Report of DOS: Professor Yelena Kalyuzhnova

1. **Personal titles 2017/2018**

There are some changes in promotion process for 2017/2018. The University currently is looking to revise the criteria and process that will be used for this year’s round of promotions, which is shortly to be announced.

I will be happy to discuss and advice on any points related to T&L aspects of promotion procedure as soon as we will be given the new guidelines.

1. **Peer review observations 2017/2018**

During 2017-2018 academic year we will again carry out Peer Review Observations. There is a requirement to do one review a year however, there are no restrictions on pairings or any compulsory pairs, except the new lecturers which all should be observed by me (so I am looking forward to their invitations). All convenors of the modules who have TAs have to observe them.

The idea of the Peer Review is that it shows good practise, provides advice for any problems encountered and challenges of the course/module leader. This will lead to better T&L strategies within LOB.

Please could you confirm the pairs (with whom you wish to do the peer review of each other) and a date when you will be observing to me via e-mail by the 14th October 2016. You will find a guide to Peer Reviews here – Section 3e on this page is about peer review:

http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/cqsd-PoliciesandProcedures.aspx

I would appreciate if you could send me the Appendix 3 form after the completion of the review.

It is important to remember that peer review need not be restricted to classroom teaching. For example if a colleague generally does well but find marking and feedback an issue a reviewer could help consider feedback provided. Similarly observations could concentrate on project or dissertation supervision.

If you have any questions please do not hesitate to contact me.

1. **FLAIR and HEA**

CHANGES TO PROCESSES

The University is making some changes to FLAIR processes for 2017-18.

* To make the scheme more accessible and inclusive to potential applicants The University developed a suite of screencasts (one for each category of Fellowship and another explaining the Dimensions of the UKPSF). Potential applicants will now learn about the scheme through the screencasts and other resources on the website rather than by coming to a briefing event.
* The ‘Getting started’ sessions are changing. They will use a more interactive workshop approach to support applicants to develop and shape ideas for their application. Booking for the writing workshops is via Employee Self Service. The University will continue to offer ‘Follow up’ retreats as an opportunity for feedback. Booking for these is still via Lisa Munday l.j.m.munday@reading.ac.uk
* Submission: To support applicants to submit in a timely fashion there is now an expectation that applications will be submitted within three terms of enrolment. For those who enrolled on the scheme before September 2017 there is an expectation that submission will be by the end of the academic year 2017-18.
1. **Pedagogical Seminar**

After the success of the last year we will again run Pedagogical Seminar for the TA and PhD students (this time for the whole HBS). Pedagogical strategies and policies will be further developed in order to assist the T&L process.