guidance on the process for academic promotion to Lecturer, Senior Lecturer, Reader within QMU.
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Academic Promotions Policy

1.0 Introduction

QMU's Academic Promotions Policy and supporting procedures are part of our Reward and Recognition Policy. The University wishes to recognise and reward excellence in academic achievement.

2.0 Policy Aims

The Academic Promotions policy is designed to:

- Support and enhance the quality of our academic performance
- Provide benchmarks for future promotion and recognition
- Recognise and reward the achievement of our academic staff

3.0 Academic Promotions Panels

The remit of the Academic Promotions Panels is to consider all applications for promotion (supported or unsupported) and make recommendations to the Reward and Recognition Committee on the award of academic promotion. The Academic Promotions Panels meet annually to consider applications from academic staff seeking promotion. The Deputy Principal chairs the Academic Promotions Panels and its members include: Deans of School, HR representative (panel secretary), one member from the other school and one external member. Heads of Division will attend Panel meetings to provide information. They will not be required to contribute to final decision.

The external member's term of office is three years, renewable. Normally a maximum membership of six years is permitted.

Academic members of staff are required to show evidence of their performance against the criteria for the award of a Lecturer, Senior Lecturer or Reader. The University is committed to the assessment of the quality of teaching, scholarship, research and academic leadership through its Academic Promotions Panels. This is in recognition of the external dimension of the role of an academic, with a particular emphasis on the contribution to and development of the discipline.

Once the process is completed, the Chair of the promotions panel, supported by HR as secretary to the panel, will normally give feedback to each applicant. If the application is unsuccessful, the staff member will be told of the reasons for the decision. The outcome of the application process will be confirmed to the staff member in writing.

The decision of the Reward and Recognition Committee, taking into account the recommendations of the Academic Promotions Panels, is final.

4.0 Equal Opportunities

The Academic Promotions Panels will consider all applications fairly and transparently, irrespective of age, race, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief, gender or contractual status.

Panels will be gender balanced and all panel members will be required to undergo unconscious bias training.

5.0 Procedure

Detailed information on the Academic Promotions procedure is attached to this policy.

Each year, Human Resources publish, via the HR intranet page, a set of procedures and a supporting timetable which is integrated with the overall Reward and Recognition policy timetable for the year. Staff will be notified by moderator notice annually when the Reward and Recognition timetable is launched.

This policy applies to all members of staff with a minimum of twelve months continuous service.

6.0 Promoted Roles

Applications for the following promotions are invited:

Readership

A Readership is awarded primarily to Academic staff for achievements in research.

Senior Lectureship

A Senior Lectureship is awarded for contributions to teaching, scholarship, research and/or academic administration. If research is the primary claim then a Readership may be the more appropriate promotion. Applicants promoted on the basis of achievements in teaching and academic administration will normally be issued with a teaching and scholarship contract.

Lectureship

A Lectureship is awarded to Assistant Lecturers who can demonstrate achievements in both teaching, scholarship and research and in other advances and impact. Successful applicants will be issued with a teaching and scholarship contract.

Applications for Professorship should follow the procedure detailed in the Professorial Review Policy and Procedure.

7.0 Evaluation criteria for promotion

To ensure the Academic Promotions Panel award promotions fairly, it bases its recommendations on the criteria in **Appendices 1, 2 and 3**. The criteria are grouped into three categories:

- Teaching and scholarship
- Academic leadership and contribution and academic and/or professional or practitioner impact
- Research and commercialisation

The performance criteria tell the staff member the level of performance the panel expects successful candidates to have reached. The types of evidence are designed to help the staff member decide how they can demonstrate they have reached the required level.

Having a doctorate level qualification or experience is normally a requirement for promotion to Senior Lecturer or Reader. The case for academic promotion will be made by providing evidence of achievement in the three principal areas of activity noted above.

