Recognised Teacher Status (RTS)

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* The University has adopted the principles of Designing for Diverse Learners, and all policy documents should be written with reference to these principles. Further information is available at the [Designing for diverse learners website](https://designingfordiverselearners.info/).
* An Equality Impact Assessment (EIA) must be considered for all new and amended policies. Further information is available from the [EIA section of SharePoint](https://hullacuk.sharepoint.com/Services/EDI/SitePages/Equality-Impact-Assessments-(EIAs).aspx).
* This document is available in alternative formats from [**policy@hull.ac.uk**](mailto:policy@hull.ac.uk).
* All printed or downloaded versions of this document are classified as uncontrolled

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Recognised Teacher Status (RTS)

# Introduction

* 1. The University of Hull requires that all persons engaged in the delivery or support of programmes leading to University of Hull awards are appointed as Recognised Teachers of the University. This includes the following activities:
     1. teaching (including the supervising of dissertations and projects)
     2. preparation of assessment tasks
     3. first /second marking, or moderation, of student output.
  2. The mechanism through which this is achieved is the granting of Recognised Teacher Status (RTS).
  3. This Code of Practice sets out the way in which the University assures itself that RTS is granted only to those who are appropriately qualified for the role, and that the University and its Partner Institutions have processes in place to ensure that the granting of RTS is appropriately recorded, monitored and terminated.
  4. The granting of RTS also provides a means through which the University can give specific rights and privileges to those involved in the delivery and/or support of programmes. These rights and privileges are described in Annexe 1.

# Scope

* 1. This Code applies to persons not employed by the University who are engaged in delivering or supporting programmes leading to University of Hull awards, whether or not such programmes are designated as Collaborative Provision.
  2. In the case of persons engaged by the University to deliver or support a programme leading to a University of Hull award and who are not employed directly by the University or by one of its Partner Institutions, the relevant Faculty will take on the roles and responsibilities allocated to the Partner Institution throughout this Code.
  3. RTS is not required for those involved in providing a limited amount of teaching (e.g. guest speakers and placement supervisors).
  4. RTS is granted for a specific programme(s) at a specific Partner Institution. Further applications **must** be made for additional programmes and/or Partner Institutions.

# Criteria for granting RTS.

* 1. The criteria for granting RTS (3.4 and 3.5 below) are based on the principle that the applicant **must** be able to evidence that they are appropriately equipped to undertake the designated role. This evidence may include academic qualifications or relevant experience and professional standing.
  2. A person granted RTS to deliver or support teaching at a particular level (e.g. level 5) may make a further application to be granted RTS at a higher level/s (e.g. level 6).
  3. There are two routes to being granted RTS:
     1. Academic route
     2. Experience route.

## Academic route

* 1. Applicants seeking RTS through the academic route, **must** hold qualifications relevant to the discipline(s) they expect to teach and **should** be qualified to at least the following levels:

|  |  |  |
| --- | --- | --- |
| Level at which delivering/supporting | Essential | Desirable |
| Pre-Certificate (Level 3) | Foundation Degree | Honours Degree or higher |
| Certificate (Level 4) | Foundation Degree | Honours Degree or higher |
| Foundation Degree (Level 4 & 5) | Honours Degree | Masters Degree or higher |
| Honours Degree (Level 6) | Honours Degree | Masters Degree or higher |
| Masters Degree (Level 7) | Masters Degree | Doctorate |

## Experience route.

* 1. Persons seeking RTS through this route **must** demonstrate that they possess at least one of the following:
     1. a minimum of three years relevant teaching experience including sustained engagement in relevant scholarly activities
     2. a minimum of three years other relevant professional/industrial experience
     3. relevant professional qualifications.

Application process

* 1. Applications for RTS **must** be submitted using the approved application form (Annexe 2).
  2. Applications for RTS **should** be submitted to the University no fewer than 30 working days before the intended start date.
  3. Partner Institutions are encouraged to make early informal contact with their Academic Contact and / or the Quality Support Service (QSS) to discuss any questions related to a proposed application.
  4. A person **must** not commence the delivery/supporting of provision until their application for RTS has been approved in accordance with this Code.
  5. It is the responsibility of the Partner Institution to ensure that delivery/support does not begin before approval has been granted.

