

# POLICY AND PROCEDURE FOR THE APPROVAL OF REGISTERED LECTURERS FOR UW COLLABORATIVE ACADEMIC PROVISION

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## **1 Purpose**

- 1.1 In order to meet its responsibilities as an awarding body, the University must satisfy itself that staff at partner institutions are sufficiently and appropriately qualified and experienced to undertake teaching, assessment and student support activities on University of Worcester awards or other identified areas of work delivered through an approved academic partnership.
- 1.2 All partner institution staff contributing to the delivery of University courses (whether franchised or validated) must therefore be approved by the University in accordance with the policy set out below. The status of Registered Lecturer of the University is given as formal recognition of the partner individual's approval. Registered Lecturers are provided with a University IT account, access to the University VLE and library resources, including online resources where allowed by the licence agreements, access to a web-based portal (SOLE) and various opportunities for staff development. This does not confer any employment status with the University which remains with the employing Partner Institution.

## **2 Scope**

- 2.1 The processes in the policy apply to the approval of all staff employed by partner institutions, within the UK or transnationally, who are to be involved in teaching, assessment and student support activities in delivery of University approved collaborative provision. It is also relevant to inform staff involved in

collaborative course approval panels and to University staff involved in the approval of registered lecturers.

- 2.2 Please note this is distinct from any policy or procedure for appointing Associate Lecturers who are employed by the University to deliver University-based courses.

### **3 Principles of Approval**

- 3.1 Partner staff are required to be approved as Registered Lecturers prior to their involvement in the delivery of awards, through a formal process managed by the Academic Quality Unit (AQU).
- 3.2 Approval as Registered Lecturers occurs either as part of the initial Course Approval process or through an application process for staff new to delivering an existing award who join the course team after the course approval.
- 3.3 Applications should also be reconsidered if an existing Registered Lecturer is to be involved in delivery of a course/modules for which they have not been previously approved.
- 3.4 All applications for approval of Registered Lecturer status should be judged by the relevant Head of School (or nominee) against the same criteria (see Section 5 below). These take account of academic, teaching and professional qualifications relevant to Higher Education and the programme to be delivered and commitment to continuing professional development.
- 3.5 Those applying for Registered Lecturer status are expected to have the support of the partner institution, including where necessary, acceptance of the responsibility for funding appropriate staff development, as indicated by the signature of the HE Manager (or equivalent) on the CV Application Form.

### **4 Eligibility**

- 4.1 Individuals eligible to be considered for approval as Registered Lecturers will be those employed and proposed by the partner institution who meet the requisite University criteria for a Registered Lecturer for a specific course, module or other identified area of collaborative work delivered through an approved academic partnership.

### **5 Criteria for Approval of Registered Lecturers to Deliver University of Worcester Awards**

- 5.1 The approval of staff, either through the course approval process for collaborative provision or through applications as new Registered Lecturers, should be evaluated according to the following criteria:
  - 5.1.1 Staff should normally be qualified to at least Level 6 (typically a UK Honours degree or equivalent).
  - 5.1.2 If teaching at Level 7, staff should normally be qualified to at least Level 7 (typically a UK Masters degree or equivalent) or above.

- 5.1.3 An academic or professional qualification(s) normally in a discipline relevant to the award/module(s) being taught.
- 5.1.4 Staff should hold, be studying towards or commit to studying towards, a teaching qualification (or undertake a programme of study<sup>1</sup>) relevant to delivering UK Higher Education (See Annex 1: Appropriate teaching qualifications or equivalent recognised by HESA (2020-21)).
- 5.1.5 Staff should demonstrate engagement with relevant research and/or scholarly activity.
- 5.1.6 Staff should demonstrate appropriate and on-going evidence of continuing professional development to maintain their knowledge, standards, capabilities and behaviours at the appropriate levels for higher education. Where appropriate, evidence of professional practice may be required to ensure currency and professional registration, particularly for courses subject to Professional, Statutory or Regulatory Body approval.
- 5.1.7 Where a staff member does not have the level of qualification(s) identified in paragraphs 5.1.1 to 5.1.3 above but can demonstrate significant and relevant industrial and/or professional experience, consideration should be given to their intended role within the course team, the balance of qualifications and experience held by the team and the contribution their role would make to the delivery of theoretical and vocational elements of the award. It would be exceptional for such staff to undertake the primary role of module leadership.
- 5.2 In exceptional circumstances, the Head of School (or nominee) may approve a member of staff as a Registered Lecturer on the basis of significant and relevant industrial/professional experience. There may be conditions on this approval, for example, that an appropriate programme of staff development and/or study leading to a qualification at the specified level is undertaken. In these cases, the School is responsible for follow-up of the achievement of these conditions of approval.