For promotion to Senior Lecturer, a case must be made in respect of achievement in at least two of these three areas. Consideration of cases for promotion to Reader will give most weight to research; but will also consider performance in one or both of the other areas. If candidates are uncertain about whether a Senior Lectureship or Readership is the more appropriate choice, they should approach their Head of Division or Dean of School for advice.

For clarity, teaching is taken to encompass the teaching of undergraduate, postgraduate and continuing education students. Teaching is not to be regarded as confined to classroom-based activities such as lectures, tutorials and practicals, fundamentally important though these are. The definition includes all activities that contribute directly or indirectly to the quality of teaching and learning, such as:

- course development, including interdisciplinary courses
- design of study and learning materials
- assessment of and feedback on coursework and examinations
- supervision of student dissertations, projects and placements as part of undergraduate or postgraduate taught courses
- academic advising
- quality assurance and enhancement
- external examining, validation and review
- innovative use of technology in teaching and learning
- supervision of postgraduate research

The Academic Promotions Panels will consider excellence in teaching as being evidenced on one or more of the following grounds, as appropriate to the level of promotion

- impact on the quality of students' learning
- impact on the quality of courses and programmes of study
- impact on the quality of teaching at Subject, School or University level
- impact on the national and/or international quality of the teaching

Candidates claiming excellence in teaching should indicate explicitly which of the above criteria they consider to be the most relevant to their case. This statement should be supported by evidence which, *inter alia*, may take the form of feedback from students, colleagues, peers or external examiners, together with any comments about how the candidate has been able to put such feedback into practice.

8.0 Roles and Responsibilities

The Principal is accountable to the University Court for the proper management of the academic promotions system within the context of the University's Reward and Recognition Policy.

The Academic Promotions Panel is responsible for considering all applications for promotion (supported or unsupported) and make recommendations to the Reward and Recognition Committee on the award of academic promotion.

Human Resources is responsible for managing the process, for providing advice, support and guidance and for the consistency of decisions with statutory requirements and with the published policies of the University.

Academic Promotions Procedure

1.0 Introduction

The role of the Academic Promotions Panels is to carry out an assessment of the quality and impact of an applicant's teaching, scholarship, research and academic leadership based on the criteria set out in the Academic Promotions Policy. The Panel has access to the specialist advice of Assessors. It is important that the applicant sets out *explicitly* their individual contribution to activities reported in the application.

2.0 Application Process

Step 1 – Applicant's Actions

Where a member of staff is considering the submission of an application, the first step is to review the criteria set out in the Academic Promotions Policy. They should then arrange to meet with their Head of Division to discuss a potential application. In preparation for that meeting, the applicant is encouraged to carry out a self-assessment exercise against the criteria set out in the Academic Promotions Policy which is a very helpful basis for discussion with the Head of Division. Career aspirations recorded as part of the Performance Enhancement Review (PER) discussion should also be taken into consideration. Further information is available in the QMU PER policy. Having decided to proceed with an application, **the applicant should email Human Resources to note their expression of interest in applying.**

The employee should then proceed to consider the preparation of their application to the Academic Promotions Panel. All applications should be submitted via [YourContribution](#). The full application comprises the following:

- **Application Form:**

The purpose of the application form is to allow the applicant to summarise the main grounds on which the application is being made and to ensure applications are reviewed on a consistent basis. When completing the promotion application form applicants must provide evidence that they are performing at the requisite level and demonstrate an upward trajectory in performance that would merit promotion. To be successful, applicants must demonstrate sustained performance, evidenced against the criteria specified for their chosen promotions route. If the applicant has previously applied for academic promotion, the applicant should demonstrate how they have constructively used the feedback given following their application and also outline what they would do next and offer to QMU if they were to be successful.

The applicant should use the relevant section of the application form to note contact details of one external Referee who may be contacted by the Dean and asked to assess the applicant's suitability for promotion alongside the criteria. The completed application form will be made available to the applicant's Referee and the Dean's independent external Assessor.

