

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE

23 October 2017

Agenda Item 10

CONFERMENT OF RECOGNISED TEACHER STATUS: ANNUAL REPORT 2016/17

1. BACKGROUND

The Regulation for Recognised Teachers states that: "The term 'Recognised Teacher' will apply to persons who, not being members of the Academic Staff of the University, engage in the teaching, supervision, assessment and examination of Registered Students of the University. The status shall not be conferred on persons involved in the supervision and assessment of clinical or social work practice or industrial placement". Recognised Teachers receive no additional remuneration from the University. The status of recognised teacher does not apply to staff employed by the University on part-time hours or contracts, nor to staff at Recognised Institutions teaching Associate Students on validated courses.

Three well-established types of relationship with the University exist for Recognised Teachers: University staff, not being academic staff, who teach and assess students; external experts engaged in the teaching and assessment of University students on University premises; and staff from other institutions teaching and assessing University students at outcentres. A fourth relates to the franchise model of collaboration with QAHE, which was introduced in 2011/12. The status is required because students at that institution are Registered Students of the University.

The procedure which applies the Code of Practice for the designation of Recognised Teachers has operated since September 2007.

In proposing individuals for Recognised Teacher status Faculties should ensure that:

- a) nominations accord with the University's Code of Practice which stated that Recognised Teachers should have qualifications and experience comparable to those of academic staff of the University;
- b) it has been verified that the nominee actually holds the qualification/s and has the experience outlined on CVs. In cases where Faculties rely on the Human Resources department of another organisation, this should only be done where it can be certain that the organisation has robust procedures for verifying the information; and
- c) there are robust systems in place to remove status and privileges for individuals whose services as Recognised Teachers are no longer required.

Faculties are asked to forward nominations in good time, preferably in the academic year or semester preceding that in which a nomination is proposed to take effect. Nominations are now made to meetings of the Academic Standards and Quality Enhancement Committee by Faculties under reserved business. (Nominations were previously made to the Learning and Teaching Committee.) Late nominations are required to be accompanied by an explanation, for consideration by Chair's Action.

The Human Resources Department communicates the outcome of nominations to the nominees. Faculties receive a timely reminder from the Human Resources Department of when the four-year period of conferment is coming to an end.

Annual reports have summarised the number of nominations that have been processed each year and have concluded that the procedure has generally operated successfully since its inception, with the exception of the timeliness of submission. In all years the vast majority have been received in the year for which the nomination applies. Explanations for lateness has usually referred to delays in receiving paperwork from partner institutions. Faculties have been reminded to improve their oversight of this matter.

2. REVIEW OF 2016/17

At the October 2016 meeting of the Learning and Teaching Committee when the report for 2015/16 was received, it was noted that, while Faculties might have adequate arrangements in place to ensure that new staff were appropriately qualified and experienced, the consistent lateness in nominations indicated a risk to quality. The Chair added that it was critical that nominations were considered and approved by the Committee on a timely basis prior to the nominee commencing duties. It was suggested that those Faculties with links to QAHE or with a large number of outcentres should review their processes (16.109 refers). The Committee once again asked Faculties to ensure that nominations were submitted on a timely basis.

In 2016/17, submissions were made to the October meeting of the Learning and Teaching Committee and the February, May and June meetings of the Academic Standards and Quality Enhancement Committee. A total of 162 nominations were received, compared with 99 in total received for 2015/16. Ninety one nominations related to QAHE. During 2016/17 the Academic Office was also notified of 19 individuals with Recognised status having left QAHE.

It is recognised that some of the nominations may not have commenced teaching until after the Committee's approval was given (i.e. the nomination may have been received in the semester before the Recognised Teacher status was required). Only four nominations were made for 2017/18 and 154 were late (95%), including 12 retrospective nominations effective from 2015/16. These are summarised at table 1. (In 2014/15 90% of nominations were late, and in 2015/16 97%.) From 2016/17 only nominations received in the semester for which the individual was to teach are considered late, whereas for previous years nominations received in any semester of the academic year for which the individual was to teach were regarded late. This distinction in categorisation has made little difference, however, to the overall numbers of late nominations received.

