



PROCEDURES FOR THE RECOGNISED TEACHER STATUS (RTS) SCHEME

Title: Procedures for the Recognised Teacher Status (RTS) Scheme					
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APPENDICES

Appendix 1: [Application for Recognised Teacher Status](#)

SECTION 1: Introduction

- 1.1 Under the *Recognised Teacher Status (RTS) Scheme*, the University and its collaborative partners agree that all staff teaching on University-approved courses within those collaborative partners must become recognised teachers of the University in respect of those subjects and modules that they deliver.
- 1.2 The Scheme does not infringe the autonomy of partners in the appointment of staff, but provides a means by which staff of those organisations can be recognised as higher education teachers by the University, for the purposes of delivering its courses. It is an arrangement between the University and its collaborative partners, and not between the University and individual staff members of collaborative partners. Staff apply for Recognised Teacher Status through their organisation, not individually.
- 1.3 RTS occurs at course validation, with any subsequent changes to staffing being approved, via the interim amendments procedures, by application, which will be submitted to the Collaborative Quality Unit (CQU) and considered by the appropriate FQAC/CQAC. The F/CQAC Secretary is responsible for informing CQU of all approvals. CQU is responsible for administering approval letters and keeping a central register of all RTS approvals. The central register will be submitted to each FQAC annually prior to the start of the academic year; the FQAC will confirm it is accurate and up to date. CQU will normally be the route for partners to advise on the RTS procedures and changes to their teams. Faculties will advise partners on changes to courses and on research and scholarly activity relevant to the courses.

SECTION 2: General Conditions

- 2.1 The following general conditions of the Scheme apply:
 - Staff apply for RTS for specific subject areas at Levels 3 to 5 (Access, Certificate and Intermediate). For Levels 6 and 7 (Honours and Masters) and all e-delivery, they apply for RTS in respect of specific modules on named courses.
 - Staff are granted RTS indefinitely; however, this is monitored through the relevant organisation's staff appraisal mechanisms and, at course level, through the normal annual monitoring procedures.
 - In all cases, RTS approved staff are expected to undertake scholarship, research or professional activity commensurate with the expectations placed on University staff delivering a comparable range and level of teaching.

SECTION 3: Criteria for Gaining RTS

- 3.1 Staff are initially assessed against the following general criteria:
 - Formal qualifications at the level and in the subject area(s) applied for
 - Engagement with scholarship, research, consultancy or professional activity appropriate to the level and subject area(s) applied for
 - Experience of teaching at the level and in the subject area(s) applied for
 - Evidence of successful, imaginative or innovative teaching development.
- 3.2 Staff will not necessarily have to meet all criteria, but must be able to demonstrate a continuing ability to deliver courses at the level and in the subject area(s) applied for. They will be expected to meet, but not exceed, the requirements made of University staff in comparable subject areas and at comparable higher education levels (see section 9).
- 3.3 Faculties will advise partners of any further specific criteria where required.

SECTION 4: Procedures for Gaining RTS

- 4.1 All applications must be submitted by collaborative partners and not by individual staff members. This is to ensure that applications are endorsed by the partner and are for teaching which has been agreed through the organisation's procedures. Applications must be submitted before relevant teaching is undertaken.
- 4.2 Each individual application must include:
- The *Application for Recognised Teacher Status* (see Appendix 1)
 - A full CV, which includes information on the length and extent of previous experience in HE teaching, any professional, research or consultancy experience, and recent staff development
- 4.3 Partners advise the University of the committee and individual post-holders within the collaborative partner with responsibility for endorsing RTS applications.
- 4.4 Partners submit applications for RTS, as part of the FQAC/QAC course validation event documentation. Applications are considered at the FQAC/QAC course validation event.
- 4.5 Where it is not possible to submit an application for RTS before the relevant teaching begins, owing to unforeseen staff changes or absences, partners must ensure that the FQAC Secretary is notified immediately and that applications for the new member of staff are submitted to CQU, within six weeks of the start of teaching. The CQU will log them and forward them on to the relevant Faculty. Decisions can be made on such interim applications by Chair's action or can be held until the next meeting of FQAC/QAC.
- 4.6 Partners advise CQU annually, by 30 June, of the teaching team for each course for the forthcoming session – CQU will then ensure that any new members of the team have been approved through the FQAC.
- 4.7 Staff applying for courses in more than one University Faculty must apply to the Faculty for which the majority of their teaching is undertaken, but making it clear on their application form that another Faculty or other faculties are involved. It is the responsibility of the major Faculty approval panel to involve the other Faculty or faculties in the approval procedures.
- 4.8 All applications for amendments to existing approvals or new approvals outside of the validation procedures must be submitted to the CQU.

