

**School of [insert name]**

**Teaching Enhancement Action Plan**

The School Teaching Enhancement Action Plan (Action Plan), should reflect School priorities for maintaining academic standards and driving forward the enhancement of teaching, learning and the students’ experience. This is an ongoing plan, and as such, is not bound by the academic year. Instead, it is updated as and when priorities change.

The Action Plan is co-created by the SDTL, in partnership with students and in consultation with relevant staff. The Action Plan is owned by the relevant School Management Board (SMB), and identified priorities will feed into the School’s five year Planning Process. Relevant Boards of Study and Student Experience (BoSSE) will monitor progress on a termly basis, which will be reported to the SMB.

Schools should complete one table per priority.

Priorities will be identified in relation to the University and School’s key performance indicators as identified from data relating to the Teaching Excellence and Student Outcome Framework (TEF) and relevant student surveys.

The Action Plan will be reviewed annually by the Sub-Committee for the Development and Enhancement of Learning and Teaching (DELT), additionally Schools will monitor progress with their Teaching and Learning Dean once each year.

Please refer to the [Guidance Notes](http://www.reading.ac.uk/web/files/qualitysupport/School_Teaching_Enhancement_Action_Plan_Guidance_-_final.pdf), which accompany the Action Plan Template below, and provide information on sources of information, timings, and a worked example of the Action Plan. Further training materials with a focus on using data, identifying success indicators and articulating impact are also available here: [Preparing for School Teaching Enhancement Action Plans (STEAP) (Online resources)](https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/common/ledetail/cours000000000074321/latestversion).

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| **Date Action Plan Last Reviewed:** | **DD/MM/YY** |

**Complete one table per Priority**

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| **Key Priority** | | **Lead(s)/Student Partner** | | | **BoSSE** | **Context** | | |
| *State your key Priority below* | | *Identify the key individual responsible for this priority and a student partner where appropriate* | | | *State which BoSSE(s) should have consideration for this Priority* | *How does this priority link to strategic objectives and broader frameworks (e.g. Uni strategies, Curriculum Framework, NSS, TEF, KPIs etc).* | | |
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| **IMPLEMENTATION** | | | | | | | | |
| **Activity(ies) proposed**  *Identify the activity(ies) you will undertake to address the priority and the objectives of those activities.* | **Activity** | | | **Objective** | | | | **Target date** |
|  | | |  | | | |  |
| **Expected Impact**  *What are your success indicators?*  *What does success look like?* |  | | | | | | | |
| **Milestones**  *Identify significant milestones and checkpoints* |  | | | | | | | |
| **Resource requirements**  *Identify any resources required to undertake activity, both within the School and from other University Services (including staff time) and any infrastructure requirements.* |  | | | | | | **Where necessary, have you discussed resourcing with other Schools or Functions?** | |
| **Progress Update**  *Please provide an update on progress at each BoSSE meeting.* | **Autumn** | | **Spring** | | | | **Summer** | |

***When the action/activities are complete, or the Priority has changed, please complete the table below. The outcomes and evaluations of completed activities should be disseminated to staff and students via the BoSSE and SSP Group. Completed activities should be recorded by the School and reported annually to DELT.***

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| --- | --- |
| **EVALUATION AND IMPACT** | |
| **Outputs/Outcomes**  *Were your objectives met?  What has changed as a result of your action(s)?*  *What has been created as a result of undertaking the activity?*  *Who has benefitted (specific student or staff groups)?*  *Were there any unexpected impacts?* |  |
| **Evidence of Impact**  *This should be a simple high-level statement of what has happened as a result of the activity taken. It should also be in line with the success indicators outlined above. It is often articulated in the form of quantitative changes* |  |
| **Evaluation Methods:**  *What measures did you use to evaluate your activity and identify impact?*  *In terms of your evaluation, what worked well? Was anything missing? Which methods might you use next time?*  ***Align these to your success indicators.*** |  |
| **Overall reflection and follow-up**  *In terms of your activities, what worked well and what did not? Are there any additional actions to be taken?*  *What additional support do you need?* |  |
| **Closing the Feedback Loop**  *How will you close the feedback loop?*  *How will you disseminate the findings of your evaluation to students/colleagues/other interested stakeholders?* |  |
| **Links**  *Include any links to published items originating from the project (e.g. website, news item, blog, article, resource etc)* |  |