|  |  |
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|  | Appendix 2 |

**Guidance for Line Managers**

**Module Leadership Expressions of Interest and Applications**

This guidance outlines what Line Managers should take into account when providing support for **Expressions of Interest** in module leadership; and supporting statements for **Applications** for module leadership for all staff who are applying for UHI Module Leadership roles, as part of the Curriculum for the 21st Century (C21C) process.

* The **Guidance Notes for Candidates for Module Leadership** requires all interested parties to discuss - prior to expressing an interest in a module leader role (or roles) – their interest with their Line Managers. Line Managers are required, at this stage, simply to endorse and approve of any expression of interest by adding their name to the appropriate form: **Expression of Interest** (**ML-01**). If the expression of interest for module leadership is successful at this stage, line managers will require no further involvement in the process.
* If there are multiple expressions of interest, the **Guidance Notes for Candidates for Module Leadership** requires all applicants to complete an **Application for Module Leadership** (**ML-02**); and to ensure their Line Managers submit, independently, a **Supporting Statement** (**ML-03**) as part of the application process.
* Line Managers’ statements will be considered by the UHI Standing Panel for module leadership selection but they will not be formally “scored” as any part of the selection process.
* Before you complete a **Supporting Statement** (**ML-03**), you should hold a discussion with the applicant about their application. At the discussion you may wish to consider:
  + your assessment of their potential to fulfil such a role constructively and supportively;
  + what strengths you believe the applicant to have;
  + any concerns about their evidence the applicant may seek to present in support of their application.
* You may also wish to:
  + outline the level of support you feel you can provide, as Line Manager.
* Where discussions do not match the applicant’s expectations, explain why you have arrived at your conclusions; and ensure that you can substantiate your opinion by providing evidence (for example, where the applicant has failed to demonstrate one or more of the criteria or where you have seen no evidence to support a particular criterion).
* If you have doubts about some elements of the evidence you are being asked to support you may discuss this with an appropriate member of staff who has expertise/authority or appropriate knowledge of the applicant to help you assess the evidence (for example, the appropriate Subject Network Leader).
* When completing the **Supporting Statement** (**ML-03**) you should:
  + be objective and concise with your statement – you have only 250 words to express your support or otherwise;
  + confirm the evidence you have seen in the application and ensure that your comments enable the panel to make an assessment of the depth of your support.
* If you are not supporting the application ensure that the panel can see this. Where your evidence is not positive, ensure that you have discussed this first with the applicant and that you support this in the statement with evidence.
* If you are unsure about the quality of your supporting statement or if you simply want advice you should contact your own line manager/HR Team in the first instance.

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|  | ML-03 |

**Module Leadership Application**

**Line Manager’s Supporting Statement**

**Applicant’s Name:**

**Academic Partner:**

**Module(s) applied for:**

**1. 2.**

**3. 4.**

**5. 6.**

**7. 8.**

**9. 10.**

I endorse the above named applicant to be considered for the role of module leader in the above named module(s). I have read the [Module Leader Role Description](http://www.uhi.ac.uk/home/staff/academic-registry/quality-enhancement-and-staff-development/curriculum-for-21st-century/Appendix%202%20-%20Role%20Descriptor.doc) (Appendix 1) and the Guidance for Line Managers (Appendix 2) and agree to support them in carrying out this role in accordance with this descriptor and the UHI Academic Standards and Quality Regulations.

Furthermore, I attach the undernoted personal (and confidential) supporting statement in respect to the individual as part of their application.

**Line Manager Name:**  *(Print name or add electronic signature)*  **Date:**

**Supporting Statement (maximum 250 words)**

**Line Manager Name:**  *(Print name or add electronic signature)*  **Date:**