Approval panels

- 4.9 As Deans carry responsibility for the quality of University staff employed, they are likewise responsible for approving applications for RTS in respect of collaborative partner staff who teach on the courses offered by their respective faculties.
- 4.10 All partners have a right to be party to deliberations in respect of their own staff. Deans must therefore ensure the Principal or equivalent of the partner is kept informed, and is invited to send a senior staff representative to any FQAC/QAC validation panel meeting.

Panel decisions

- 4.11 All FQAC/QAC course validation panels consider all staff on the basis of their applications as submitted. If the panel has any doubt with regard to the evidence presented, it may call for further information or an organisational or external reference or request an interview with the applicant, as appropriate.

- 4.12 The FQAC/QAC course validation panel agrees in each individual case the subject, level and/or modules for which RTS is granted. Approval may or may not be at the level for which the application has been made: it could be higher or lower.
- 4.13 If the FQAC/QAC course validation panel is in any doubt as to whether to grant RTS in a particular instance, it may give RTS approval subject to a course of staff development, including shadowing more experienced staff, mentoring, and subject development, to be monitored via the usual appraisal processes.

Notification

- 4.14 Once the FQAC/QAC course validation panel has made its decision, FQAC or QAC notifies the CQU, ensuring each decision is clearly outlined. The CQU writes to the Principal or equivalent of collaborative partners, summarising decisions in respect of their staff.
- 4.15 The summary should contain any staff development identified by the panel to support the applicant (whether successful or unsuccessful). It should also identify the grounds for any unsuccessful application, and any reasons why the level of approval given differed from the level for which the application was made.

SECTION 5: Record Keeping

- 5.1 The CQU keeps a register of all RTS applications, approvals and conditions. To ensure the database retains its currency and completeness, University faculties, QAC and collaborative partners have the following responsibilities:
- University faculties monitor that all their partnership courses are delivered by RTS staff, and report any omissions to the CQU
 - FQACs receive the RTS register annually and confirm its accuracy, prior to the start of the next academic year
 - Collaborative partners inform the CQU of any RTS staff who leave, and ensure new staff delivering University courses apply for RTS by means of the *Interim Amendment* procedures
 - Collaborative partners advise CQU annually, by 30 June, of the teaching team for each course for the forthcoming session – CQU will then ensure that any new members of the team are approved by the appropriate route.

SECTION 6: Monitoring and Periodic Review of RTS

- 6.1 The University and its partner organisations will monitor the effectiveness of the scheme through the annual monitoring processes – and the organisations will report on their own evaluation of the scheme as part of the at the five yearly partner re-approval process.

Procedures for annual monitoring

- 6.2 Annual monitoring is handled through:
- Module feedback forms as part of the University's annual monitoring exercise
 - Relevant organisational staff appraisal processes.
- 6.3 The Principal or equivalent of the collaborative partner is responsible for informing the University, via the CQU, if the annual staff appraisal process has indicated any cause for concern in respect of any RTS approval. This information is passed to the relevant Dean, who will consult with FQAC and the partner to determine what further action is required.

- 6.4 The Dean is responsible for confirming the performance of RTS staff delivering courses through the annual monitoring exercise, co-ordinated by a member of the Faculty nominated by the Dean. The Dean includes in the *Faculty Annual Monitoring Report* a critical evaluation of RTS approvals and connected staff development/scholarly activity. If this indicates any cause for concern, the Dean should notify the Principal or equivalent of the organisation of these concerns, and agree remedial action.
- 6.5 Any member of staff who has been identified through monitoring and/or appraisal as giving cause for concern over his/her RTS must be made aware of this, and a programme for remedial staff development action agreed. If the monitoring or appraisal evidence gives the Dean responsible immediate cause for concern over continued RTS approval, s/he must write to the Principal or equivalent of the organisation requesting a review of that status.

