



# **Welcome**

As a Non-Academic Probation Adviser,

3. Together you could discuss and decide which workshops on the OD Hub [Our Workshops, Courses & Events | Organisational Development Hub | Loughborough University \(lboro.ac.uk\)](#) will best support their development. Some recommendations that EAP suggest include:
  - › Making the most of your Voice
  - › Engaging learning with Large Classes
  - › Student learning through Critical Feedback
  - › Teaching Small Groups
  - › Using Learn
  - › Use of the TEL Guides and associated in-person sessions [TEL Guides - Home \(sharepoint.com\)](#)
  
4. Complete the mandatory training for new staff:  
<https://www.lboro.ac.uk/services/od-hub/topics/mandatory-training/>

## **Further information about working towards your AdvanceHE Fellowship**

University Teachers at Loughborough can work towards either an Associate Fellowship (Descriptor 1) or a Fellowship (Descriptor 2). This will depend primarily on the breadth of their role across different areas of academic activity and their depth of experience on which they can draw to evidence their good practice. These standards of recognition are aligned to the Advance HE Professional Standards Framework for teaching and supporting learning in Higher Education [UK Professional Standards Framework \(UKPSF\) | Advance HE \(advance-he.ac.uk\)](#)

Each year we offer four submission dates at which a member of staff can submit an application for Fellowship (see link below) so as Probation Adviser, it would be useful to discuss which submission point they would prefer to

## **Teaching Observations**

A university teacher should have their teaching observed during their probation. It is the responsibility of the University Teacher to organise their own teaching observation.

Teaching observation information can be found here:

<https://www.lboro.ac.uk/services/od-hub/topics/teaching-observations/>

They are required to complete a teaching observation by a University Assessor (Peer Observation Associate) in their first year. (Formerly referred to as a “Summative” observation)

The following process will be followed:

- Pre-observation meeting – to discuss aims and objectives of the session and to identify any key areas of development required.
- The Observation - at least 50 minutes in length which showcases the delivery style most commonly undertaken (Lecture/Seminar/Lab session)
- Post Observation discussion of feedback and developmental objectives.