Applicants should consider cross-referencing their application to the Student Experience Strategy and the process for application to the Higher Education Academy.

- **A Curriculum Vitae:**

The curriculum vitae should be in the University format, as set out in Appendix 4. Applicants must include the number of pages in articles, books and any other publications.

It is not appropriate to include a list of citations. In detailing grant applications, the applicant must also set out the proportion or the aspect of the grant application for which they are responsible.

The applicant's role in the grant application must also be noted e.g. Principal Investigator, collaborator or grant holder. If applicants list multi-authored publications in their record of publication, (a) the order in which the names of the authors appear should be identical to that on the publication itself; and (b) applicants must specify the proportion of the publication for which they were responsible, or should specify the nature of their contribution to it.

The font used should be Ariel, size eleven. The curriculum vitae will be made available to the applicant's referees and the nominated assessor. The CV should be attached to the Application Form in *YourContribution* by the applicant.

- **PER Documentation:**

A copy of the applicant's most recent PER document will be extracted to accompany the application.

Once the employee has compiled their application on *YourContribution* they should submit it to be forwarded to their Head of Division.

Step 2 - Head of Division Actions

The Head of Division should access [YourContribution](#) to prepare a short report (no more than 1000 words) on the applicant, summarising their view of the applicant's achievements.

The Head of Division should submit the report in *YourContribution* to send the application onto the Dean of School.

Step 3 - Dean of School Actions

The Dean of School will identify one external Assessor for each applicant who should preferably have no prior association with the candidate. Where this is not possible, the relationship with the candidate must be reported. The Dean of School may require some assistance in identifying external independent Assessors and will consult with colleagues who are expert in that field. They must not ask for nominations of Assessors from the applicant. External independent Assessors should be senior academics of appropriate standing.

At this stage, the Dean of School will write to the external Referees and Assessors asking them to provide their assessment on the merits of the application against the criteria for the award. Referees and Assessors will be provided with the candidate's application form, CV and the criteria for promotion. Assessors will be asked to complete the Criteria Evaluation Form. Should any Assessors be unable to provide the assessment, the Dean of School will seek further nominations.

When all references and assessments have been collected, the Dean of School should attach them to the application in *YourContribution*.

When the application is complete, the Dean of School should submit the application to HR via *YourContribution* in line with the deadline identified in the published timetable.

Step 4 – Academic Promotions Panels

All applications will be discussed at the annual Academic Promotions Panels.

There are two academic promotions panels: one for School of Arts, Social Sciences and Management and one for School of Health Sciences.

The Deputy Principal chairs the panels and its members include Deans of School, HR representative, one member from the other school and one external member. Heads of Division will attend the Panel meetings to provide information. They will not be required to contribute to the final decision.

Each applicant will be required to attend the promotions panel meeting to deliver a presentation no longer than 10 minutes in length detailing how they meet the criteria for promotion and outlining their future contribution to QMU if successful. Thereafter candidates will be required to answer any questions that the panel have drafted upon reviewing the application.

Each panel member will individually evaluate each application against the promotions criteria prior to the meeting of the panel where each application, presentation and interview are discussed. The scoring grid incorporating the criteria for promotion will be completed by each panel member and a consensus reached as to whether the application meets the criteria for promotion.

Where an application for promotion is unsuccessful, the panel may recommend the award of an incremental increase or one off payment in recognition of the applicant's contribution to date.

Recommendations from the Academic Promotions Panels will be provided to the Reward and Recognition Committee for their endorsement.

3.0 Feedback to Candidates

The Academic Promotions Panels are responsible for developing and recording constructive individual feedback to all applicants, both successful and unsuccessful. Where the applicant has not been successful, reasons will be given for the decision based on the objective assessment of the application form and presentation to the panel against the promotions criteria.

