



Institutional Academic Lead Role Expectations

The SWDTP's mission is to offer an inclusive, and collaborative environment for PGR funding, support, and training; and to promote, share, and deliver best practice across our partner institutions and wider networks.

Institutional Academic Leads (IALs) provide academic leadership for delivery of this mission. They represent all academics in their HEI involved in leading SWDTP pathways, supervising SWDTP PGRs and all other PGRs associated with our pathways, design and deliver research training for PGRs and support their professional development and wellbeing. A range of support will be available to you in this role from the Hub, the Deputy Director and your local Institutional Coordinators.

The SWDTP Management Board charge you with:

- Raising awareness of the work of SWDTP and the benefits of engagement.
- Communicating with Pathway Leads (PLs) in your HEI to ensure they are supported in fulfilling their role, are aware of SWDTP requirements and the [ESRC PGR guidelines](#) from which these derive, to obtain their feedback and engage with the SWDTP through making them aware of [funding and research training opportunities](#), SWDTP events for academics and the remit of the PL role in the [SWDTP PL role description](#).
- Meeting with the other SWDTP Institutional Academic Leads termly to share thoughts on local developments and challenges; to inform of new ideas, activities and future plans for PGR training in your in your HEI; feedback and advice on SWDTP processes, activities and events.
- Championing collaboration across pathways and SWDTP partners within your HEI and facilitate links between SWDTP and other doctoral training entities to which your HEI belongs.
- Advocating for the SWDTP in local forums and meetings, to increase understanding of the breadth of work and the valued role of supervisors locally.
- Providing training events to pathway leads and supervisors at your institution, particularly to support the Studentship Process and meeting expectations of the latest [ESRC PGR training guidelines](#) including delivery of compulsory research training, supervisor training requirements, regular Development Needs Analysis for SWDTP-funded PGRs and provision of professional development provision for PGRs in ways that fulfil SWDTP Equality, Diversity and Inclusion commitments.

An indicative workload allocation for the role is 80-120 hours per annum. Workload allocation and/or credit has been approved via the Management Board of the SWDTP and formalised through local HR process, to ensure that time is allocated for this important academic leadership role. If additional support is needed you may contact your Management Board representatives to garner additional support. There is expected to be a multiplicity of arrangements at each HEI in the SWDTP, but all roles will essentially be the same and charged with leading on the principles prescribed above.



SWDTP Institutional Academic Lead (IAL) Workload Timeline

The 18 SWDTP Pathways are supported by 68 Pathway Leads (PLs) that are situated in the 8 partner sites. Pathway Leads have workload allocation established locally to ensure you are able to undertake your role in delivering the Pathways. This is a pivotal role in the success of the Partnership and is also important in leading and supporting supervisors within each pathway. Leads are supported locally by their SWDTP Institutional Academic Lead who is charged with providing HEI leadership on all academic business. A list of PLs and their contact details can be found [here](#). Full details of their role and nominal workload allocation can be found on the 'Information for Academic Colleagues' section of the SWDTP website [here](#).

Time allocations (detailed below) for each role have been set by the Management Board and your role specification should provide clarity regarding what is expected. Where required, further direction will be provided by the SWDTP Deputy Director. This timeline was agreed at the IAL meeting held on 16th October 2023.

Academic activity is spread across the calendar year and there is an ebb and flow to what is needed, with some clear peak times. There are also some events and meetings which IALs are expected to attend. Nominal workload hours are spread over the year as and when needed, but below is a note of expected events and peak periods where time will be required.

Month	Academic Activity - SWDTP Pathway Leads (PL) - SWDTP Institutional Academic Leads (IAL) - SWDTP Institutional Coordinators (ICG)
January	Support applicants (PL) Deputy Director meeting (IAL)
February	Studentship application review (PL)
March	Studentship application review and interviews (PL) ARC prep – studentship application review and award decisions (IAL)
April	Post-doc application review (IAL) Review pathway collaboration plan (PL with IAL)
May	Comment on Studentship Process review (PL+IAL) Deputy Director meeting (IAL)
June	
July	
August	
September	
October	Deputy Director meeting (IAL) Meet and train HEI supervisors (IAL) Local institutional meeting to support PLs through the studentship process (IALs + ICGs)
November	Support applicants (PL)
December	Support applicants (PL)