

Registered Lecturers and Policy on Minimum Qualifications for Teaching Staff on UW Collaborative Academic Provision

1 Background

- 1.1 The status of Registered Lecturer is given as formal recognition that an individual not employed by the University is adequately qualified and experienced to undertake teaching, assessment and student support activities on behalf of the University as part of a named University programme or other identified area of work.
- 1.2 Partner staff are required to become Registered Lecturers prior to their involvement in the delivery of awards through a formal process managed by the Academic Quality Unit (AQU).
- 1.3 In the Course Approval Process, the Head of Institute (or nominee) confirms through the 'signing off' Approval Proforma for collaborative provision that staff involved in delivering the award are appropriately qualified and will be eligible to be given Registered Lecturer status of the University. Similarly, any staff new to delivering an existing award and applying for Registered Lecturer status should be judged against the same criteria (see Section 2).
- 1.4 Those applying for Registered Lecturer status are expected to have the support of their own institution or organisation, which should fully understand and accept the implications of this, including where necessary, the responsibility for appropriate staff development.
- 1.5 The criteria for approval of Registered Lecturers take account of the following:
 - academic, teaching and professional qualifications at least commensurate with the academic level of the course to be delivered and relevancy of subject, professional and/or vocational discipline
 - preparedness to facilitate student learning at an appropriate academic level
 - commitment to, or evidence of engagement in, relevant research and/or scholarly activity
 - professional competency and experience
 - commitment to continuing professional development.

2 Criteria for Approval of Registered Lecturers to Deliver University of Worcester Awards

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 taking into account the level of teaching and the proportion of the individual's time spent on University activities:

- 2.1 Staff should normally be qualified to at least Level 6 (typically Honours degree).
- 2.2 If teaching at Level 7, staff should normally be qualified to at least Level 7 (typically Masters) or above.

- 2.3 The academic or professional qualification(s) held by the staff member should normally be in a discipline relevant to the award/module(s) being taught.
- 2.4 Staff should hold a teaching qualification (or undertake a programme of study¹) relevant to delivering Higher Education.
- 2.5 Staff should demonstrate engagement with relevant research and/or scholarly activity.
- 2.6 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, professional practice or industrial placement may also have to be undertaken.
- 2.7 Where a staff member does not have the level of qualification(s) identified in paragraphs 2.1 to 2.3 above, but can demonstrate significant and appropriate industrial and/or professional experience directly relevant to the course, 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.
- 2.8 In exceptional circumstances, the Head of Institute 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.

3 Process for Approval of Registered Lecturers

- 3.1 Guidance in the process for approval of Registered Lecturers (including application forms) and the benefits of Registered Lecturer status are available on the University's [Partner Staff website](#).
- 3.2 The University's Academic Quality Unit (AQU) manages the process for approval of any Registered Lecturers. AQU also maintain a database of approved Registered Lecturers and perform an annual check of the status of approval of all partner staff delivering collaborative academic provision prior to the commencement of the academic year.
- 3.3 For new courses, partner staff are required to provide a Curriculum Vitae during the course approval process for approval by the relevant University Head of Institute (or nominee).
- 3.4 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 Application Form (available on the University's Partner Staff website).
- 3.5 On completion of the application form, this will be forwarded electronically to the relevant partner organisation HE Manager (or equivalent) for their approval prior to submission electronically to the relevant University Head of Institute (or nominee) for approval on behalf of the University of Worcester (UW) (Institute contact details at UW are provided on the application form).
- 3.6 Following approval, the Head of Institute (or nominee) will forward the application form electronically to the Quality Officer (Collaborative) in the AQU.

¹ For Example, a module from the Postgraduate Certificate in Teaching and Learning in Higher Education

- 3.7 Upon receipt of the approved application form, the Quality Officer (Collaborative) will obtain a staff number from Personnel and will confirm this to the Registered Lecturer by email. The Registered Lecturer will be sent information regarding accessing the UW electronic resources and links to the forms they will need to complete in order for the UW Information and Learning Services to provide them with access to UW resources.

Version reference: 1.0

Document approved by: ASQEC January 2011

Date document comes into effect: immediate

Author of the document: Head of Collaborative Programmes

Date document is due for review: 2013/14