** STRICTLY CONFIDENTIAL**

**ACADEMIC STAFF REWARD COMMITTEE**

**NOMINATION FORM FOR:**

**ASSISTANT PROFESSORS (unless opted into the APR by their Departments),**

**LECTURERS, SENIOR LECTURERS AND READERS**

**TEACHING-ONLY STAFF AND LSE FELLOWS (BANDS 5 AND 6)**

**RESEARCH STAFF (BANDS 6 ONWARDS)**

**IMPORTANT NOTE:**

This form may also be used to nominate those participating in the **Annual Performance Review** for contributions to **Education: Teaching and Learning**. However, Heads of Department can nominate such staff for such contributions without this form by providing a detailed justification for each member of staff or group of staff together with supporting evidence.

**Name of Staff Member or Members**

**Job Title/s**

**Department/Institute/Centre**

**Please indicate below which Award/s you are nominating your Staff Member/s for:**

Education: Teaching and Learning

Research and/or Service and Citizenship

**Please indicate the type of award sought**:

(I.e.1 or 2 recurrent increments or non-recurrent award. Note: non-recurrent awards awarded by the ASRC will normally be in multiples of £500 normally up to a maximum of £5,000).

**REASON(S) FOR RECOMMENDATION**

***Education: Teaching and Learning (as applicable)***

Heads of Department (HoDs) and Research Centre Directors (RCDs) are asked to nominate individuals or groups of colleagues on the basis of the highest quality contributions to teaching, student learning and student educational experience. The School acknowledges that such contributions are often a collaborative venture and wishes to capture this by inviting HoDs and RCDs to nominate groups of staff members, where appropriate.

Illustrations of eligible contributions are:

* Excellent teaching that has a positive impact on student learning.
* Demonstration of ability to work effectively with diverse groups of students (in terms of year /level/ interdisciplinarity and cultural backgrounds) and/or to use diverse modes of teaching.
* Contributions to innovations in curriculum and/or delivery approach of departmental educational provision.
* Excellence in advising and student support within departments.
* Leadership in programme renewal.
* Leadership and development at course level including GTA support and development.

HoDs and RCDs are asked to provide evidence on each case. Illustrations of relevant evidence are:

* TQARO course/teacher evaluations,
* Course and programme documentation
* student endorsements,
* peer review observations,
* TLC observations and reviews,
* LTI grants and awards,
* Student Union teaching awards and nominations,
* external awards and recognition.

**Research (as applicable)**

Illustrations of eligible contributions are:

* The candidate’s research outputs in the previous calendar year and the two preceding years
* Evidence of research leadership
* The candidate’s reputation for research and scholarship
* Evidence of a sustained research programme
* The candidate's intellectual and professional contributions
* The receipt of external research grants, and management of research projects
* Knowledge exchange and impact activities

**Service and Citizenship (as applicable)**

Eligible contributions can be at the level of the Department, the School, the profession or the wider academic community.

Illustrations of eligible contributions are:

* Departmental administration, leadership and management
* Supporting the HoD or RCD and the Departmental Development Plan
* Mentoring junior colleagues
* School-wide service – e.g. participation in School committees
* Student recruitment and student facing service – e.g. open days, widening participation
* Contributions to professional associations and Learned Societies
* Participation in work of Research Councils, foundations etc.
* Editorships
* Ambassadorial roles for the School (e.g., alumni events)

**Head of Department/Centre Electronic Signature**

**Date**

**The Head of Department/Centre should forward the completed form to Human Resources** (email: [HR.Reward@lse.ac.uk](mailto:HR.Reward@lse.ac.uk)**) to be received no later than Friday 6 May 2016.**