## Determining the outcome of 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 3 above, and the granting of RTS.
  2. Where an applicant is granted RTS but has fewer than three years teaching experience, the Partner Institution **must** provide the applicant with an appropriate induction prior to commencing the designated role and provide additional support for a minimum of one year.
  3. In all cases educational and teaching qualifications such as the PGCE in HE or fellowship of the HEA are strongly encouraged.
  4. Where the application is not for a specific faculty, the Associate PVC Education (or nominee) will determine the outcome of the application.
  5. The applicant **should** be informed of the outcome within 10 working days of receipt of their application. Annexe 3 **must** be used to inform the applicant of the outcome.

# Termination of RTS

* 1. Once granted, RTS is granted on a continuing basis. The University reserves the right to withdraw or amend RTS in accordance with relevant policies where necessary.
  2. 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 Examiner Appointments

* 1. Holders of RTS **must** not be appointed as an External Examiner for any University of Hull programme, whether collaborative or otherwise, during their period of RTS or for five years after the end of such period.

# RTS Register and Monitoring

* 1. Where an application is approved, the granting of RTS **must** be recorded against a person’s record on the University’s HR database, which forms the University’s Register of Recognised Teachers.
  2. This Register is reviewed annually and confirmed through the Autumn Joint Boards of Study (JBoS) with Partner Institutions. This meeting confirms that all staff involved in the delivery and support of university awards have the necessary level of RTS approval and that any conditions of RTS are being met.
  3. If any member of staff with RTS leaves the Partner Institution, the faculty and / or QSS, **must** be notified by the Partner in order that the Register can be updated accordingly.
  4. In the case of individuals not employed by the University or Partner Institution (as defined in 2.3), the monitoring, updating and reporting (as noted above) **must** be undertaken by the relevant University faculty.

# Annexe 1: Rights and privileges - Information for those granted RTS.

As a Recognised Teacher you will require access to a range of university resources depending on whether you will be primarily working on or off campus. For off-campus activities information has been provided in relation to electronic resources.

1. **Access to University Resources**

To receive access to university resources including the library and IT facilities you will require access to the secure intranet via your university username and password. This will provide you with 24-hour access to the Virtual Learning Environment (Canvas). This contains course information and resources.

2. **Identity Card**

Recognised Teachers are entitled to a University of Hull ID card. 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. To obtain your card please get in touch with your contact at the university. You may need to provide a digital headshot photo and have a short Teams meeting to confirm your identity. When emailing please attach a copy of your RTS approval letter.

3. **Access to source material and guidance**

All programme handbooks are available from your faculty/partner institution. Access to the intranet provides information about how the university operates. You are advised to familiarise yourself with the range of guidance available to you and these can be found at: <https://www.hull.ac.uk/choose-hull/university-and-region/governance/policies>

4. **University IT Facilities**

Recognised Teachers are also able to use University computing facilities and services; this includes off campus access to the University’s approved intranet system (SharePoint). Your username and password, required to access computing facilities, will be issued to you directly by email, following approval of your RTS application. 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).

The University’s IT policies, including the IT Users Policy can be found on the intranet at <https://www.hull.ac.uk/editor-assets/docs/ict-acceptable-use-policy.pdf> (Version 3, approved November 2023).

Please contact the IT Service Desk for any advice and assistance with using the IT resources available via support.hull.ac.uk.

5. **University Library Facilities**

As a Recognised Teacher you have full access to our library facilities. Membership applies to the Brynmor Jones Library on the Hull campus and Hull History Centre in Hull City Centre Please contact the Library when you arrive as you will need to complete some forms to gain access to the electronic resources and to set up your borrowing rights. 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. 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. For specific resources and information there is a 24hour library live chat that you can access with any questions for library help.

Information on the library services can be found at: <https://www.hull.ac.uk/choose-hull/study-at-hull/library>.

Information on the study skills service can be found at: <https://www.hull.ac.uk/choose-hull/study-at-hull/library/skills>.

6. **Staff Development**

Staff with Recognised Teacher Status are encouraged to access developmental workshops, courses and resources as part of the University Learning & 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, regular emails are also circulated by the Learning & Development team promoting upcoming events.

7. **Other University Premises**

If you, as part of your duties you require access to physical facilities (such as office or laboratory space) this can be arranged via your contact at the university.

8. **Car park**

Non-staff permits for those who work on campus but are not paid by the university payroll can be purchased depending on frequency, location and duration of teaching. These are annual ‘A’ passes at a cost of £50 per year and are paid upfront online at the time of application.

