



APPROVAL OF NEW STAFF TEACHING/ASSESSING ON STAFFORDSHIRE UNIVERSITY AWARDS DELIVERED AT COLLABORATIVE ACADEMIC PARTNERSHIPS

1. Introduction

- 1.1 In order to meet its responsibilities as an awarding body the University must satisfy itself that staff at partner organisations teaching on Staffordshire University awards are appropriately qualified and experienced.
- 1.2 All partner organisation staff contributing to the delivery of Staffordshire University course (whether franchised or validated) must therefore be approved by the University in accordance with the procedure below.
- 1.3 The University's policy on approval of teaching staff for dual award provision is covered in the Dual Award Policy at the following [link](#)

2. Procedure

- 2.1 Approval of staff to deliver a course will initially be given at the relevant course approval/delivery event.
- 2.2 Subsequent to course approval, any new staff members at a partner must be approved by the School Academic Committee responsible for the course(s).
- 2.3 The partner organisation should provide the relevant University Academic Link Tutor (ALT) with the following documentation prior to delivery by the new staff member:
 - a copy of the nominee's curriculum vitae (CV); and
 - a completed New Staff Notification and Approval Form detailing the module(s)/courses(s) to be delivered by the nominee.
- 2.4 These documents must be presented along with the module descriptors for the modules on which the proposed staff member will be delivering.
- 2.5 The School Academic Committee will come to one of the following decisions:
 - Approval of the member of staff to deliver the identified modules.
 - Approval of the member of staff to deliver the identified modules subject to conditions (e.g. staff development or mentor support).
 - Referral of the decision pending the provision of additional information.
 - Rejection of the member of staff to deliver the identified modules.
- 2.7 The Officer to the School Academic Committee will communicate the decision to the University Collaborative Academic Partnerships Manager and the Academic Link Tutor. The ALT will advise the partner of the decision.

3. On-going monitoring of staffing at partners

- 3.1 Prior to the commencement of each academic year, the Collaborative Academic Partnerships Service will request a list of teaching staff against each module for all Staffordshire University awards delivered by the Partner to confirm approval of staff against University records.

- 3.2 The Partner will be advised that only approved staff are able to teach on Staffordshire University awards and the Partner must commit to advising us of any new teaching staff on an on-going basis.
- 3.3 The Collaborative Academic Partnership Manager and the Academic Link Tutor will monitor any changes in staffing through their visits and reports, and formally through continuous course monitoring and through the Partnership Annual Review process.

4. Guidelines for approving partner staff

- 4.1 Staff teaching at Honours Degree level or below should be qualified to at least level 6.
- 4.2 If teaching at Master's level staff members should be qualified to at least Master's level.
- 4.3 The qualification held by the staff member should be in a discipline relevant to the module(s)/course being taught.
- 4.4 Where staff members hold significant and recent specialist industrial/professional experience directly relevant to the subject area this may carry equivalence to the level of qualification required.
- 4.5 Where a staff member does not have the level of qualification identified in paragraphs 4.1 to 4.2 above but can demonstrate significant and recent industrial/professional experience, consideration should be given to the balance of qualifications and experience held within the teaching team and the manner in which this would facilitate the delivery of theoretical and vocational elements of the award.
- 4.6 Where considered appropriate, approval on the basis of industrial/professional experience may be made on the condition that an appropriate programme of study is undertaken leading to a qualification at the specified level.
- 4.7 Staff should hold, be studying towards or commit to studying towards, a teaching qualification: the HESA list of accepted teaching qualifications are contained in Table 1. This requirement will be followed up by the partner institution.
- 4.8 Staff at the partner organisation will be expected to have undertaken, and will continue to undertake, appropriate staff development in order that their knowledge and understanding are maintained at the appropriate levels. Where appropriate professional/industrial practice should also have been undertaken with the expectation that this will continue.

Table 1: Higher Education Statistics Agency (HESA) List of accepted teaching qualifications

01	Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework
02-05	Recognised by the HEA as an Associate Fellow (D1), Fellow (D2), Senior Fellow (D3) or Principal Fellow (D4)
06	Holder of a National Teaching Fellowship Scheme Individual Award
07	Holder of a PGCE in higher education, secondary education, further education, lifelong learning or any other equivalent UK qualification
08	Accredited as a teacher of their subject by a professional UK body
09	Other UK accreditation or qualification in teaching in the higher education sector
10	Overseas accreditation or qualification for any level of teaching