Human Resources will write to all applicants within five working days of the Reward and Recognition Committee meeting to advise them on the outcome of their application and provide feedback. Candidates who have applied with a focus on teaching and scholarship rather than research and commercialisation will be issued with a teaching and scholarship contract.

The Deans of School and Heads of Division will meet with all applicants to review the outcome of the application and discuss the feedback. For successful candidates this will include discussion of their new role and revised job description (successful applicants will be provided with a new job description from the University's generic academic job descriptions). All feedback should form a core part of future PER discussions.

4.0 Appeals

The appeals procedure can be used where an applicant considers there has been an procedural irregularity which has caused them to be treated unfairly. The appeals procedure cannot be used to query the judgement reached on the application.

Appeals should be made in writing and submitted to the Head of HR within 10 days of receipt of the outcome letter. The Head of HR will organise for a member of the Senior Management Team to consider the appeal in conjunction with all relevant documentation.

The written appeal must clearly explain the alleged procedural irregularity and the way in which this has affected the outcome.

The appeal will not re-assess the entire case but it will consider whether the procedure has been properly applied. If it is judged that a procedural irregularity has occurred, the appeal shall only be considered if the irregularity gives rise to reasonable doubt as to whether the relevant committee would have reached the same decision had it not occurred.

If an appeal is upheld then the matter will be referred back to the relevant decision making committee for reconsideration of the substantive case following the correct procedure. The member/s of staff hearing the appeal do not have delegated authority to vary the original outcome or decision.

Appendix 1

Senior Lecturer

The criteria for promotion to Senior Lecturer is documented in the table below. It is expected that applicants will meet the majority of the criteria in at least two out of the three areas.

	You will need to show achievement of these performance indicators. Do you...	You should be able to demonstrate your achievement using evidence. Can you show...
Teaching and Scholarship	<ul style="list-style-type: none"> • Perform to a high standard across a range of specialist modules, courses and programmes at various levels. • Lead educational developments including facilitating the design and development of new programmes of study. • Receive external recognition for innovative approaches to student learning and assessment. • Achieve external recognition for contributions to publications and external professional bodies. • Engage in continuing professional development relating to learning, teaching and assessment. • Take a lead role in the planning, design, development and review of the curriculum and where applicable contribute to the teaching and learning strategy within your Division/School. • Provide leadership to programme accreditation and validation processes. • Seek funding (for example for curriculum innovation) and other revenue-generating initiatives. • Undertake and publish pedagogical research. • Demonstrate excellence in the supervision of undergraduate and post graduate student projects, field trips or placements. 	<ul style="list-style-type: none"> • positive feedback from external observers, student evaluation, exam results, and other evidence-based methods • feedback from your Head of Division's review, colleagues and external examiners • feedback from referees and professional bodies • examples of having led curriculum development activity • examples of innovative teaching practice that has enhanced the student experience • contribution to policy and development • membership of the Higher Education Academy • invitations from other institutions to carry out, for example, external examination, validations and quality assessments
Academic Leadership, Administration and Impact	<ul style="list-style-type: none"> • Demonstrate innovation in academic leadership, motivating and inspiring colleagues. • Contribute to the leadership and management of your school and the university. • Manage significant projects at school or inter-school level. Chair and participate committees and University structures. 	<ul style="list-style-type: none"> • examples of School and/university wide projects you have led • evidence from your annual review under the Performance Enhancement Review • details of success linked to your Performance Enhancement Review • invitations to contribute to the wider community • national recognition for your expert knowledge