# Annexe 2 - Application for Recognised Teacher Status

Please submit this form fully completed with a relevant and current CV to:

[QSS-Partnerships@hull.ac.uk](mailto:QSS-Partnerships@hull.ac.uk) (for those seeking RTS for a Partner Institution) or to the relevant Faculty, or QSS for other applicants.

**Applicant Details**

|  |  |  |
| --- | --- | --- |
| 1. **Application Type** | New application  Additions to existing approval | |
| 1. **Title** |  | |
| 1. **Surname** |  | Previous surname used for existing approval (if applicable) |
| 1. **Forename(s)** |  | |
| 1. **Date of Birth** | Click or tap to enter a date. | |
| 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, 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)/ Head of University Unit (or nominee)** | |
| **Signature:** |  |
| **Date:** |  |

# Annexe 3a - 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 2024 |
| 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 3b - RTS not approved letter template.

Associate Dean, Education

Faculty of XXXXXX

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

Private and Confidential

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

# Version control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Date approved** | **Relevant sections** |
|  | Lisa Tees, Quality Manager, Quality Support Service. | Housekeeping, June 2024. | Migrated to new UoH template. |
| V 3 00 | Working Group, Quality Support Service | Education Student Experience Committee, May 2024 | Review of whole document as part of the UoH 5-year review of the quality and standards framework. |
| V2 10 | Lisa Tees, Quality Manager, Quality Support Service. | Housekeeping, April 2019 | Migrated to new template |
| v2 09 | Lisa Tees, Quality Manager, Academic Governance | Housekeeping, Oct 2018 | Updated to reflect new committee structure. Introduces Education Committee. |
| v2 08 | Lisa Tees, Quality Manager, Learning Teaching and Enhancement. | Housekeeping, Oct 2018 | Migrated to new template |
| v2 07 | Lisa Tees, Quality Manager, Learning Teaching and Enhancement. | Housekeeping, Jan 2018 | Replaces LEAP with Learning and Teaching Enhancement |
| v2 06 | Quality Manager, Learning Enhancement and Academic Practice | Housekeeping, August 2016. | Replaces department with school. |
| v 2 05 | Quality Manager, Learning Enhancement and Academic Practice | Housekeeping, August 2015. | Updated to reflect change to LEAP and updates references to UK Quality Code, Chapter B10 |
| v2 04 | Quality Manager, Curriculum Development & Teaching Enhancement | May 2012, ULTAC | * Replaces partner institutions with (University) partners. * Removes the paragraph on transitional arrangements. * Makes explicit that Guest speakers must not be involved in any part of the assessment process or in providing academic/ or personal supervision and/or support (para. 6). * Revises the Code to reflect the new committee structure. * Extends the table in para. 15 to include the required qualifications of staff seeking RTS to deliver/support the Pre-Certificate stage and the Certificate stage. * Strengthens the requirements for staff seeking RTS via the experience route (para. 16). * Replaces ‘Full Recognised Teacher Status’ and ‘Limited Recognised Teacher Status’ with ‘Recognised Teacher Status with or without restrictions’ (paras. 19, 25). * Removes the requirement for programme leaders at FEC partners to report, to the autumn Joint Board of Studies, details of any training or development undertaken in the previous year together with confirmation that the partner institution is satisfied with the ongoing proficiency of all staff with RTS (para. 35) |
| v2 03 | Quality Officer | Sept 2009, Academic Board | Introduced the following changes:   * Extends the application of the code beyond partner institutions and makes explicit throughout its application to individuals who are engaged to deliver, or support the delivery of, programmes leading to a UoH award but who are not employees of the University or one of its partner institutions. * Removes the requirement for annual reporting by the Quality Officer (Collaborative Provision). |
| v2 02 | Quality Office | Jan 2009, Academic Board | Clarified the requirement for teaching experience at an appropriate level. |
| v2 01 | Quality Office | Oct 2008, Academic Board | Introduced an explanatory note to supplement paragraph 14 which clarifies the factors to be considered when making decisions in relation to the relevance of teaching experience. |
| v2 00 | Quality Office | July 2007, Academic Board | Introduced the following key changes:   * The essential and desirable levels of qualification for RTS applicants. * RTS will now be granted without the requirement for post holders to apply for extensions. * Timescales for the submission and consideration of RTS applications are defined. |
| v1 00 | Quality Office | Jan 2003, AAC | New |