## **6 Application and approval process for Registered Lecturers**

- 6.1 The University's Academic Quality Unit (AQU) manages the process for approval of any Registered Lecturers and maintains a database of approved Registered Lecturers.
- 6.2 The Partner will be advised that only approved staff are able to deliver University of Worcester awards and the Partner must commit to advising the University of any changes to this staffing, including new teaching staff, on an on-going basis.
- 6.3 For **new courses at approval**, partner staff are required to complete the [Registered Lecturer Curriculum Vitae \(CV\) Application Form](#) submitted during

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<sup>1</sup> For Example, a module from the Postgraduate Certificate in Teaching and Learning in Higher Education (PGCLTHE)

the course approval process for consideration by the panel and approval by the relevant University Head of School (or nominee) (see [Registered Lecturer CV Application Form](#)). Submission of completed CV Application Forms and their approval is a pre-requisite of course approval.

- 6.4 The application must be approved for submission on behalf of the partner institution and countersigned by the HE Manager (or equivalent). This must then be forwarded electronically to the Academic Quality Officer (Collaborative) identified for the course approval who will seek approval by the relevant Head of School (or nominee) at the University.
- 6.5 Members of **staff joining a course team subsequent to course approval** are required to apply for Registered Lecturer status prior to their involvement in course delivery through completion of the Registered Lecturer CV Application Form (see [Registered Lecturer CV Application Form](#)). On completion, it must be approved for submission by the HE Manager (or equivalent) on behalf of the partner institution. This must then be forwarded electronically to the AQU who will request approval by the relevant Head of School (or nominee) at the University.
- 6.6 The Head of School (or nominee) approves the applicant according to the policy and the criteria for registered lecturers and returns the signed form to the AQU. Any conditions of the approval, such as notification of completion of an award or a continuing professional development plan, will be identified on the form and the School should feed back to the applicant and relevant HE Manager and monitor achievement.
- 6.7 Upon receipt of the approved Registered Lecturer application, the AQU will obtain a staff number from Human Resources (HR) and will confirm this to the Registered Lecturer by email. The Registered Lecturer will be sent information regarding accessing the University's electronic resources and links to the forms they will need to complete in order for the University IT Services to provide University log-in details and for Library Services to provide access to University resources as appropriate.

## **7 Monitoring of Partner Staffing**

- 7.1 AQU perform an annual check of the partner's recorded registered staff profile and status of approval of all partner staff delivering the University's collaborative academic provision prior to the commencement of each forthcoming academic year.
- 7.2 The partner institution, through the HE Manager (or equivalent), is expected to alert the University of any changes to staffing during the academic year and new staff must be approved as registered lecturers prior to their involvement in course delivery.
- 7.3 Schools (via Link Tutors) will monitor any changes to partner staffing at course level. Any issues relating to staff resourcing which may impact on the student experience should be raised with the Head of School (or nominee) and the Head of Collaborative Programmes and followed up with the partner through the HE Manager or senior partner staff as appropriate.

## **8 Conditions of Registration**

- 8.1 The use by individuals of the designation of Registered Lecturer is limited to collaborative provision approved by the University. It relates to specific programmes/modules and to a named approved partner institutional setting.
- 8.2 Registered Lecturer status normally ceases once the programme for which the individual is approved comes to an end (providing no other similar or associated programmes are approved), or once the individual moves from the partner institution to which the status relates.
- 8.3 It is the responsibility of the partner institution, through the HE Manager (or equivalent), to alert the University to the cessation of an individual's involvement with a University of Worcester award or where their employment with the partner institution ends.

