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|  | ML-04 |

**Module Leadership: Selection Panel Assessment Template**

**Applicant’s Name: Academic Partner:**

**Module(s) applied for (in order of preference):**

 **Module Name SCQF Level**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

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| **Selection Criteria** | **Evidence/Notes** | **Fully Met** | **Part Met** | **Not Met** | **Comments** |
| **Essential**A qualification in relevant subject area that is a minimum of the same SCQF level as the module leadership being sought.**Highly Desirable**A qualification in relevant subject area that is one level above the SCQF level of the module leadership being sought. |  |  |  |  |  |
| **Essential** Appropriate teaching experience**Highly Desirable**TQFE/TQHE/PGCert or equivalent held*Applicant to provide details of teaching experience or teaching qualification(s) successfully undertaken and completed* |  |  |  |  |  |
| **Essential** Experience of the content of the module(s) being applied for**Highly Desirable**Current involvement with the said module(s) e.g. tutor, module committee |  |  |  |  |  |

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| **Essential** Effective reflective practitioner **Highly Desirable**HEA Membership*Applicant to provide summary of recent activities that demonstrate they are a reflective practitioner e.g. course reviews* |  |  |  |  |  |
| **Essential** Recent evidence of professional engagement *Applicant to provide an overview of industrial engagement in the past two years and examples of application in curriculum development and delivery* |  |  |  |  |  |
| **Essential** Proven track record in successful curriculum development *Applicant to provide examples of involvement in curriculum development activity*  |  |  |  |  |  |
| **Essential** Proven track record in developing online or blended learning materials *Applicant to provide examples of effective utilisation of VLE, including analysis of why it was effective and how student learning was enhanced* |  |  |  |  |  |

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| **Essential** Recent engagement with relevant scholarly/research CPD activity *Applicant to provide a summary and a copy of their CPD log for the last year including a reflective overview (where available)* |  |  |  |  |  |
| **Essential** Proven academic leadership**Highly Desirable**Awareness of QAA Enhancement Themes and their application within UHI*Applicant to provide examples that demonstrate successful academic leadership, for example, contributing to the faculty, subject network and/or wider programme/team; and awareness of the wider Higher Education context*  |  |  |  |  |  |

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| **Essential** Awareness of the uses of performance indicator (PI) data for monitoring continuous improvement**Highly Desirable**Use of evaluation and performance indicator (PI) data for teaching, learning and assessment improvement*Applicant to provide summary of the uses of key PI data, covering student retention, progression and achievement; student feedback and module/programme evaluation; and awareness of equivalence, equality and diversity considerations* |  |  |  |  |  |
| **Essential** Effective Communication Skills*Applicant to provide two specific examples of where they have demonstrated effective communication skills relevant to the role* **[250 words maximum]** |  |  |  |  |  |
| **Essential** Effective Leadership Skills*Applicant to provide two specific examples of where they have demonstrated academic leadership skills relevant to the role***[250 words maximum]** |  |  |  |  |  |

**Selection Panel Comments on Line Manager’s supporting statement:**

**Selection Panel Decision: Successful/Unsuccessful –** *please delete which does not apply*

**Summary of any feedback to be provided to applicant to assist with future CPD etc**

 **Name Signed Date**

Panel Chair

Panel Member

Panel Member