Making Your Case

Key Points to Note

- All cases must be evidence-based and structured around the Promotions Criteria and relevant Discipline Profile.
- Cases should demonstrate sustained achievement (normally expected to be in excess of two years)
- Cases should focus on outputs produced since the last successful promotion or appointment to Lancaster University, whichever is the most recent.
- Chair and Reader cases should focus on outputs produced since promotion to Senior Lecturer or appointment to Lancaster University, whichever is the most recent.
- Duplication of information is to be avoided.
- It is recognised that the COVID-19 Pandemic may have had a significant impact on a candidate’s academic profile from 2020 onwards. This impact may relate to one or multiple aspects of candidates’ profiles. For example, teaching objectives may have been impacted by reduced student contact, engagement objectives by reduced travel opportunities and research objectives by increased teaching demands or limited access to laboratories, field sites and practical spaces. Additionally, candidates may have faced ill health or additional caring responsibilities. Positive impacts are also possible – for example through new opportunities to innovate in teaching or supporting colleagues. It is important to note that any impact may extend well beyond the time-frame of the immediate pandemic as evidenced by changes in career trajectory. In setting and reporting against objectives HoDs should be mindful of the impact of COVID-19. Both HoDs and candidates are encouraged to indicate the impact of COVID-19 on the case presented and panels will be advised to take this information into account when assessing cases. Early research suggests that certain groups of staff are more likely to have been impacted by COVID-19 than others – panels will be encouraged to consider the unequal impact of the pandemic when making decisions.

Your teaching qualification will be verified following submission of your case. Please log onto Core MyHR from the Staff Intranet to verify that the information held on your teaching qualifications is up to date (My Profile then Learning and Development). If changes are required, please email OED@lancaster.ac.uk. Please also take the opportunity to verify that your EDI information is up to date.

Once submitted, your case will be reviewed by the Faculty Dean and will be returned if further work or any changes are deemed necessary in order to ensure the case is clear ready for the committee to consider. Cases will not be rejected at this stage of review.

Submission Deadlines

The deadline for the submission of cases, via the online applicant system (Stonefish), is Friday 12th November 2021 for Senior Lecturer, or equivalent, cases and Friday 26th November 2021 for Chair & Reader cases.
YOUR PROMOTION CASE MUST CONSIST OF:

1. **Personal Statement**  
(word count limit of 2,000 words)

Your Personal Statement should draw attention to the key dimensions and theme(s) of your case and relate them to the Promotions Criteria and Departmental Discipline Profile. For any departmental, Faculty and University leadership roles performed, be certain to indicate the size of the role undertaken and the standard to which it was performed.

2. **Curriculum Vitae**  
(minimum font size 10pt, maximum length up to 10 pages)

Your CV should include the five sections detailed below and can be uploaded in Word or PDF format. Please ensure there are no page numbers included on your CV document.

**i. General information**

- Name.
- Current/past posts.
- Academic/professional qualifications (including highest teaching qualification held).
- Professional/personal development whilst in post.

**ii. Research**

- An account of your research or scholarly programme and activities.
- Description of the expected outcomes of current lines of scholarly work or research activities.
- Details (including dates) of external funding applications made (including PI/CI status on each project). Be certain to include the income that would come to Lancaster.
- Details (including dates) of external funding secured (including PI/CI status on each project). Be certain to include the income that has come to Lancaster.

**Publications:**

- Please provide a full list of publications, with items in peer-reviewed journals first, followed by the remainder. After each publication, give the name of the author(s) for each publication. In the case of joint or multiple authorship, indicate who is the senior author and also your relative contribution (a brief description of your contribution or an approximate % is required).
- Please provide a separate list in rank order (1-5) of your five most significant publications, in terms of impact upon your discipline. At the end of the list should be given the name of the author(s) for each publication. In the case of joint or multiple authorship, a brief statement specifying who is the senior author and also the relative responsibilities of each author.
- Full pagination (first and last pages) should always be stated.
- Conference abstracts and articles etc. submitted for publication should be clearly indicated.
- Publications in refereed journals and symposium volumes should be asterisked. List the title(s), university or publisher(s) and date(s).
- State the status of published work listed above - distinguish between work published and in press and accepted.
Dates and other relevant information of any sabbatical leave taken should be included.

It is a requirement for research outputs to be posted to Pure, please refer to: www.lancs.ac.uk/pure/. For any queries relating to Pure, please contact Chris Adams in Research and Enterprise Services c.adams6@lancaster.ac.uk.

iii. Teaching

- Level of teaching e.g. Undergraduate or Postgraduate;
- Nature and forms of contribution (seminars, practical classes, fieldwork). **Please include the size of your classes, the statistical feedback for each class (where available) and the % completion rate of the feedback**;
- Design and development; course assessment; materials; feedback. Indicators of effectiveness and leadership.

iv. Engagement

- An account of your engagement activity. This should include your internal, Lancaster University-focussed, engagement activity and/or your external engagement activity, including the creation and ongoing maintenance of meaningful and reciprocal relationships with local, regional, national and/or international partners.
- Engagement activity should focus on at least one of the following five engagement categories: Campus, Business, Civic & Cultural, Policy and Public & Community.
- Description of the internal and/or external engagement partnerships and/or projects that you are involved in. This should also explain your level of contribution to it and/or your leadership of it.
- Description of the impact of your engagement activity (where metrics are available, these should be included).

v. Other Information (Feedback/Evaluation)

- Student feedback should be provided in summary form only and not exceed 2 pages (this is in addition to other stated page limits). Do not include actual student feedback forms – they will be returned to you. Peer review reports may contribute to your teaching case.

- Promotion cases to Senior Lecturer/Reader/Chair require a condensed statistical analysis of the **past three years’** teaching feedback from students, e.g.:

  i. Course XXX 999: average student ratings: e.g. 4.7 (2014-15); 4.5 (2013-14); 4.2 (2012-13)
  ii. Course YYY 888: average student ratings: e.g. 4.5 (2014-15); 4.8 (2013-14); 4.2 (2012-13)
  iii. Course ZZZ 777: average student ratings: e.g. 4.6 (2014-15); 4.0 (2013-14) – course only taught for the past two years.