**UNIVERSITY OF ULSTER** *Date Received:*

**Nomination of Recognised Teacher**

(Please refer to the University’s Code of Practice on designation of Recognised Teachers)

(This application must be typewritten or word processed)

**1. The Course(s)/Subject**

 Course Title:

 or

 Undergraduate Honours Subject Strand:

 Major Main Minor Single Honours

 Course Code(s):       Mode of attendance:

 Faculty in which course/subject is located:

 Campus or location:

 Course/Subject Director:

 Faculty Partnership Manager (if applicable for outcentre):

 Modules to be taught and assessed by the proposed Recognised Teacher:

 (Indicate in which semester the module(s) will be delivered and give code(s) if known)

 Outline other specific duties:

**2. Proposed Recognised Teacher**

 Name:

 Qualifications:

 Present Post:

 Place of Work (full address to be given):

 Address for correspondence if different:

 Email address:

**3. Proposed Period of Tenure for New Nominations** (The normal period of tenure is 4 years)

 For Academic Years       to

 If this is an **extension** please complete 4 instead.

**4. Proposed Extension to Period of Tenure**

 (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.)

 For Academic Years       to

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| **5. Late Nominations** For nominations proposed after the last meeting of the Academic Standards and Quality Enhancement Committee in the academic year preceding the year of appointment, provide an explanation for the late submission of the proposal.      |

**6. Curriculum Vitae**

 Give details of teaching and other relevant experience. Please complete the checklist below and attach a CV.

6.1 (Recognised Teacher status should 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. In the absence of relevant teaching experience and/or qualifications, identify arrangements to be made to support the nominee.)

 Give details of qualifications and experience relevant to the subject area.

 Give details of relevant teaching experience and/or qualifications, such as qualification for teaching in Higher Education and/or Fellowship of the Higher Education Academy (Advance HE).

6.2 **Verification of Qualifications and Experience**

 Confirm that the nominee’s qualifications and experience have been verified by the Faculty.

6.3 **Concurrent Responsibilities**

 Give details of concurrent teaching and other responsibilities and confirm that the nominee will be able to fulfil his/her responsibilities.

6.4 **Employer Consent**

 Confirm that the nominee’s employer or representative has agreed to his/her participation.

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| **7 Intellectual Property** (Potential intellectual property difficulties, such as might arise from the need for commercial confidentiality, should be resolved in advance.)  Confirm that written consent to confidentiality has been obtained where necessary.      |

**8 Access to University Resources**

 Is Affiliate status required for access to the University library or other resources?

 This should be initiated by the Faculty through the RAD system following approval of the nomination.

**9.** Signed: Date:

 (Course/Subject Director)

 or

 (Faculty Partnership Manager) (if applicable)

 Signed: Date:

 (Associate/Head of School.)

**10. Recommendation by the Faculty Board**

 Signed: Date:

 (Associate/Dean of Faculty)

(This form should be forwarded to the Academic Office, Room J410, Tower Building, Coleraine, following approval by the Faculty Board for consideration of the nomination by the Academic Standards and Quality Enhancement Committee.)

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| **11. Office Use***Date of Academic Standards and Quality Enhancement Committee approval:**Date forwarded to People and Culture:**Date Office of University Secretary notified:*  |

Academic Office

March 2021