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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