



Edge Hill University

Effective Academic Framework

The Effective Academic Framework has been agreed by Edge Hill Academic Board as representing a shared understanding of the main responsibilities of academic staff within the institution.

There are four core dimensions of the academic role:-

- Teaching and the Support of Learning
- Scholarly Activity, Research and Consultancy
- Management and Administration
- Continuing Personal and Professional Development

The four core dimensions will be weighted in different proportions depending on the specific post held at Edge Hill; the experience and expertise of the member of staff; and the identified needs of Subjects, Schools and the Institution at any particular time.

The framework may be used to underpin:-

- the preparation of job and person specification for use in staff recruitment and selection
- the provision of support for new staff during their probationary period
- reflective discussions between individual academic staff and their managers as part of the performance review process
- the support of subject teams in developing their agreed portfolios of programme provision, consultancy and research
- the identification and development of staff development strategies at all levels of the institution

Effective Academic Staff Framework

TEACHING AND THE SUPPORT OF LEARNING

The main responsibilities of academic staff are:-

- **Design and plan the curricula**
 - play an effective role in the curriculum design for the overall provision of own subject within Edge Hill
 - take responsibility for the design and planning of modules or units of study in own area(s) of subject expertise
 - plan structural programmes of content and learning activities, bearing in mind the levels and modes of study, the breadth and depth of study, the specification of learning outcomes and the academic coherence of the programme
 - design and/or select a range of appropriate learning resources for the course

- **Teach and support learning in the subject**
 - plan and deliver the separate learning activities/teaching sessions
 - structure and present ideas, information and instruction in different ways according to the learning outcomes and the teaching/learning situation
 - encourage and support students' active learning, as well as interactive and co-operative learning
 - provide appropriate opportunities for both informal contact and planned tutorials
 - provide placement/work experience support as appropriate

- **Assess students' learning achievements**
 - develop an assessment strategy for own areas of responsibility
 - devise assessment criteria, questions and marking schemes
 - implement assessment programmes, marking, recording, interpreting and justifying results in accordance with agreed criteria

- use assessed work formatively to review students' progress and help them to improve
- **Contribute to the maintenance of student support systems**
 - work within established regulations and professional codes of conduct
 - maintain professional relationships and work productively with colleagues
 - provide appropriate personal support for individual students
- **Evaluate and improve the teaching process**
 - review and evaluate the curricula; own work in teaching, supporting learning and implementing assessment; and own role in maintaining and improving student's support systems
 - anticipate and respond to changes in the learning environment
 - create opportunities for appropriate innovation in learning and teaching practice

Effective Academic Staff Framework

SCHOLARSHIP, RESEARCH AND CONSULTANCY

The main responsibilities of academic staff are to:-

- **Scholarship**
 - maintain current awareness of academic research, contemporary debates, application(s) of specialist knowledge within own area(s) of expertise within the wider subject field, and within contiguous inter-disciplinary and multi-disciplinary discourse
 - share and develop own scholarship by contributing to national and international subject networks, conference participation and writing
 - publication of own scholarship
 - ensure that own scholarship is integrated into and applied to own teaching and learning support of students

- **Research**
 - undertake personal and/or collaborative research into own specialist subject area, and/or into the application or pedagogy of own subject knowledge
 - publish and share own research with the academic and the wider community
 - where appropriate, administer and manage the research process effectively
 - where appropriate, support the work of research students attached to own subject and act as examiners for research submissions on occasion

- **Consultancy**
 - provide advice and consultancy, research services and/or training support for outside agencies as requested
 - if appropriate, pro-actively seek opportunities within the regional, national and international communities to provide consultancy

- operate as a consultant to own and other academic and professional institutions by acting as curriculum advisers, members of validation and review panels, external examiners, and/or as subject reviewers or auditors for the QAA or similar quasi-governmental or professional bodies

Effective Academic Staff Framework

MANAGEMENT AND ADMINISTRATION

The main responsibilities of academic staff are to:-

- **Leadership and team commitment**
 - provide academic leadership within area(s) of expertise
 - lead and/or actively contribute towards subject and team development
 - oversee course maintenance and administration

- **Enhancing student focus**
 - demonstrate good practice in personal tutoring, counselling and advising, listening and feedback skills, supporting degree ceremonies

- **Enhancing quality assurance and standards**
 - undertake a pro-active role in Subject, School and Institutional discussions, consultation and decision-making processes, committees, working/focus groups
 - share outcomes of applied policies, procedures and innovative practice
 - undertake mentoring, peer observation and review; provide colleagues with appropriate feedback and support, as appropriate
 - contribute to internal quality assurance processes and activities, including Annual Quality Plans, Research Development Plans and corporate strategic planning, as appropriate

- **Enhancing Institutional and professional reputation**
 - engage in internal and external networking activity on local, regional, national and international levels as appropriate, including active membership of associations, societies and professional bodies, sharing outcomes as appropriate
 - actively engage in Institution, School and Subject marketing, recruitment and admissions activities

Effective Academic Staff Framework

CONTINUING PERSONAL AND PROFESSIONAL DEVELOPMENT

The main responsibilities of academic staff are to:-

- **Review and Evaluate Personal Performance**
 - agree appropriate performance objectives relating to self, subject and institutional needs as part of the annual performance review process
 - work towards achieving these objectives during the succeeding year
 - evaluate the extent to which objectives have been achieved during the previous year

- **Identify appropriate continuing professional development needs and effective activities to support their achievement**
 - identify professional development needs in relation to subject specific teaching, learning facilitation, scholarship, research and consultancy activities
 - identify professional development needs in relation to generic management and administrative activities
 - identify professional development needs in relation to the development of personal skills such as the use of CIT in their other activities; and the effective management of change within their roles
 - take advantage of the range of support mechanisms devised to help these needs to be met

- **Devise and maintain a CPPD portfolio to demonstrate and assess professional and personal development**