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| Recognised Teacher Status (RTS) | |
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| Recognised Teacher Status (RTS) |

# Introduction

* 1. The purpose of this code of practice is to provide mechanisms through which the University of Hull can assure itself that those who are not employed by the University who are engaged in delivering or supporting programmes leading to University of Hull awards are appropriately qualified for the role, and that University partners and faculties have in place mechanisms to monitor their proficiency. The University therefore requires that all such persons are appointed as Recognised Teachers of the University.
  2. The granting of Recognised Teacher Status (RTS) also provides a means through which the University can give specific rights to those involved in the delivery and/or support of programmes - for example access to University learning resources and staff development events.

## Scope

* 1. This code applies to anyone not employed by the University who is engaged in delivering or supporting programmes leading to University of Hull awards, whether such programmes are designated as collaborative provision or not.
  2. RTS is not required for ‘guest speakers’ involved in providing a limited amount of teaching. Guest speakers must not be involved in any part of the assessment process or in providing academic/or personal supervision and/or support.
  3. ‘Delivering or supporting’ includes the following activities:

1. teaching (including the supervising of dissertations and projects),
2. preparation of assessment tasks,
3. first or second marking of student output.

# Those not employed by the University or Partner Institutions

* 1. References throughout this code to ‘University partner’ must be read as references to the relevant University faculty in the case of individuals who are engaged by the University to deliver or support a programme leading to a University award who are not employed directly by the University or by one of its partner institutions.
  2. The dean (or nominee) of the relevant faculty is responsible for ensuring that where such individuals are granted RTS in accordance with this code, they are afforded the rights and privileges set out below, and that their role is subject to the University’s Quality and Standards Framework, with particular reference to appraisal, peer support for the enhancement of learning and teaching, module evaluation and – if involved in assessing candidates’ work – feedback on assessment.
  3. In deciding whether to grant RTS, the dean (or nominee) of the relevant faculty must ensure that the responsibilities of programme leader (or equivalent) are carried out by a member of staff from the University of Hull.
  4. In deciding which staff to designate as module and/or programme leaders (or equivalent roles), partner institutions should ensure that such staff are sufficiently experienced, inducted and supported in the role, over and above the University’s minimum criteria for the appointment of RTS.

# Rights and privileges of Recognised Teachers

* 1. Individuals with Recognised Teacher Status are entitled to Associate Membership of the

Brynmor Jones Library. Recognised Teachers have the same access and borrowing rights as staff of the University but are restricted for licensing reasons in their access to electronic resources for which the Library pays a subscription. Recognised Teachers may normally access such resources on campus unless this is specifically restricted under the terms of a licence. Off campus access is not normally available. Recognised Teachers are also able to use University computing facilities and services; this includes off campus access to the University’s approved intranet system. Recognised Teachers will be issued the relevant usernames and passwords giving access to the above resources.

* 1. Individuals with Recognised Teacher Status are encouraged to access events as part of the University Organisational Development programme subject to availability. The University Staff Learning and Development programme of events is available on the University’s approved intranet system.
  2. **Appointment of RTS**

## Criteria for appointment

* 1. The criteria (noted in 3.5 below) are based on the principle that the applicant for RTS must be able to demonstrate through relevant evidence that they are appropriately equipped to undertake the designated role. This evidence may include academic qualifications or relevant experience and professional qualifications.

## Academic Route

* 1. For this entry route the qualifications of staff seeking RTS should be relevant to the discipline they expect to teach and should be to at least the following levels:

|  |  |  |
| --- | --- | --- |
| Level at which delivering/supporting | Essential | Desirable |
| Pre-Certificate (level 3) | Foundation Degree | Honours Degree |
| Certificate (level 4) | Foundation Degree | Honours Degree |
| Foundation Degree (level 4&5) | Honours Degree | Masters Degree |
| Honours (level 6) | Honours Degree plus PGCE in HE (or equivalent) | Masters Degree |
| Masters Degree (level 7) | Masters Degree plus PGCE in HE (or equivalent) | Doctorate |

## Experience Route

* 1. For this entry route staff seeking RTS must demonstrate that they possess at least one of the following:

1. no fewer than three years relevant teaching experience including sustained engagement in relevant scholarly activities,
2. relevant professional qualifications,
3. no fewer than three years other relevant professional/industrial experience.
   1. Where an applicant is appointed RTS in accordance with either entry route but has fewer than three years teaching experience the partner institution must provide the applicant with an appropriate induction to delivering/supporting provision in higher education prior to commencing the designated role.

## Process of application for appointment

* 1. A person must not commence the delivery/supporting of provision until their application for RTS has been approved in accordance with this code of practice. Applications must be submitted using annexe 1 of this code.
  2. For programmes delivered by partner institutions, it is the responsibility of the partner to ensure that delivery/support does not begin before approval has been granted.
  3. For on campus provision and other collaborations, it is the responsibility of the University Programme Leader (or equivalent) to ensure that delivery/support does not begin before approval has been granted.
  4. Applications for RTS should be submitted no fewer than 30 working days before the intended start date, and must be considered and counter-signed by the dean (or nominee) of the relevant faculty.
  5. If there is likely to be any doubt about the suitability of the application to meet the stated criteria, the partner institution is encouraged to make early informal contact with the academic contact to discuss the proposed application.

