

Higher Education Quality and Standards

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Description:

All academic staff not employed by the Grimsby Institute who deliver or support programmes leading to higher education awards must apply for and be granted Recognised Teacher Status by the Institute. This code of practice sets out the Institute's expectations governing the approval of Recognised Teacher Status. It identifies the rights and privileges of a Recognised Teacher, defines specific approval processes and sets out the roles and responsibilities of pre and post appointment.

Document Reference:

QATLSS Higher Education Teaching, Learning and Scholarship Strategy

For further advice on how the code of practice works, you should contact the Quality and Standards Department.

Department Contacts: Quality and Standards (Higher Education)
Rm: 3H05 (01472) 311222

Additional guidance can be obtained by visiting www.qaa.ac.uk and referring to QAA UK Quality Code for Higher Education: Chapter B3: Learning and teaching

**This document is available in alternative forms
on request from the Quality and Standards Department**

1. Introduction

- 1.1. The purpose of this code of practice is to provide mechanisms through which the Institute can assure itself that those who are employed by the Institute who are engaged in delivering or supporting programmes leading to higher education awards are appropriately qualified for the role.
- 1.2. The granting of Recognised Teacher Status (RTS) also provides a means through which the Institute can give specific rights to those involved in the delivery and/or support of programmes - for example access to Institute learning resources and staff development events.

2. Scope

- 2.1. This code applies to anyone employed by the Institute who is engaged in delivering or supporting programmes leading to higher education awards.
- 2.2. RTS is not required for 'guest speakers' involved in providing a limited amount of teaching. Guest speakers must not be involved in any part of the assessment process or in providing academic/ or personal supervision and/or support.
- 2.3. 'Delivering or supporting' in para. 2.1 includes the following activities:
 - teaching (including the supervising of dissertations and projects)
 - preparation of assessment tasks
 - first or second marking of student output
 - academic and/or personal/pastoral supervision of students.

3. Appointment of RTS

3.1. Criteria for appointment

The following criteria are based on the principle that the applicant for RTS must be able to demonstrate through relevant evidence that they are appropriately equipped to undertake the designated role. This evidence may include academic qualifications (as outlined in para. 3.2) or relevant experience and professional qualifications (as outlined in para. 3.3).

3.2. Academic Route

For this entry route the qualifications of staff seeking RTS should be relevant to the discipline they expect to teach and should be to at least the following levels:

Level at which delivering/supporting	Essential	Desirable
Pre-Certificate stage (level 3)	Foundation degree	Honours degree
Certificate stage (level 4)	Foundation degree	Honours degree
Foundation Degree (levels 4 & 5)	Honours degree	Masters degree

Honours (level 6)	Honours degree plus PGCE in HE (or equivalent)	Masters degree*
Masters Degree (level 7)	Masters degree plus PGCE in HE (or equivalent)	Doctorate**

3.3. Teaching Qualifications

Staff **should** also hold the following teaching qualifications:

- PGCE in HE or equivalent such as: an institutional qualification in teaching in the higher education sector accredited against the UK Professional Standards Framework, be recognised as a fellow of the Higher Education Academy (HEA), holder of a National Teaching Fellowship Scheme Individual Award, holder of a PGCE in secondary education, further education, life long learning
- *Staff with a Masters degree who seek RTS to teach level 6 must also have a PGCE in HE (or equivalent)
- **Staff with a Doctorate who seek RTS to teach level 7 must also have PGCE in HE (or equivalent)

3.4. Experience Route

For this entry route staff seeking RTS **must** demonstrate that they possess at least one of the following:

- no fewer than three years relevant teaching experience including sustained engagement in relevant scholarly activities
- relevant professional qualifications
- no fewer than three years other relevant professional/industrial experience.

Where an applicant is appointed RTS in accordance with either entry route but has fewer than three years teaching experience the Institute **must** provide the applicant with an appropriate induction to delivering/supporting provision in higher education prior to commencing the designated role.

4. Process of application for appointment

4.1. A person must not commence the delivery/supporting of provision until their application for RTS has been approved in accordance with this code of practice. Applications must be submitted using appendix 1 of this code.

4.2. Applications are for Recognised Teacher Status with or without restrictions depending on the requirements of the role and the skills / experience of the applicant. Restrictions can be at different levels and in the following activities (see para. 5.3):

- Teaching (including supervision of projects / dissertations),

- Assessment Preparation,
- Assessment Marking / Second Marking,
- Academic / Pastoral Supervision.

