

Procedure for the Approval of New Staff Teaching/Assessing on Staffordshire University courses delivered through Collaborative Academic Partnerships



Introduction

1. Staffordshire University's quality framework is in place to ensure that all its courses meet appropriate standards, provide current and coherent curricula and deliver a high-quality student learning experience and positive outcomes. The framework:
 - Supports the University's Academic Strategy and achievement of institutional KPIs.
 - Provides assurance of the quality and standards of the provision.
 - Facilitates quality enhancement.
 - Facilitates the assessment of risk, focusing attention where it is most required.
2. In order to meet its responsibilities as an awarding body, the University must satisfy itself that staff at partner organisations teaching on Staffordshire University courses are appropriately qualified and experienced. All partner organisation staff contributing to the delivery of Staffordshire University undergraduate and postgraduate taught courses must therefore be approved by the University in accordance with the procedure outlined below. Partner staff in university PGR collaborative provision is subject to the University policies and procedures for the approval of doctoral supervisory and PGR support staff.
3. The University's approach to collaborative academic partnership staff approval outlined in this document is aligned to the requirements derived from the Office for Student's Conditions of Registration and has been informed by the [UK Quality Code for Higher Education](#) (2023).
4. Requests for any variations from the provisions outlined below will require approval by the University's Partnership Committee.

Procedure

5. Assessment of suitability and approval of staff to deliver a Staffordshire University course will initially be undertaken at the relevant course design sprint process, which also considers and approves delivery.
6. Subsequent to course approval, any new staff members at a partner must be approved by the Chair of the School Academic Committee responsible for the course(s) before they undertake any teaching or assessment. Postgraduate research supervisors are approved through the Graduate School Committee.
7. Prior to the start of delivery by the proposed new staff member, the partner organisation should provide the relevant University Academic Link Tutor (ALT) with the following documentation also cc-ing their SU Course Director:
 - a copy of the nominee's curriculum vitae (CV).
 - a completed Partner Staff Approval Form detailing the module(s)/courses(s) to be delivered by the nominee including full module codes and titles; and
 - a partner staff profile summary spreadsheet, outlining the full staffing profile for the course including the proposed new member of staff as well as nominated cover tutor arrangements for

each module to ensure smooth running of provision should they become unavailable

This submission should take place prior to the commencement of the intended delivery allowing in advance time for the approval process to be completed.

8. Within one week of receiving the request, the ALT and Course Director will review the documentation, and present it to the Academic Quality Service (AcademicQuality@staffs.ac.uk) to raise with the relevant Chair or Deputy Chair of School Academic Committee. One of the following outcomes will be reached:
 - 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 (e.g. insufficient information on the individual staff, or incomplete course staff profile)
 - Rejection of the member of staff to deliver the identified modules.
9. The ALT will advise the partner of the decision, and the Academic Quality Service will ensure the outcome (approval, conditional approval, referral or rejection) is noted in the next School Academic Committee meeting as appropriate.
10. The Academic Quality Service will ensure the storage of the latest partner staffing profile and CVs for each partner course approved by the School Academic Committee as the definitive list of staffing.
11. Partner staff are approved to deliver/assess on the modules outlined in the nomination only. The addition of any further modules to the staff member portfolio must be approved by the relevant School Academic Committee –or relevant Chair action.

On-going Monitoring of Staffing at Partners

12. Prior to the commencement of each academic year, the Head of Post-16 Partnerships/Head of International Partnerships will work with their respective teams to share the latest staffing profile overview approved by the School and ratified by SAC with the partner. SRAP/IP will ask the Partner to confirm that is current for the forthcoming academic year and advise that only approved staff are able to teach on Staffordshire University awards. The partner must commit to requesting University approval for any new teaching staff on an ongoing basis prior to their commencement of any teaching duties, providing updated contingency course staffing plans.
13. The partner must ensure that there are contingency staffing plans for each module taught (e.g. a nominated cover tutor, or confirmation of availability of a pool of suitably qualified and experienced staff) to ensure the smooth running of provision.
14. The ALT and SU course team will check the staffing profile and confirm the approved status of the partner staff as per School approval and SAC records – liaising with the Academic Quality Service to clarify queries.
15. As part of the due diligence component of the annual and periodic partnership review exercises, Student Recruitment, Admissions, and Partnerships (for the Head of Post-16 Partnerships) and International Partnerships (for the Head of International Partnerships) will note and raise internal awareness of any key changes in senior leadership at their respective partners. Schools (via Academic Link Tutors) will monitor changes in partner academic staffing at course level, raising any concerns or issues with the Head of Post-16 Partnerships/ Head of International Partnerships teams as appropriate. Any further

issues relating to staff resourcing will also be raised through course monitoring and/or annual and periodic partnership reviews as appropriate.

Guidelines for Approving Partner Staff

16. Staff teaching at Honours Degree level or below should be qualified to at least level 6.
17. If teaching at Masters level staff members should be qualified to at least Masters level.
18. The qualification held by the staff member should be in a discipline relevant to the module(s)/course being taught.
19. 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. The Chair (or Deputy Chair) of the relevant School Academic Committee will make the final decision on staff suitability.
20. 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. The Chair (or Deputy Chair) of the relevant School Academic Committee will make the final decision on staff suitability.
21. 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.
22. Staff should hold, be studying towards or commit to studying towards, a teaching qualification with completion or sufficient progress usually expected within two years FTE. Progress will be monitored through annual course staff profile checks. This requirement will be followed up by the partner institution.
23. 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
06	Holder of a National Teaching Fellowship Scheme Individual Award
07	Holder of a PGCE in higher education, secondary education, further education, life -long 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
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

Academic Quality Service
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Key to abbreviations

AQS: Academic Quality Service

HIP: Head of International Partnerships

HP16P: Head of Post-16 Partnerships

SMT: Senior Management Team

UPC: University Partnerships Committee

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ALT – Academic Link Tutor
 SAC – School Academic Committee
 PSAF – Partner Staff Approval Form