## Determining the application

* 1. The dean (or nominee) of the relevant University faculty is responsible for determining whether the applicant has satisfied the criteria as noted in 1.5 above.
  2. The dean (or nominee) of the relevant faculty may grant ‘RTS’.

## Informing the applicant

* 1. The dean (or nominee) of the relevant faculty must inform the applicant in writing of their decision within ten working days of the date of submission of the application.
  2. The notification to the applicant must include at least the following:

1. An Information Sheet giving the links to the quality website, and University’s approved intranet system (annexe 3),
2. Reference to relevant user names and passwords for access to computing resources if not previously issued, which are sent directly by email to the applicant requiring them to respond within 36 hours (as per ICT requirements).
   1. Where the dean (or nominee) of the relevant faculty judges that it is not appropriate to grant RTS in any form they must state the reasons for the decision and provide clear guidance on what steps the applicant needs to take to be eligible for RTS. Standard letters are included as annexe 2.

# RTS Register

* 1. Where an application is approved, the dean (or nominee) must ensure that the appointment is recorded on the University’s HR database which forms the University’s register of Recognised Teacher Status appointments.

# Termination of RTS

* 1. Where evidence is provided, through complaints or annual monitoring processes, that serious issues exist with the quality of teaching and assessment, the faculty may terminate or re-evaluate the Recognised Teacher Status of the person in question. It is the responsibility of faculties and partner institutions to ensure that appropriate human resource and staff development policies are in place to assure the continuing professional development and suitability of their staff.

# External Examinerships

* 1. Holders of Recognised Teacher Status of the University of Hull are not eligible to undertake the role of external examiner for any University of Hull programme, whether collaborative or otherwise during their period as RTS or for three years after the end of such period.

# Monitoring

* 1. The autumn Joint Board of Studies must confirm the RTS register is correct. This is to note that all staff involved in the delivery and support of University of Hull awards have the necessary level of RTS approval.
  2. If any staff with RTS have left the partner institution the Faculty should be notified in order that the University’s Register of Recognised Teachers can be updated accordingly. It is the responsibility of the faculty to ensure that staff are removed from the register.
  3. Consideration of the effectiveness of measures to monitor and assure the proficiency of staff with RTS will also be included in the Annual Monitoring Review and Enhancement of Programmes (AMREP) process.
  4. In the case of individuals not employed by the University or partner institution (as defined in 1.3), the monitoring, updating and reporting (as noted above) must be undertaken by the relevant University faculty. The programme leader’s report must be submitted to the faculty level committee designated by the dean (or nominee) of the relevant faculty.

# Annexe 1: Application for Recognised Teacher Status

Please submit this form fully completed with a relevant and current CV to QSS-Partnerships@hull.ac.uk.

**Applicant Details**

|  |  |
| --- | --- |
| 1. **Title** |  |
| 1. **Surname** |  |
| 1. **Forename(s)** |  |
| 1. **Date of Birth** |  |
| 1. **Email Address** |  |
| 1. **Partner Institution** |  |

**RTS Details**

Please confirm the Recognised Teacher Status required (please refer to Appointment of RTS (3.4 and 3.5) of the Code of Practice):

|  |  |
| --- | --- |
| 1. **Proposed date of RTS commencement** |  |
| 1. **RTS Activities required** (Please mark X for all that apply) | Teaching (including supervision of projects/dissertations)  Assessment Preparation  Assessment Marking  Second Assessment Marking |
| 1. **Award / Programme e.g. BA Fine Art** | 1. **RTS Levels required** (Please mark X for all that apply) |
|  | L3  L4  L5  L6  L7 |
|  | L3  L4  L5  L6  L7 |
|  | L3  L4  L5  L6  L7 |
|  | L3  L4  L5  L6  L7 |
|  | L3  L4  L5  L6  L7 |

**Qualifications and Teaching Experience**

|  |  |
| --- | --- |
| 1. **Summary of Qualifications held that are relevant to this RTS Application** |  |
| 1. **How long have you been teaching at the RTS level(s) that you are applying for?** | |  |  |  |  | | --- | --- | --- | --- | |  | Years |  | Months | |

**Partner Institution Declaration**

|  |  |
| --- | --- |
| 1. **I confirm that this applicant is suitably qualified and experienced to teach on the programmes and levels confirmed within this application. If required, the applicant will receive ongoing support and supervision for a minimum of one year from the RTS start date.** | |
| **Signature\*:** |  |
| **Print Name:** |  |
| **Date:** |  |

**\*Please Note: If the applicant is the Programme Leader then the form should be signed by the relevant Head of Academic Unit at the Partner Institution or the HE Manager or equivalent.**