- 4.3. It is the responsibility of the Programme Leader (or equivalent) to ensure that delivery/support does not begin before approval has been granted.
- 4.4. Applications for RTS should be submitted no fewer than 30 working days before the intended start date to the Human Resource department and must be considered, counter-signed and forwarded by the Head of School - with any comments from the Head of School - to the HE Quality and Standards Office.

5. Determining the application

- 5.1. The Recognised Teacher Status Panel will comprise of:
- Academic Registrar and HE Quality Manager (or nominee) (Chair)
 - Heads of School
 - Group Manager for Teaching, Learning and Assessment
- 5.2. The Recognised Teacher Status panel is responsible for determining whether the applicant has satisfied the criteria specified in paras. 3.2 to 3.4 of this code.
- 5.3. The Recognised Teacher Status may grant either 'RTS' or 'RTS with restrictions' based on the areas outlined on the application. Restrictions may be appropriate for example because of limited experience and may subsequently be removed if the applicant applies to extend their RTS after a period of time, for example equivalent to the period which would enable the applicant to gain the required experience. Restrictions must detail the activities which it would be inappropriate for the member of staff to undertake (such as being permitted to teach but not examine, or to examine but only where all examined work is second marked, and to specify the level at which the applicant is permitted to teach and/or assess).

6. Informing the applicant

- 6.1 The HE Quality and Standards department must inform the applicant in writing of their decision within ten working days of the date of submission of the application.
- 6.2 In the case of approval 'with restrictions', these should be detailed together with the reasons for them. The letter should explain timescales within which restrictions could be removed and the process for applying to extend RTS. Standard letters are included as appendix 2.
- 6.3 Where appointment is made 'with restrictions' it may be appropriate to nominate a member of staff to mentor the applicant where this is considered helpful.
- 6.4 Where the Recognised Teacher Status panel judges that it is not appropriate to grant RTS in any form they must state the reasons for the decision and provide clear guidance on what steps the applicant needs to take to be eligible for RTS. Standard letters are included as appendix 2.

7. RTS Register

- 7.1 Where an application is approved (with or without restrictions), HE Quality and Standards department must ensure that the appointment is recorded on the Institute's RTS spreadsheet.

8. Termination of RTS

- 8.1 Where evidence is provided, through complaints or annual monitoring processes, that serious issues exist with the quality of teaching the Institute may terminate or re-evaluate the Recognised Teacher Status of the person in question. It is the responsibility of the Human Resources and Staff Development departments to ensure that appropriate human resource and staff development policies are in place to assure the continuing professional development and suitability of their staff.

UNDER REVIEW



Appendix 1

Application for Recognised Teacher Status

To allow an informed decision, the form must be completed with as much information as possible and submitted electronically to the HE Quality and Standards Office at HEQA@grimsby.ac.uk with a:

- Relevant and current curriculum vitae
- Statement of support from the Head of School or a reference

Any form that is incomplete, contains insufficient information or is not signed appropriately will be returned to the Head of School for re-submission.

Successful applicants will be informed in writing, therefore an accurate and complete postal address is required.

While it is acknowledged that the details of the qualifications and experience will be available in the curriculum vitae, in view of the volume of applications received, it will assist if a summary is provided on this form.

All applications will be considered by the Regulation, Performance and Progression Committee and will gain internal approval before submission to the relevant partner University (where applicable).

Application for Recognised Teacher Status

1	Title of Applicant	
2	Forename of Applicant	
3	Surname of Applicant	
4	Postal Address of Applicant	
5	Email Address of Applicant	
6	Name of Partner Institution/Agent	Grimsby Institute Group
6a	Name of Validating University/Awarding Body	
7	Proposed date of commencement (If this date is prior to the date of submission of this form, give explanation)	

Please indicate the type of Recognised Teacher Status being applied for (Tick either box 8 or the relevant activities in box 9):

8	Application for Full Recognised Teacher Status (Includes all activities below)	
9	Application for Limited Recognised Teacher Status ' (tick activities which the candidate intends to undertake)	<input type="checkbox"/> Teaching (including supervision of projects / dissertations) <input type="checkbox"/> Assessment Preparation <input type="checkbox"/> Assessment Marking / Second Marking <input type="checkbox"/> Academic / Pastoral Supervision
10	Please indicate the levels at which the applicant is intending to teach	<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7

Please indicate the programmes and subjects areas that the applicant will contribute to the delivery of:

1 1	Award (e.g. BSc FdSc)	Programme Area	Subject Taught
eg	BA	Business Programmes	Finance / Accounting

Applicants are requested to submit a full current CV and in addition to include below a brief summary of relevant qualification and experience.

