

Suggestions for Enhancing a Teaching and Scholarship Focussed CV

- Pro-active promotion of your Teaching and Scholarship activities
Both internally and externally, through maintenance of your personal institutional web-pages to include details of your Teaching and Scholarship-related activities and publications (not modules taught but more descriptive akin to a Research-focused colleagues web-page), networking and making the most of any activity for self-promotion. You may need to liaise with your web manager, to alter the headings of your web site, e.g. 'Research Group members' is not usually appropriate.
- A change in attitude.
Those who excel in research do so through a focused directed approach; to reach the higher echelons in a Teaching and Scholarship career is possible but will require the same approach/attitude. You are not doing teaching because you are no good at research, many of us have actively chosen to go in this direction, neither are you a "Teaching Donkey"; you are a Teaching and Scholarship professional who has particular expertise and skill in Teaching and Scholarship and makes an equal contribution to the business of the university as a more-research focused colleague. Drop modesty, you need to be able to self-publicise,
- Set aside blocks of time in your diary for educational development/research activities
- Seek out like-minded peers and meet informally to chat about teaching ideas
- Never have a closed door, more opportunities come from more contacts
- Don't turn anything down hastily, take some time to reflect first
- Regularly reflect on progress, either self reflection or group reflection if you have supportive peers.
- Engage in as many of the following activities as possible, losing those activities that you currently undertake which hinder you achieving your long-term goals in Teaching and Scholarship:
 - Develop and implement new or novel teaching or assessment practices in module or group of modules (informed by latest pedagogical findings)
 - Lead on curriculum or programme design
 - Undertake programme management
 - Develop cross-disciplinary teaching & scholarship activities within your Faculty, cross-Faculty or between Institutions e.g. new modules or programmes.
 - Undertake outreach activities in local schools or community (e.g. lectures, workshops, National Science Week activities)
 - Have a significant input into pastoral care/student well-being e.g. chair or membership staff/student committees
 - Obtain internal, or preferably, external funding for an Learning and Teaching project (potential sources of funding include, for example, Subject Centres, Higher Education Academy, JISC)
 - Maintain a portfolio of scholarship e.g. publication of teaching materials, collation of evidence that they are used in other Higher Education Institutions, development of teaching guides or other materials for the UK Centre for Bioscience
 - Communicate and disseminate good practice/novel teaching activities e.g. internally (e.g. institutional or departmental learning and teaching newsletters), via education special interest groups of relevant Learned Societies or UK Centre for Bioscience events, publications in refereed Journals or in the Bioscience Bulletin, publication of "case-studies" both internally and externally

- Maintain and regularly update Teaching and Scholarship areas of your personal departmental web-page. Include any novel Teaching and Scholarship activities, funding and outputs
- Accept / actively solicit invites to present aspects of your Learning and Teaching practices at national/international conferences, UK Centre for Bioscience or departmental seminars at other institutions
- Establish a education or teaching and scholarship group within your department, faculty or externally
- Become the UK Centre for Bioscience or Learned Society representative within your department and/or faculty
- Obtain internal or external Teaching and Scholarship in Higher Education qualifications e.g. Postgraduate Certificate in Learning & Teaching in Higher Education
- Obtain a University or External award recognising your excellence in Teaching & scholarship e.g. University Teaching Fellowship, UK Centre for Bioscience Ed Wood Teaching Award, Awards/prizes offered by Learned Societies
- Obtain membership of National and International Teaching and scholarship organisations or exchange schemes e.g. Higher Education Academy, ISSOTL, IUT, Teaching Fellow Exchange
- Undertake personal CPD development in Teaching and Scholarship e.g. attendance at relevant internal staff development, Learned Society or UK Centre for Bioscience events
- Develop CPD activities in Teaching & Scholarship e.g. running Staff Development Courses
- Membership of external Learning and Teaching or educational development committees within your subject area (e.g. Learned Societies, Society for Biology, Government)
- Become an External examiner at another HEI
- Author, edit or contribute to textbooks
- Become an editor or reviewer of an educational journal
- Academic leadership
 - take responsibility for a key area of your Department's activities e.g. Widening Participation, admissions, outreach.
 - take responsibility for development of a new strategic direction for your department or University e.g. curriculum change, assessment practices
 - mentor colleagues e.g. Staff review, Teaching Certificate mentor
- Membership of key department, faculty or university Learning and Teaching committees (Chair if possible)
- Develop key external Learning and Teaching contacts e.g. in Industry, Graduate employers, UK Centre for Biosciences
- Provide inputs into decisions into future direction of subject, both internally and externally e.g. by representing department in strategic issues elsewhere in the University, being a member of a Faculty/University/Learned Society/Government panel or focus group concerned with academic activity or future direction of your discipline

This guidance was developed from discussions at the event "Exploring promotion and CV enhancement and discussing the implementation of an e-mentoring scheme in the biosciences", www.bioscience.heacademy.ac.uk/events/leeds070110.aspx