

Learning & Teaching Enhancement Review (formerly annual monitoring) – Process and Timescales

Date	Action	Initiator/Lead	Other Participants	Notes
The Learning & Teaching Enhancement Review cycle and key dates noted below take place against a background of ongoing reflection and review of teaching which takes place throughout the year as staff responsible for provision respond to feedback and information on course delivery which is received throughout the academic year				
January	Preparatory meeting with College LTE Officers to agree material to be presented to the Learning & Teaching Officers Forum (updates to web guidance, deadlines, LTE Summary form templates, Hot topics)	Senate Office (SO)	College Learning & Teaching Enhancement Officers	
February	Learning & Teaching Officers Forum Meeting – preparation for Learning & Teaching Enhancement Review Agree: LTE Summary forms, Hot Topics Note: schedule of deadlines, updates to web guidance	SO	College and School Learning & Teaching Enhancement Officers	
Early March	Publish updated web guidance on Learning & Teaching Enhancement Review and notify DoLTs, College and School Learning & Teaching Enhancement Officers once live (School Learning & Teaching Enhancement Officers to cascade to relevant School contacts) Disseminate dates for reporting process to allow local deadlines to be set by College and	SO	School and College Learning & Teaching Enhancement Officers, DoLTs	

	School Learning & Teaching Enhancement Officers			
April	<p>School preparation: School Learning & Teaching Enhancement Officers discuss and agree the appropriate structure and responsibilities for Learning & Teaching Enhancement Review for their local context with relevant staff</p> <ul style="list-style-type: none"> • Schedule of deadlines • Staff to report/input on course review and reflection, and actions • Convener for School or Subject meetings <p>School Learning & Teaching Enhancement Officers advise relevant staff of agreed deadlines and required inputs</p>	School Learning & Teaching Enhancement Officer	HoS, L&T Convener	Discussion will normally involve the Head of School, or their delegate. In some cases there will be an established process which will be continued from the previous year.
May/June	Review and reflection on course delivery (see FAQ 3) – identify actions, good practice and enhancement; noting information on New or Significantly Revised courses	Staff responsible for courses		PGT can be deferred to Sept/Oct
May/June	<p>Following review and reflection there will normally be a meeting to discuss reports on course review and reflection (written or orally from attendees)</p> <p>Produce note of main points of discussion and actions agreed to inform production of the School LTE Summary</p>	School Learning & Teaching Enhancement Officer or other convener - as identified by HoS	Staff responsible for courses, School Learning & Teaching Enhancement Officer	<p>Depending on local arrangements the meeting can be at programme, unit or School level.</p> <p>While a meeting is expected it is recognised that</p>

				<p>this may not always be possible (see FAQ 7)</p> <p>PGT can be deferred to Sept/Oct</p>
July/August	<p>Produce School LTE Summary Report (see FAQ 7) and forward to:</p> <ul style="list-style-type: none"> • College Learning & Teaching Enhancement Officer • School L&T Convener <p>The report may also update on progress with actions from the previous year</p>	School Learning & Teaching Enhancement Officer		PGT can be deferred to October
September/ October	<p>Discuss School LTE Summary Report at School LTC meeting and agree actions to be taken forward at School level, including links to School L&T Action Plans – identify owners for each action who will report back to LTC at a later date</p> <p>School Learning & Teaching Enhancement Officer to attend School LTC to discuss School LTE Summary and provide an update on progress with previous year's actions (or agree with Convener how the Summary will be taken forward)</p>	Conveners of School LTC	<p>School Learning & Teaching Enhancement Officer</p> <p>Members of School LTC</p>	

September	Produce College LTE Summary Report (see FAQ 7) and forward to: <ul style="list-style-type: none"> • Dean of L&T • School Learning & Teaching Enhancement Officers • Senate Office 	College Learning & Teaching Enhancement Officer		PGT can be deferred to November
October	Deliver induction to new College and School Learning & Teaching Enhancement Officers (and offer as refresher for any current Learning & Teaching Enhancement Officers) [Current College Learning & Teaching Enhancement Officer to contribute to session]	SO	School Learning & Teaching Enhancement Officers, College Learning & Teaching Enhancement Officers	
October	Review all College Reports and identify themes – issues raised requiring action and good practice/enhancement – report to ASC (November meeting)	SO		PGT can be deferred to December
October/ November	Liaise with DoLT over potential items from College LTE Summary to feed into College L&T Action Plan Discuss College LTE Summary and actions for College and University at College LTC and Academic Standards Committee (ASC)	College Learning & Teaching Enhancement Officer	DoLTs and ASC	PGT can be deferred to January
October/November	Ensure owners of College level actions are identified to report back on progress which can then inform later College LTC meetings and the University Annual Open Meeting	DoLTs		

October	Feedback to School Learning & Teaching Enhancement Officers and conveners of School LTC on College LTC discussion and agreed actions	College Learning & Teaching Enhancement Officer	School Learning & Teaching Enhancement Officer, Conveners SLTCs	
November	<ul style="list-style-type: none"> Feedback to School Learning & Teaching Enhancement Officers and College Learning & Teaching Enhancement Officer on ASC discussion and agreed actions Publish information on good practice and enhancement arising from Learning & Teaching Enhancement Review on the Senate Office website and liaise with LEADS to encourage wider dissemination across the University 	SO	School Learning & Teaching Enhancement Officers, College Learning & Teaching Enhancement Officer, LEADS	
December/ January	<ul style="list-style-type: none"> Disseminate information on reports and discussion at College LTC and ASC to School (reporting to SLTC). Remind staff of Open Meeting 	School Learning & Teaching Enhancement Officer	Conveners and members of School LTCs	
January	<p>Open Meeting – convened by VP L&T</p> <ul style="list-style-type: none"> Share good practice and enhancement College Learning & Teaching Enhancement Officer and DoLTs to work together in order to report on College Actions (themes/case studies) 	SO		

	<ul style="list-style-type: none"> University Services to report on University Actions (themes/case studies) <p>Recordings of speakers to be uploaded online – send links to School Learning & Teaching Enhancement Officers for further dissemination</p>			
March	<p>Report onto ASC on progress with key University actions</p> <p>Disseminate report and ASC discussion to College and School Learning & Teaching Enhancement Officers</p>	SO		
April	<p>Report to College LTCs on progress with College actions and University actions</p> <p>Disseminate report and College LTC discussion to School Learning & Teaching Enhancement Officers</p>	College Learning & Teaching Enhancement Officer		
April	<p>Report to School LTC on progress with actions at all levels</p> <p>Disseminate progress report and update from School LTC to all local teaching staff</p>	School Learning & Teaching Enhancement Officer		