	<ul style="list-style-type: none"> • Use your influence to gain the commitment of others. • Demonstrate an effective contribution to your work team. • Adapt quickly when objectives, priorities or plans change. • Consider the implications of how your actions may affect others before reaching decisions. • Develop networks and links with external contacts to foster collaboration with the University. • Provide mentorship to new and/or less experienced colleagues. • Work with the Head of Division to provide advice on strategic issues such as the balance of student recruitment and staff appointments. • Work with professional and registration bodies. 	<ul style="list-style-type: none"> • examples of strategically valuable innovative ideas that you have brought to fruition • examples of leading/mentoring other staff to develop their teaching and/or research • testimonial evidence from your Head of Division
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Research and Commercialisation</p>	<ul style="list-style-type: none"> • Publish high quality research in refereed journals and other outputs (books, monographs etc.) as appropriate to your discipline. • Where applicable, undertake practice-as-research (or creative work) produced and performed regularly by companies that are Arts Council funded or equivalent. • Attract and supervise self-funded and/or externally funded research students. • Identify and successfully exploit opportunities for research and commercial enterprise. • Develop and maintain successful external, national and international networks to generate research and/or commercial collaboration opportunities for the university and your academic discipline area. • Create an environment that enables others to create commercial opportunities. • Successfully deliver projects within agreed timescales and budgets. • Demonstrate the impact of your research. 	<ul style="list-style-type: none"> • you have had 8 to 16 publications in refereed journals or equivalent • you have had 7 to 15 public productions (or published texts) or equivalent • quality conferences have asked you to deliver papers • you have led successful grant applications as CI or PI • you have delivered on a number of successful projects and have generated income • you have had feedback from contacts and that you share a level of external perspective within the school • your contribution to the range and scope of commercial activity in the school • appropriate feedback from your Head of Division

Appendix 2

Reader

The criteria for promotion to Reader is documented in the table below. It is expected that applicants will meet the majority of the criteria in at least two out of the three areas and must include special achievements in research.

	You will need to show achievement of these performance indicators. Do you...	You should be able to demonstrate your achievement using evidence. Can you show...
Teaching and Scholarship	<ul style="list-style-type: none"> • Perform to a high standard across a range of specialist modules, courses and programmes at various levels. • Deliver research-led teaching. • Achieve recognition for innovative approaches to student learning and assessment. • Engage in continuing professional development relating to learning, teaching and assessment. • Develop new masters level provision and develop routes for professional doctorates. 	<ul style="list-style-type: none"> • positive feedback from student questionnaires, exam results, analysis of tools and techniques used • feedback from your Head of Division's review, colleagues and external examiners • feedback from referees and professional bodies • membership of the Higher Education Academy as a Senior Fellow • invitations from other institutions to carry out, for example, external examination, validations and quality assessments
Academic leadership, administration and impact	<ul style="list-style-type: none"> • Show innovation in academic leadership, motivating and inspiring colleagues. • Contribute to the leadership and management of your school and the university. • Manage significant projects at school or inter-school level. • Contribute fully as a member of a team. • Show confidence and credibility when dealing with colleagues, students and customers. • Adapt quickly when objectives, priorities or plans change. • Contribute to University research development and committees • Consider the implications of how your actions may affect others before reaching decisions. 	<ul style="list-style-type: none"> • evidence from your Performance Enhancement Review • a testimonial from your Head of Division • details of success linked to your Performance Enhancement Review • evidence of leading a research cluster and organisation of research seminars • you play an active role in key University committees such as Research Strategy committee and Research Ethics committee. • invitations to contribute to the wider community • national recognition for your expert knowledge
Research and Commercialisation	<ul style="list-style-type: none"> • Lead research developments • Publish high quality research in refereed journals and other outputs (books, monographs etc.) as appropriate to your discipline. • Act as an editor for a journal and/or edited collection. 	<ul style="list-style-type: none"> • invitations to deliver papers at high-quality conferences • you have had 15 to 30 refereed publications, or 12 to 20 public productions (or published texts) or equivalent • you have published 2 or more books or equivalent