SECTION 7: Amendment to RTS Approval

- 7.1 RTS approval is open to amendment to higher or lower levels and wider or narrower subject areas, and to removal, following standard monitoring and review processes. The removal of RTS is normally only agreed following either:
- Earlier identification of concern and evidence that remedial staff development activity has proven not to be effective
 - Changes to the institution's portfolio of courses affecting the requirement to teach HE courses.
- 7.2 Minor amendments and extensions to RTS (for example, for a newly developed module in the same area and at the same level) can be agreed at any time, through application in writing to the CQU. The letter must give a clear justification for the amendment. Such amendments should be considered by FQAC, but may be handled through Chair's action.
- 7.3 Applications for an extension to a higher level or wider subject area follow the same process as original approval, and are normally be submitted for the annual June 30th submission date. The applicant is responsible for demonstrating that s/he has achieved the appropriate qualifications and/or CPD to justify the new application.

SECTION 8: Staff Development Support

- 8.1 Staff with RTS from collaborative partners with 'preferred partner' status are eligible for fee abatement if they take taught or research degrees at the University, provided that these courses are relevant to their University teaching. The abatement is as follows:
- 50% of the tuition fee for taught courses
 - 100% of the tuition fee for research courses.
- 8.2 Members of staff may make direct application to the University for fee abatement using the following procedure:
- All applications should be submitted in writing by the Principal or equivalent of the partner or a recognised senior member of staff acting on his/her behalf, to the Deputy Vice Chancellor (Academic) via the CQU
 - Applications should make explicit the specific course for which fee abatement is applied
 - In making the application, the Principal or equivalent (or nominee) should confirm the applicant's current teaching on University courses and eligibility for the abatement

- Applications must be renewed each year for the duration of the course; in applying for the renewal, the Principal or equivalent (or nominee) should supply evidence of satisfactory performance (for example, a transcript of grades or a supervisor's note) and re-confirm eligibility
- Once applications are received, the DVC (Academic) approves those eligible, and confirms this in writing to the partner organisation. A copy of the letter is forwarded to the Revenue Unit, Finance Department for action.

SECTION 9: Guidelines for the Consideration of Applications for RTS

9.1 Formal qualifications at the level and in the subject area(s) applied for:

- Staff would normally be expected to hold a formal qualification at or above the level at which they propose to teach. Between foundation (level 3) and the intermediate levels (level 4 and 5) this does not have to be in a subject directly related to what they will teach, although it should be in a subject area similar to, or containing a reasonable proportion of, the relevant area (i.e. a relevant subject). At Honours and Masters levels (levels 6 and 7), the subject of their qualification should normally be directly related to that which they will teach
- In cases where staff do not hold such formal qualifications, they would be expected to demonstrate strong evidence of fulfilling at least two of the other criteria.

9.2 Engagement with scholarship, research, consultancy or professional activity appropriate to the level and subject area(s) applied for:

- **Examples** of the type of activity consistent with this criterion are: undertaking research and publishing in books, journals and monographs; editorship of journals; producing public output such as films, exhibitions, performance; obtaining external funding and awards; participation in external conferences; raising the external profile of the institution; involvement with learned societies and other external professional bodies; consultancy work; liaison with industry and commerce; curriculum development; participation on committees; involvement with quality assurance processes. Applicants are not expected to have experience of all these examples.

9.3 Previous experience of teaching at the level and in the subject areas applied for:

- Panel members should take into account both the length of the applicants' teaching experience, and also the relevance of the subjects taught to the subject(s) the applicant proposes to teach.

9.4 Evidence of successful, imaginative or innovative teaching development:

- Examples that may be referenced in this section include: curriculum development; relevant administrative or organisational responsibilities; participation in research into or implementation of successful or novel teaching, learning and assessment strategies; involvement with the development of induction and/or support processes for students.