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 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.
- All sections of the relevant forms must be completed or indicated as ‘not applicable’.
- Please refer to the Checklist of Documents for the relevant proformas to complete.

Your teaching qualification will be verified following submission of your case. Case papers that are overwritten, diffuse, fail to highlight the key aspects of a case or fail to follow these guidelines will be returned for re-formatting. This may result in a delay to the case being considered by the Academic Promotion Sub-Committee.

Submission Deadlines

The deadline for the submission of cases to promotions@lancaster.ac.uk is no later than Tuesday 2nd February 2021.

YOUR PROMOTION CASE MUST CONSIST OF:

1. Personal Statement (minimum font size 10pt, maximum length up to 4 pages)

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 the Academic Leadership and Engagement criteria, with departmental, Faculty and University roles, 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.

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. See: 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. Academic Leadership and Engagement

- Responsibilities undertaken within the University. Indicate the size of the role(s) undertaken, e.g. level of student intake, and also include a qualitative statement of your performance in the role.
• Other information can include: community engagement, consultancies undertaken and service on external bodies, including the nature and value of the contribution; details of the style of any report required by a commissioning agent.
• Indicators of effectiveness.

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.

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promotions@lancaster.ac.uk