New Lecturer Summary Document

**New Lecturer:**

**NLP Academic Adviser:**

**NLP start date: DD/MM/YY and Year of Programme:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Descriptor** | **Comment / Confirmation of achievement** | | | **Progress (over duration of NLP), including MM/YY when completed.** |
| Fellowship of HEA | Approved (confirmed by EAP) on DD/MM/YY | | |  |
| Teaching Observation(s) | Provide outcome (+ brief comments) and dates: | | |  |
| Evidence of positive student feedback on teaching | Provide module feedback scores / programme feedback scores or equivalent: | | |  |
| Research, Teaching and Enterprise Workshop attendance dates | Academia, Enterprise and Innovation | | Date: |  |
| Writing Successful Research Grants | | Date: |  |
| Developing your Publication Strategy | | Date: |  |
| Fundamentals of PhD Supervision Parts A & B | | Date: |  |
| Working in the Current Research Environment | | Date: |  |
| How to deliver large classes at Loughborough | | Date: |  |
| Making the most of your Voice | | Date: |  |
| How to be a Module Leader | | Date: |  |
| How to deliver small groups at Loughborough | | Date: |  |
| Assessment and Feedback (Parts A and B) | | Date: |  |
| Option: | | Date: |  |
| Option: | | Date: |  |
| Three high quality journal publications (or equivalent) accepted | If an ‘equivalent’ publication profile has been agreed, provide details here: | | |  |
| Publication 1 | full publication reference and a brief peer assessment of quality | | |  |
| Publication 2 | full publication reference and a brief peer assessment of quality | | |  |
| Publication 3 | full publication reference and a brief peer assessment of quality | | |  |
| Details of ‘substantial’ funding application | PI/CI\*, Title, funder, value, date submitted, decision.  If CI\*, provide details of role in the project preparation | | |  |
| Details of co-supervision of PhD student | Student, dates, progress so far. | | |  |
| Details of appropriate Enterprise activities | Example activity | | |  |
| **Academic Adviser: Further Comments** | | | |  |
| Collegiality |  | | |  |
| Teaching contribution |  | | |  |
| Research contribution |  | | |  |
| Enterprise contribution |  | | |  |
| Any other comments or concerns |  | | |  |
| Equity, Diversity and Inclusion |  | | |  |
| Other e.g. External Partnerships / Relationships |  | | |  |
| Additional Objectives |  | | |  |
| **End of Year 1** | | | | |
| Comments from academic adviser on overall progress ahead of annual meeting: |  | | | *DD/MM/YY* |
| Further comments from Dean following meeting |  | | | *DD/MM/YY* |
| Mandatory Training | Bribery Briefing | Date: | |  |
| Fire Safety | Date: | |  |
| Information Security | Date: | |  |
| Introduction to Health and Safety | Date: | |  |
| Respecting Diversity | Date: | |  |
| Unconscious Bias | Date: | |  |
| **End of Year 2** | | | | |  | Date: |
| Comments from academic adviser on overall progress ahead of annual meeting: |  | | | *DD/MM/YY* |
| Further comments from Dean following meeting |  | | | *DD/MM/YY* |
| **End of Year 3** | | | | |
| Comments from academic adviser on overall progress ahead of annual meeting: |  | | | *DD/MM/YY* |
| Further comments from Dean following meeting |  | | | *DD/MM/YY* |