<ul style="list-style-type: none"> • Foster and promote research in your subject area, research centre and school and with other subject areas and research centres. • Develop and maintain successful external networks to generate research and/or commercial collaboration opportunities for the university and your academic discipline area. • Provide mentorship to Early Career Researchers and other colleagues, as appropriate. • Publicise your research findings with external audiences. • Where appropriate, undertake practice-as-research (or creative work) produced and performed regularly by companies that are Arts Council funded or equivalent. • Have international credibility for your research. • See and successfully exploit opportunities for external income • Develop and maintain successful external networks to generate interest in and income for the university and your academic discipline area. • Create an environment that enables others to create commercial opportunities. • Deliver projects within agreed timescales and budgets. • Act as a catalyst for external activity. 	<ul style="list-style-type: none"> • a track record of leading successful grant applications including international collaborative bids • an excellent reputation within your profession • experience in supervising and examining PhD and research students • membership of international committees • you have organised international conferences • invitations to be an external examiner for PhDs • you are developing an international reputation • you have delivered on a number of successful projects and have generated income • feedback from contacts and that you share a level of external perspective within the school • your contribution to the range and scope of commercial activity in the school • appropriate feedback from your Dean of School
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Appendix 3

Lecturer

The criteria for promotion to **Lecturer** are documented on the table below. It is expected that applicants will meet the majority of the criteria in at least two out of the three areas. All applicants must have a higher degree either MSc or PhD depending on the subject area normal qualification for lecturer.

	You will need to show achievement of these performance indicators. Do you...	You should be able to demonstrate your achievement using evidence. Can you show...
Teaching and Scholarship	<ul style="list-style-type: none"> • Deliver teaching and assessment to a high standard in respect of your modules and programmes currently being delivered as evidenced by a variety of feedback. • Engage in educational developments. • Engage with quality student learning. • Achieve recognition from students or your peer group. • Identify areas where current programme/module provision requires review. • Contribute to the planning, design and development of the curriculum. • Contribute to programme accreditation and validation processes as appropriate. • Initiate and take forward ideas in Teaching and learning. • Engage in continuing professional development relating to learning, teaching and assessment. • Undertake supervision of undergraduate and post graduate student projects, field trips and placements. • Engage in subject, professional and pedagogy research as required to support teaching activities. • Engage in individual or collaborative scholarly projects. 	<ul style="list-style-type: none"> • positive feedback from external observers, student evaluation, exam results, and other evidence-based methods • positive feedback from your Head of Division's review, colleagues and external examiners • evidence of engagement with continuous professional development and/or membership of the Higher Education Academy

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Advances, Administration and Impact</p>	<ul style="list-style-type: none"> • Undertake academic administration duties relating to examination, assessment, student attendance, timetabling, admissions, etc. • Participate in and develop external networks to further the university's interests in terms of student recruitment, placements, outreach work, income generation and commercialisation. • Display innovation in academic leadership, in module delivery/techniques/IT etc. • Contribute to the management of programmes you are associated with at an appropriate level. • Participate in projects at school or inter-school level. • Participate fully in Divisional committees and structures. • Engage with University activity. • Contribute fully as a member of the team, working collaboratively with colleagues to provide support and guidance to team members in areas of individual expertise. • Provide mentorship to new and/or less experienced colleagues. • Demonstrate ability to adapt when objectives, priorities or plans change. • Have an understanding of how the working of the Division and the contribution your role plays in this. • Act as a Personal Academic Tutor (PAT) dealing with a range of student's needs, liaising with appropriate support departments where applicable to ensure that students are adequately supported. 	<ul style="list-style-type: none"> • Evidence of success from your Performance Enhancement Review • Invitations to contribute to the wider student or staff community
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Research and Commercialisation</p>	<ul style="list-style-type: none"> • Participate in research developments • Participate in bids for research funding • Publish in refereed journals, highly rated research publications in your discipline, and contract research documents. • Develop and maintain successful networks to generate interest in the university and your academic discipline area. • Publicise your research findings with groups internally and externally. 	<ul style="list-style-type: none"> • evidence of success from your Performance Enhancement Review • you have led successful grant applications • you have had 1 to 7 publications in refereed journals or equivalent • a testimonial from your Head of Division • details of success linked to your Performance Enhancement Review

Appendix 4

CURRICULUM VITAE TEMPLATE

1. FULL NAME

2. EMPLOYMENT

- a. (Please provide last 5 years history in reverse chronological order, current post first)
 - Date
 - Title of Post
 - Subject Area
 - School
- b. Other Appointments (e.g. Non-Executive Director of a Charity, Chair of a Cultural Body or Panel etc.)

