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| **Z:\HEReview\Logos\new logo Hope_Crest_CMYK_081116 (2).jpg** | **Conversion of fixed-term** **PDTF Posts** **to Permanent Lecturer Posts** |

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| Once completed, please forward this form to the PVC Research Office who will keep an overview of this process.  |

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| **DETAILS OF CURRENT POST** |
| **PDTF post :** |  |
| **Name of PDTF** |  |
| **School and subject area:** |  |
| **Post filled from [date]:** |  |
| **Expiry date of contract:**  |  |

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| **Provide factual information relating to the following:**1. **what the post-holder has been teaching;**
 |
| 1. **what the post-holder has been researching. It is essential here that there is precise reference to publications/other ref-able research outputs. Please note that only those *in print or in press* will be considered. After giving this information, some forward-looking realistic analysis of future publications and other research activity should be provided.**

**Publications****Conference Presentations** |
| 1. **what evidence there is to demonstrate that the post-holder fits well into, and contributes towards, the wider ethos and collegiality of the subject area, School and University. Refer to precise examples of activity that supports the case.**
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| **Provide a qualitative summary of the post-holder’s contribution so far towards learning and teaching, scholarship and research and the mission of the University, School and subject team (this should reflect assessments contained in any probation reports). Refer to relevant documentary evidence wherever possible, bearing in mind that the PVC (Research) reserves the right to call for that and other evidence if required. Please append a report relating to the quality of the post-holder’s teaching as assessed via actual observation of at least one session and/or any other evidence, for example student feedback and/or external examiner reports.**  |

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| **Please confirm whether the PDTF :**1. **Has undertaken the compulsory 15-credit module in learning and teaching**
2. **Has, or is working towards, (S)FHEA status**
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**Completed by:**

**[Position]**

**Head’s e-Signature and Date:**

**…………………………………………………………………………………..…………………………………………………**

**When completed please return this form electronically to the PVC Research Office (****pvc.research@hope.ac.uk****)**