## **9 Benefits associated with Registered Lecturer status**

- 9.1 Approved Registered Lecturers are advised of the opportunities provided to them by the University (and the conditions of their use where appropriate), which will normally include:
- Access to University Library services, including The Hive and on-line resources
  - University IT Network Account/University of Worcester email address / ID
  - University VLE (Blackboard) access
  - Access to a web-based portal: Staff SOLE
  - Access to the University's [Riverside fitness suite](#) (on completion of membership and payment of fees).
- 9.2 Access to and use of these facilities is conditional on the Registered Lecturer agreeing to follow and abide by the conditions for their use and that they agree to comply with the University of Worcester procedures relating to health and safety, equal opportunities, data protection and the [Regulations for the use of IT Services and Resources](#) at the University.
- 9.3 In certain circumstances, limitations may have to be placed on access to e-resources due to license restrictions. These, and any other limitations to library services, will be advised at course approval.
- 9.4 The University encourages registered lecturers to pursue continuing professional development and offers them the opportunity to do so at the University. Registered lecturers are invited to staff development events organised centrally at the University as well as to those focusing on programme-specific development provided by the relevant School.
- 9.5 Additionally, Registered Lecturers may be eligible for a 50% fee reduction on higher-level programmes (normally postgraduate) offered by the University, including the University's Postgraduate Certificate in Learning and Teaching in Higher Education (PGCLTHE) when delivered at the University.

- 9.6 Registered Lecturers who meet the Eligibility Criteria for entry to the Postgraduate Certificate in Learning and Teaching in Higher Education (PGCLTHE) (see the [PGCLTHE Policy](#)) will be accepted onto the first module or the PGCLTHE in full, subject to places being available. As the course is accredited by Advance HE, this includes recognition at Associate Fellow of The Higher Education Academy (HEA) for completion of the first module (LTHE4141), and Fellow of the Higher Education Academy (HEA) on successful completion of the course.
- 9.7 All benefits will be withdrawn on the cessation of an individual's Registered Lecturer status.

## Related Policies, Documents or Webpages

[CV Template For Application For Registered Lecturer Status](#) [accessed on 29/03/22].

### Annex 1: Appropriate 'teaching' qualifications or equivalent recognised by HESA (2020-21)

| Annex 1: Appropriate 'teaching' qualifications or equivalent recognised by HESA (2020-21) |   |
|---|---|
| 1   | Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework |
| 2   | Recognised by the HEA as an Associate Fellow  |
| 3   | Recognised by the HEA as a Fellow   |
| 4   | Recognised by the HEA as a Senior Fellow  |
| 5   | Recognised by the HEA as a Principal Fellow   |
| 6   | Holder of a National Teaching Fellowship Scheme Individual Award  |
| 7   | Holder of a PGCE in higher education, secondary education, further education, life-long learning or any other equivalent UK qualification               |
| 8   | Accredited as a teacher of their subject by a professional UK body  |
| 9   | Other UK accreditation or qualification in teaching in the higher education sector  |
| 10  | Overseas accreditation or qualification for any level of teaching   |
| 11  | Recognised by Advance HE as an Associate Fellow against Descriptor 1 of the UKPSF   |
| 12  | Recognised by Advance HE as a Fellow against Descriptor 2 of the UKPSF  |
| 13  | Recognised by Advance HE as a Senior Fellow against Descriptor 3 of the UKPSF   |
| 14  | Recognised by Advance HE as a Principal Fellow against Descriptor 4 of the UKPSF  |
| 15  | Recognised by SEDA against Descriptor 1 of the UKPSF  |
| 16  | Recognised by SEDA against Descriptor 2 of the UKPSF  |

### Approval/Review Table

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| Policy Officer   | Head of Collaborative Programmes                   |
| Department       | Directorate of Quality and Educational Development |
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|                                  |                                       |
|----------------------------------|---------------------------------------|
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### Recent changes

| Committee | Date     | Change  |
|-----------|----------|---|
| CAPSC     | 10/11/21 | v2 Substantial review and revisions and updated for currency for approval by ASQEC January 2022 |
|           |          |   |