# CODE OF PRACTICE FOR THE DESIGNATION OF RECOGNISED TEACHERS

1. ***Designation***

Recognised Teachers are designated by Council on the recommendation of the Academic Standards and Quality Enhancement Committee, acting under delegated authority from Senate, after consideration of nominations from the Boards of the Faculties.

In recommending Recognised Teachers for designation the Faculty shall have regard to the following:

* 1. Recognised Teacher status may be conferred on University staff who are not Academic staff (and whose contract of employment would not normally require them to be engaged in teaching duties) to participate in the teaching, supervision, assessment and examination of students of the University.
  2. Recognised Teacher status may be conferred on persons employed by other organisations who are to be engaged over a significant period in the teaching, supervision, assessment and examination of students of the University in settings in which members of Academic Staff of the University cannot be accessible to students on a day-to-day basis, for example in the delivery of franchised courses or of modules at outcentres, or in the facilitation of work-based-learning in programmes that do not have a formal placement setting.
  3. Recognised Teacher status shall be accorded only to persons whose qualifications and experience of their discipline and practice are comparable to those of members of Academic Staff of the University.

* 1. Recommendations for the granting of Recognised Teacher status should be submitted by the Faculty Board to the Academic Standards and Quality Enhancement Committee of Senate in the first instance.
  2. Recommendations shall be made in accordance with the approved University procedure and should be accompanied by a CV and a statement of duties and responsibilities, which have been agreed between the nominee’s organisation and the Faculty.
  3. The period for which Recognised Teacher status is granted should be not more than four years in the first instance, and may be extended at intervals of not more than four years thereafter on the recommendation of the Faculty Board.
  4. Subject to the overall responsibility of the Head of School and the Course/Subject Committee, a Recognised Teacher may be designated as the person responsible for the delivery of specified parts of a programme of study and for the internal assessment of candidates’ performance in associated coursework and examinations.
  5. Recognised Teachers shall be members of the relevant Course/Subject Committee and Board of Examiners.
  6. Recognised Teachers shall be expected to participate in University quality assurance processes including those used for the purpose of obtaining feedback on the quality of teaching.
  7. Recognised Teachers shall report as required to the Head of School, Course/Subject Committee, Board of Examiners, Faculty Board, or other body specified by the University.
  8. Recognised Teacher status is not conferred on staff of other institutions where University of Ulster students are enrolled to undertake studies, for example, under exchange/intercalary schemes or the Study USA scheme, nor on supervisors of industrial placement or clinical or social work practice placement.
  9. Recognised Teacher status is not conferred on staff of partner institutions teaching on validated courses listed in the Schedule to the Ordinance on the Recognition of Institutions.

# *Process*

* 1. The process of designation is instigated by the Faculty through the completion of a Recognised Teacher Nomination Form (available from the Academic Office website). The Faculty verifies the qualifications and experience of the nominee before submitting the form. The Faculty identifies the module(s) which the nominee will teach and assess.
  2. The Nomination Form and accompanying curriculum vitae are forwarded to Academic Office for scrutiny and processing.
  3. The Academic Office reviews the proposal to ensure that it conforms to the standards set out in the Code of Practice.
  4. The Academic Office prepares and submits a summary to the Academic Standards and Quality Enhancement Committee.
  5. The Academic Standards and Quality Enhancement Committee, under delegated authority from Senate, considers the nomination and if endorsed makes a recommendation to Council to bestow Recognised Teacher status on the nominee. The Dean of Academic Business Development approves the nomination on behalf of Council.
  6. The People and Culture Department receives the approved nominations, issues letters of designation and adds the names to the University’s database of Recognised Teachers.
  7. For Recognised Teachers who require ‘Affiliate Staff’ status for access to the University’s online and library resources, the relevant procedure should be followed including annual renewal of this status.
  8. If an existing Recognised Teacher is to take on responsibility for other modules, the Faculty should ensure that the Recognised Teacher has relevant expertise and capacity.  An additional nomination is not required.
  9. During the final year of the Recognised Teacher’s term, the Faculty considers whether to extend the designation and, if so, submits a new nomination form.

### *Duties*

* 1. The duties of a Recognised Teacher shall include: teaching, supervision, assessment and examination of University students as determined by the Head of School.
  2. Recognised Teachers shall attend meetings of Course/Subject Committees, Boards of Examiners and of staff student consultative committees as required.
  3. Recognised Teachers are expected to attend induction organised by the Faculty and to avail of appropriate staff development opportunities.
  4. Recognised Teachers shall not normally act as module co-ordinators or advisers of studies, except in respect of franchised courses.

### *Withdrawal*

* 1. The Faculty notifies the Academic Office of withdrawal of the status.
  2. The Academic Office informs the Academic Standards and Quality Enhancement Committee and the People and Culture Department.
  3. The Faculty removes privileges associated with Associate status in accordance with the RAD procedure.

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