No late nominations received during the year were processed without an explanation for their lateness. Lateness was mainly attributed to delays in paperwork at partner institutions and to administrative oversights.

The process for approval of late nominations by Chair's Action changed during 2016/17. Late nominations are sent to Professor Diane Hazlett (Director of the Centre for Higher Education Research and Practice) who evaluates the nominations and endorses nominees as having suitable qualifications and experience for the roles.

Approval of nominations remains with the Pro-Vice-Chancellor (Education) as Chair of the Academic Standards and Quality Enhancement Committee on behalf of the Senate, which makes recommendations to Council. (Council has delegated its responsibility to the Pro-Vice-Chancellor (Education)).

3. 2017/18 TO DATE

The proportion of late nominations requiring Chair's Action remains very high. It may be that the Faculties have ensured that adequate arrangements are in place for teaching (and have simply neglected the conferment of the status). As noted, the fact that nominations are not being processed on a timely basis might suggest there is a risk to quality, although staff competence has not been raised as a recent issue by External Examiners in their reports. Faculties are asked again to review the adequacy of their arrangements, in particular for QAHE (which accounted for 57% of the late nominations in 2016/17).

Faculties should note that as Recognised Teacher status is usually bestowed for a four-year period, those nominations which were approved for 2014/15 for four years will need to be reviewed and, if required, submitted for renewal in the current academic year (to take effect in 2018/19). The same applies for Recognised Teacher status which was granted for individuals for a period of less than four years.

Faculties are also reminded to remove the Affiliated Staff status from former Recognised Teachers through the RAD process so that privileges associated with the role, such as access to the VLE, are stopped.

4. ACTION

The Committee is asked to invite Faculties to comment on the effectiveness of their arrangements to ensure the timely designation of non-University staff as Recognised Teachers.

SN Stewart
23 October 2017

Table 1: Recognised Teachers – dates of submission and approval during 2016/17.

**Previously approved by Chair's Action*

Programme	Date received by LTC/ASQEC	Commencement year
Graduate Certificate in Business at QAHE, Birmingham and London (5).	19 Oct 2016 (LTC)	2016/17 (4 years)
BSc Hons Construction Engineering and Management (4)	19 Oct 2016 (LTC)	2016/17 (4 years)
PgCert/PgDip/MSc Sensory Integration (2)	19 Oct 2016 (LTC)	2016/17 (4 years)
Short course: stand-alone module OPT807 (1)	19 Oct 2016* (LTC)	2016/17 (4 years)
Advanced Diploma in Management Practice (with AdvCert exit award) and BSc Hons Management Practice (with AB and CertHE exit awards) at Jordanstown and outcentre Irish Times Training, Dublin (1)	19 Oct 2016* (LTC)	2016/17 (4 years)
Graduate Certificate in Business at QAHE, Birmingham and London (2)	19 Oct 2016* (LTC)	2015/16 (4 years)
BSc Hons Business Studies at outcentre Northern Regional College (Ballymena) (1)	19 Oct 2016* (LTC)	2015/16 (4 years)
BSc Hons Business Studies at QAHE, Birmingham and London (6) (2015/16-2018/19: 2; 2016/17-2019/20: 4)	19 Oct 2016* (LTC)	2015/16: 2 2016/17: 4 (4 years)
BSc Hons Computing Systems at outcentre South West College (Enniskillen) (5)	19 Oct 2016* (LTC)	2016/17 (4 years)
BSc Hons Computing Systems at QAHE, London (3)	19 Oct 2016* (LTC)	2016/17 (4 years)
BSc Hons Optometry (2)	19 Oct 2016* (LTC)	2016/17 (4 years)
BSc Hons and PgDip/MSc Developing Practice in Healthcare (with PgCert exit award) (35)	19 Oct 2016* (LTC)*	2016/17 (4 years)
MSc Business Improvement (with PgDip and PgCert exit awards) – three modules delivered at outcentre the HSC Leadership Centre, Belfast (5)	19 Oct 2016* (LTC)	2016/17 (4 years)
MSc International Business at QAHE, Birmingham and London (3)	19 Oct 2016* (LTC)	2016/17 (4 years)
MSc Marketing at QAHE, London (3) (2015/16 – 2018/19: 2; 2016/17 – 2019/20: 1)	19 Oct 2016* (LTC)	2015/16: 2; 2016/17: 1 (4 years)
Graduate Certificate in Business at QAHE, Birmingham and London (2)	21 February 2017 (ASQEC)	2016/17 (4 years)