12	Qualifications (abbreviated)	
13	Teaching experience (abbreviated)	
14	Other relevant experience (Continue on a separate sheet if necessary)	

Confirmation that the candidate is suitably qualified and experienced to teach on the programmes/modules and at the appropriate level.

15	Signature of Head of School	
	Print name	
	Date	

THIS COMPLETED FORM **AND ADDITIONAL SUPPORTING INFORMATION** MUST BE SUBMITTED IN HARD COPY TO THE RELEVANT UNIVERSITY DEPARTMENTAL/FACULTY CONTACT

UNDER REVIEW

The candidate is granted the following status

16	Full Recognised Teacher Status (Includes all activities below)	<input type="checkbox"/>
17	Limited Recognised Teacher Status (tick activities which the candidate is approved to undertake)	<input type="checkbox"/> Teaching (including supervision of projects / dissertations) <input type="checkbox"/> Assessment Preparation <input type="checkbox"/> Assessment Marking / Second Marking <input type="checkbox"/> Academic / Pastoral Supervision
	Please confirm the levels at which the applicant is approved to teach.	
	If Limited RTS is granted due to restriction please outline the restrictions which apply, the reasons and how any developmental issues may be addressed.	

18	Signature of Academic Registrar and HE Quality Manager or suitably nominated other	
	Date	
19	Signature of Regulations, Progression and Performance Committee	
	Date	

<insert name of RT>

<insert address>

<insert date>

Dear <insert name of RT>

RECOGNISED TEACHER STATUS

I am pleased to inform you that on behalf of the Grimsby Institute Group, the Recognised Teacher Status Panel have approved your application as a Recognised Teacher as follows:

Validating Partner:

Date of appointment: «Date_Approved_by_CaSE»

Status: to «End_date_If_Limited» - Conditions: «Restrictions_if_limited»

Details of appointment:

Details of your Institute username and password <are enclosed / will follow shortly>; this will enable you to access the University portal. You are also entitled to a Grimsby Institute staff card which will enable you to access the Institute Learning Centre; this can be obtained from the Human Resources department at the Institute.

The enclosed information sheet provides additional information relating to your role as a Recognised Teacher of the Grimsby Institute.

Yours sincerely

<insert name of RT>

<insert address>

<insert date>

Dear <insert name of RT>

RECOGNISED TEACHER STATUS

I am pleased to inform you that on behalf of the Grimsby Institute Group, the Recognised Teacher Status Panel have approved your application as a Recognised Teacher as follows:

Validating Partner:

Date of appointment: «Date_Approved_by_CaSE»

Status:

Conditions: to «End_date_If_Limited» - Conditions: «Restrictions_if_limited»

Details of appointment:

Your application has been granted with the following restrictions:

- **<Insert restrictions which apply>**

The restrictions have been applied due to... **<insert the reasons which restrictions have been applied>**

It is the recommendation of the Recognised Teacher Status panel that the following actions be taken prior to the resubmission of your applications for Full Recognised Teacher Status:

- **<Insert suggested actions>**

Details of your Institute username and password <are enclosed / will follow shortly>; this will enable you to access the University portal. You are also entitled to a Grimsby Institute staff card which will enable you to access the Institute Learning Centre; this can be obtained from the Human Resources department at the Institute.

The enclosed information sheet provides additional information relating to your role as a Recognised Teacher of the Grimsby Institute.

Yours sincerely

<insert name of RT>

<insert address>

<insert date>

Dear <insert name of RT>

RECOGNISED TEACHER STATUS

I am regret to inform you that the Grimsby Institute Group, the Recognised Teacher Status Panel have been unable to approve your application for Recognised Teacher Status:

Validating Partner:

Date of appointment: «Date_Approved_by_CaSE»

Status:

Conditions: to «End_date_If_Limited» - Conditions: «Restrictions_if_limited»

Details of appointment:

Your application was not approved for the following reasons:

- <insert key issues>

It is recommended that these areas are addressed prior to the resubmission of an application for Recognised Teacher Status in this subject area.

Yours sincerely