



SUPPLEMENTARY GUIDANCE FOR ACADEMICS

1. In preparation for your professional review, you should aim to:

- Make sure you have a balanced workload of teaching, research, administration and project management (including financial project management).
- Get involved with university-wide projects related to diversity, health and safety, links to industry.
- Take responsibility for a specific project with health and safety, international or industry related aspects.
- Ensure you are familiar with relevant legislation, codes of practice and university regulations that affect your work areas, especially related to health and safety. e.g. RAMS
- Find an opportunity to take responsibility for a specific budget. e.g. Bid documentation and tendering for equipment
- Engage in the procurement processes in your work area and ensure that you are familiar with the relevant contractual requirements. Have knowledge of Standard forms of contract such as NEC3/4
- Ensure you are up to date with fundamental legislation, such as CDM 2015, Equalities Act 2010, HASAWA
- Develop your CPD to include professional evening meetings and professional engineering development, such as updating knowledge on changes in DMRB, government policy, JBM updates, Engineering Council updates on ethics, sustainability, risk, Climate Change,

2. Your portfolio of evidence, project presentation and responses to questions at interview must demonstrate:

- Technical expertise and knowledge
- Application of theoretical concepts to real life situations
- Identification of problems, appropriate research, and clarification of issues
- Development of new knowledge and approaches
- Testing and validation of research
- Reflection on and evaluation of results
- Collection and analysis of data to inform decisions
- Independent judgement
- Contract management
- Health and safety knowledge and application including legislation, risk assessments, risk mitigation, risk monitoring and management.
- Demonstration of a knowledge and understanding of the relevant legislation and regulations that apply to your expertise
- Quality management and continuous improvement, possibly including programme and module validation documents and ISO9001 if applicable
- Interdisciplinary and team working, including student cohort management
- Leadership and people management, such as technical staff and administrative teams
- Wide knowledge of the industry and 'hot topics'

3. The project you choose to present at the professional review interview should:

- Be specific and easy to define
- Cover as wide a range of competences as possible (see UK-SPEC and factors listed below)
- Be interesting and 'presentable'

- Be something for which you were personally responsible and that would not have happened without your input
- Have a clear, positive outcome
- Consider your audience, they are Professional Engineers

4. Typical projects for presentation by candidates working in academia include:

- Collaboration with colleagues from a number of institutions on an international project
- Control of a major research project
- Delivery of an innovative approach to technology enhanced learning within a department
- Design of taster days programme for local schoolchildren
- Development and leadership of a new programme or course
- Direction of an academic research group
- Instigation, development and launch of a student placement or employability scheme
- Leadership of a placement programme for sandwich students
- Management of a recruitment campaign
- Organisation of preparation for an accreditation visit
- Participation in a relevant university task and finish group
- Preparation and delivery of a MOOC
- Proactive management of the Erasmus programme for a school or faculty
- Project management of a new learning resource centre or building
- Refurbishment of laboratories
- Representing the university on an enterprise project or knowledge transfer partnership with an industrial partner
- Responsibility for a significant student visit (e.g. a residential course)
- Significant contribution to an inter school or faculty collaborative project
- Submission of a major bid for research funding
- Supervision of PhD students