BSc Hons Construction Engineering and Management at outcentre South West College (Enniskillen) (2)	21 February 2017 (ASQEC)	2016/17 (4 years)
MSc International Business at QAHE, Birmingham and London (1)	21 February 2017 (ASQEC)	2016/17 (4 years)
MSc Marketing at QAHE, Birmingham and London (6)	21 February 2017 (ASQEC)	2016/17 (4 years)
Advanced Diploma in Management Practice and BSc Hons Management Practice (1)	21 February 2017* (ASQEC)	2016/17 (4 years)
Graduate Certificate in Business at QAHE, Birmingham and London (2)	21 February 2017* (ASQEC)	2016/17 (4 years)
BSc Hons Business Administration at outcentre South West College (Dungannon) (3)	21 February 2017* (ASQEC)	2016/17 (4 years)
BSc Hons Business Studies at outcentre Northern Regional College (Ballymena) (1)	21 February 2017* (ASQEC)	2016/17 (4 years)
BSc Hons Business Studies at QAHE, Birmingham and London (23) (2015/16 – 2018/19: 5; 2016/17 – 2019/20: 18)	21 February 2017* (ASQEC)	2015/16: 5; 2016/17: 18 (4 years)
BSc Hons Computing Systems at QAHE, London (3)	21 February 2017* (ASQEC)	2016/17 (4 years)
PgCert in Professional Development at outcentre Allstate, Belfast (2)	21 February 2017* (ASQEC)	2016/17 (3 years)
PgCert in Sensory Integration (1)	21 February 2017* (ASQEC)	2016/17 (4 years)
MBA at QAHE, London (6)	21 February 2017* (ASQEC)	2016/17 (4 years)
MSc International Business at QAHE, Birmingham and London (2)	21 February 2017* (ASQEC)	2016/17 (4 years)
MSc Pharmacy Management (1)	21 February 2017* (ASQEC)	2016/17 (4 years)
MBA at QAHE, London (1)	10 May 2017 (ASQEC)	2016/17 (4 years)
MSc International Business at QAHE, Birmingham and London (1)	10 May 2017 (ASQEC)	2016/17 (4 years)
BSc Hons Accounting and Management at QAHE, London (1)	10 May 2017* (ASQEC)	2016/17 (4 years)
BSc Hons Business Studies at QAHE, Birmingham and London (2)	10 May 2017* (ASQEC)	2016/17 (4 years)
MBA at QAHE, London (2)	10 May 2017* (ASQEC)	2016/17 (4 years)
MSc International Business at QAHE, Birmingham and London (2)	10 May 2017* (ASQEC)	2016/17 (4 years)
Graduate Certificate in Business, at QAHE, Birmingham and London (1)	20 June 2017 (ASQEC)	2016/17 (4 years)
BSc Hons Business Studies at QAHE, London (1)	20 June 2017 (ASQEC)	2016/17 (4 years)

BSc Hons Management Practice and Advanced Diploma in Management at Irish Times Training, Dublin outcentre (1)	20 June 2017 (ASQEC)	2017/18 (4 years)
BSc Hons/PgDip/MSc Developing Practice in Healthcare (3)	20 June 2017 (ASQEC)	2017/18 (4 years)
MSc International Business at QAHE, Birmingham and London (4)	20 June 2017 (ASQEC)	2016/17 (4 years)
BSc Hons Accounting and Management at QAHE, London (1)	20 June 2017 (ASQEC)*	2016/17 (4 years)
BSc Hons Business Studies at QAHE, Birmingham and London (2)	20 June 2017 (ASQEC)*	2016/17 (4 years)
MBA at QAHE, London (3)	20 June 2017 (ASQEC)*	2016/17 (4 years)
MSc International Business at QAHE, Birmingham and London (3)	20 June 2017 (ASQEC)*	2016/17 (4 years)

Total nominations received in 2016/17: 162