**University of Hull use only – Application Assessment**

|  |  |
| --- | --- |
| 1. **Approval decision** | **Approved**  **Approved with conditions** (*applicant to receive ongoing support and supervision from the Partner Institution for a minimum of one year from the RTS commencement date*)  **Not approved** - where approval is not granted, reasons for the decision must be stated and guidance on what steps the applicant needs to take to be eligible for RTS should be given |
| 1. **Faculty Dean (or Nominee)** | |
| **Signature:** |  |
| **Date:** |  |

# Annexe 2a: RTS approval letter template

Private and Confidential

Associate Dean, Education

Faculty of XXXXX

[..........@hull.ac.uk](mailto:..........@hull.ac.uk)

Mr/Mrs/Miss/Dr XXXXX

Date

Dear XXXX,

**recognised teacher status (RTS)**

I am pleased to inform you that on behalf of the University, your appointment as a Recognised Teacher has been approved as detailed below:

|  |  |
| --- | --- |
| Faculty of Affiliation: |  |
| Partner Institution: |  |
| RTS Commencement: | 1st September 2019 |
| Details of Appointment: | RTS approved for all activities at levels 4, 5 & 6 for the following: |
| Conditions of Approval:  Remove row if no approval condition. | That ongoing support and supervision is provided by the Partner Institution for a minimum of one year from your RTS commencement date. |

Details of your University username and password will follow shortly and will be delivered to your email address; this will enable you to access the University systems. You are also entitled to a University of Hull staff card which will enable you to access the University Library; this can be obtained from the Human Resources Directorate at the University. If you require this card, please apply in person taking this letter with you. Please note that you cannot apply by post, as a digital photo is taken at the time of producing the card.

The enclosed information sheet provides additional information relating to your role as a Recognised Teacher of the University of Hull.

Yours sincerely

Associate Dean, Education

Faculty of XXXXXX

Encs

CC

# Annexe 2b: RTS not approved letter template

Private and Confidential

Associate Dean, Education

Faculty of XXXXXX

[..........@hull.ac.uk](mailto:..........@hull.ac.uk)

Mr/Mrs/Miss/Dr XXXXX

Date

Dear XXXX,

**recognised teacher status (RTS)**

On behalf of the University, I regret to inform you that your Recognised Teacher Status application has not been approved due to the reasons detailed below:

|  |  |
| --- | --- |
| Faculty of Affiliation: |  |
| Partner Institution: |  |
| Reasons RTS has not been approved: |  |

It is recommended that these areas are addressed prior to the re-submission of an application for Recognised Teacher Status in this subject area.

Yours sincerely

Associate Dean, Education

Faculty of ……………….

Encs

CC

# Annexe 3 : RTS Information Sheet

Staff Card

Recognised Teachers are entitled to a University of Hull staff card. Staff cards are issued by

the Human Resources Directorate located in the Venn Building on the Hull campus. A card is

required to enter the library and to borrow books. If you wish to obtain a staff card, you are

required to visit the Human Resources Directorate with our letter of appointment. An

appointment is required to obtain an ID Card, please note that a passport is required to obtain this. An appointment can be made by e-mailing [recruitment@hull.ac.uk](mailto:recruitment@hull.ac.uk). A digital photo is taken at the time of producing the card therefore this process currently cannot be done remotely.

Library

Staff with Recognised Teacher Status are regarded as full members of the University and are University Library. Membership applies to the Brynmor Jones Library on the Hull campus. Recognised Teachers have the same access and borrowing rights as staff of the University but are restricted, for licensing reasons, in their access to electronic resources for which the Library pays a subscription. Recognised Teachers may normally access such resources on campus unless this is specifically restricted under the terms of a license. Off campus access is not available.

Information about the University Library, including opening hours, borrowing rights and access to the Library catalogue, is available at <http://www.hull.ac.uk/lib>. Information on applying for associate membership can be found at <https://www.hull.ac.uk/Choose-Hull/Study-atHull/Library/visitors/index.aspx#associate>.

University Approved Intranet System

Recognised Teachers are also able to use University computing facilities and services; this

includes off campus access to the University’s approved intranet system. Usernames and

passwords to access computing facilities will be issued to you directly by email, once your

RTS application is approved. Please ensure you respond to this email promptly, which will be

sent to the email address you supplied on your RTS application. If you experience any

difficulties with this process please contact ICT at [help@hull.ac.uk](mailto:help@hull.ac.uk).

Learning and Development

Staff with Recognised Teacher Status are encouraged to access developmental workshops,

courses and resources as part of the University Learning and Development programme. Events are subject to availability and should be agreed as part of appraisal conversations with relevant staff in your institution. Information about learning and development workshops, courses, resources and how to book can be found on the University Sharepoint pages.

Quality Team

The University Quality and Standards Framework and the Collaborative Provision Handbook are available via the University website. The Collaborative Provision Handbook provides guidance on the University processes and Codes of Practice directly relevant to Collaborative Provision.

**Version Control**

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| --- | --- | --- | --- |
| **Version** | **Author** | **Date approved** | **Relevant sections** |
| V2 10 | Lisa Tees | NA | Migrated to new template |
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