

POLICY

Policy for the Approval of Registered Lecturers for UW Collaborative Academic Provision

Contact Officer

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Purpose

The status of Registered Lecturer of the University is given as formal recognition that an individual not employed by the University is sufficiently and appropriately qualified and experienced to undertake teaching, assessment and student support activities on behalf of the University as part of a University approved collaborative course or other identified area of work delivered through an approved academic partnership.

Overview

- 1.1 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).
- 1.2 Approval as Registered Lecturers occurs either as part of the initial Course Approval process or through an application process if staff new to delivering an existing award join the course team subsequent to the course approval. 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.
- 1.3 All applications for approval of Registered Lecturer status should be judged against the same criteria (see Policy below). These 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.
- 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 funding appropriate staff development.

1.5 This policy takes as a key reference point the QAA UK Quality Code for Higher Education: Chapter B10 – ‘Managing higher education provision with others’ (QAA, 2012) and the expectation that Degree-awarding bodies take ultimate responsibility for academic standards and the quality of learning opportunities, irrespective of where these are delivered or who provides them and that the arrangements for delivering learning opportunities with organisations other than the degree-awarding body are implemented securely and managed effectively.

1.6 In particular, Indicator 13 expects that processes are at least as rigorous, secure and open to scrutiny as those for assuring quality and academic standards for programmes directly provided by the degree-awarding body. This includes requiring partner staff involved in learning and teaching of University awards to meet its usual specifications for being appropriately qualified to teach at a specific level. In the context of transnational collaborative arrangements, additional local requirements may apply (QAA, 2012, Indicator 13, p.31)

Scope

This policy applies to the approval of staff employed by partner organisations who are to be involved in teaching, assessment and student support activities in delivery of University approved collaborative provision (and course approval panels and those University staff involved in the approval of registered lecturers).

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.

The Policy

2 Eligibility

2.1 Individuals eligible to be considered for approval as Registered Lecturers will be those proposed to teach and assess on programmes leading to a University award but who are not employed by the University. This will normally include individuals teaching and assessing as part of a University approved collaborative course or other identified area of work delivered through an approved academic partnership.

3 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:

3.1 Staff should normally be qualified to at least Level 6 (typically a UK Honours degree or equivalent).

3.2 If teaching at Level 7, staff should normally be qualified to at least Level 7 (typically a UK Masters degree or equivalent) or above.

3.3 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.

- 3.4 Staff should hold a teaching qualification (or undertake a programme of study¹) relevant to delivering UK Higher Education.
- 3.5 Staff should demonstrate engagement with relevant research and/or scholarly activity.
- 3.6 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.
- 3.7 Where a staff member does not have the level of qualification(s) identified in paragraphs 3.1 to 3.3 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. It would be exceptional for such staff to undertake the primary role of module leadership.
- 3.8 In exceptional circumstances, the Head of Institute (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.

4 Application and approval process for Registered Lecturers

- 4.1 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.
- 4.2 For **new courses**, partner staff are required to complete the Curriculum Vitae Application Form submitted during the course approval process for consideration by the panel and approval by the relevant University Head of Institute (or nominee) (see [Registered Lecturer CV Application Form](#)). Submission of completed CV Application Forms and their approval is a pre-requisite of course approval (see 4.3).
- 4.3 The application must be approved for submission on behalf of the partner organisation and countersigned by the HE Manager (or equivalent) of the applicant's Institution. 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 Institute (or nominee) at the University.
- 4.4 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 CV Application Form (see [Registered Lecturer CV Application Form](#)). On completion of the CV application form, it must be approved for submission on behalf of the partner organisation and countersigned by the HE Manager (or equivalent) of the applicant's Institution. This must then be forwarded electronically to the Quality Administrator in AQU (as identified on the form), who will seek approval by the relevant Head of Institute (or nominee) at the University.
- 4.5 The Head of Institute (or nominee) approves the applicant according to the policy and the criteria for

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

registered lecturers and returns the signed form to the Quality Administrator. 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 should be monitored by the relevant Institute.

4.6 Upon receipt of the approved Registered Lecturer application, the Quality Administrator 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 University's electronic resources and links to the forms they will need to complete in order for the University IT and Information and Learning Services to provide them with access to University resources as appropriate.

4.7 AQU also perform an annual check of the status of approval of all partner staff delivering University of Worcester collaborative academic provision prior to the commencement of the academic year.

4.8 The partner organisation, through the HE Manager (or equivalent), is expected to alert the University of any changes to staffing during the course of the academic year and new staff must be approved as registered lecturers prior to their involvement in course delivery.

5 Conditions of Registration

5.1 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 institutional setting.

5.2 Registered Lecturer status normally ceases once the engagement 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.

5.3 It is the responsibility of the partner organisation, 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 organisation ends.

6 Entitlements

6.1 Registered Lecturers are advised following their approval by the relevant central department of the opportunities provided to them by the University (and the conditions of their use where appropriate), which will normally include:

- Access to University information and learning services, including The Hive and on-line resources (see 6.3 below)
- IT - Network Account/University of Worcester email address/ ID and photocopy card
- Blackboard (VLE) access
- Access to Staff SOLE
- Access to and use of the University's Sports facilities (on completion of membership and payment of staff rate fees)
- Car parking permits are available at an additional charge

6.2 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 & Communications Facilities at the University.

6.3 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 made clear at approval.

6.4 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 Institute.

6.5 *The nature of the following entitlement is under review (as at 1st August 2016)*

All Registered Lecturers are eligible for a fee waiver on the University's Postgraduate Certificate in Learning and Teaching in Higher Education when delivered at the University. As the course is accredited by the HEA as part of the University Accredited CPD Scheme, this includes recognition as a HEA Fellow on successful completion.

6.6 Additionally, all Registered Lecturers are eligible for a 50% discount on higher-level programmes (normally postgraduate) offered by the University.

6.7 All entitlements will be withdrawn on the cessation of an individual's Registered Lecturer status.

Date Approved	05 November 2014
Approval Authority	EPPSC
Date of Commencement	May 2015
Amendment Dates	Update note added to para 6.5 on 1.8.16
Date for Next Review	September 2018
Related Policies, Procedures, Guidance, Forms or Templates	CV Template For Application For Registered Lecturer Status
Policy/Policies Superseded by this document	Registered Lecturers and Policy on Minimum Qualifications for Teaching Staff on UW Collaborative Academic Provision(2011)