3. AFFILIATION

- Membership of QMU Research Structures (Area/Centre)

4. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- a. Academic Degrees and Diplomas
 - Degree and class of degree
 - Date
 - Awarding institutions
- b. Other Professional Qualifications
 - Qualification
 - Date
 - Awarding Institution
- c. Relevant Academic Prizes, Medals and Honours (e.g. Prize Lectureships from Learned or Professional Bodies, national honours such as OBE, honorary degrees and honorary Fellowships)

d. Membership of Learned Professional Body or Association – Please give the following details:

- Status (e.g. Fellow or Member/Office held)
- Dates of membership or fellowship
- Name of body

5. EXTERNAL COMMITTEES

a. External Committees

- Name of body
- Dates of office
- Nature of any office held

b. External reviewers or assessors for universities (please list dates, role and institutions)

6. QMU ADMINISTRATION (including committee membership and roles, course organiser etc.)

a. Subject Area Contribution

b. School Contribution

c. University Contribution

7. TEACHING

a. QMU Courses Currently Taught :

- Level (Undergraduate (with year, e.g. UG2)/Postgraduate)
- Core/Optional

b. QMU Courses Previously Taught (Last 5 years)

c. Appointments as External Examiner (Please give details of dates, courses or programmes, department and institution)

d. Quality Enhancement and Subject Review Experience (Please give details of dates, subject and institutions)

1 Lead Reviewer or Co-ordinator

2 Member

e. Membership of Professional Boards or Accreditation Boards (Please give details of dates, courses/qualifications and institutions)

8. RESEARCH

- a. Summary of Research
(Provide up to a maximum of 50 words that identify areas of research interest)

- b. Research Supervision– Please give the following details:
 - Institution
 - Name of Student
 - Title
 - Date commenced/completed
 - Role (Director of Studies/Second Supervisor)

- c. Research Grants, Contracts, Knowledge Exchange, Commercialisation and Consultancy (Last 10 years).
 - Role (Principal Investigator, Collaborating Partner etc.)
 - Institution (QMU or other named institution)
 - Title of Project
 - Dates of Project
 - Funding source
 - Amount

- d. Appointments as Examiner for Research Degrees (Internal/External)
 - Name of Institution
 - Department
 - Student
 - Title
 - Year of Award

- e. External Research Recognition in Research Conferences and Presentations
 - Keynote addresses
 - Other Invited contribution to symposia and conferences
 - Invited lectures
 - Invited seminars and short courses
 - Membership of Conference Organising Committees
 - Other invited or selected conferences, presentations and research visits

- f. Details of public engagement/research impact

- g. Editorships and Memberships of Editorial Boards of Journals
- h. Research Grant Proposal Refereeing (please name only the funding agencies)
- i. Patent Applications

9. PUBLICATIONS

(Should be referenced using the Harvard referencing style or APA6 style – please see the links for further guidance)

(Please place in chronological order, with the most recent first)

- a. *Authored Books*
- b. *Edited Books*
- c. *Chapters in Books.*
- d. *Refereed Journal Publications*
- e. *Conference Presentations*
- f. *Reviews*
- g. *Research Reports and Other Publications*
- i. *Creative Works (Original works, Performances, Staged Translations, Play Translations Published)*
- j. Directing (Design and Dramaturgy)
- k. *Other Outputs*

10. OTHER RELEVANT INFORMATION (up to a maximum of 100 words)