

STAFFING STATEMENT

ASSOCIATE COLLEGE RESPONSIBILITY

The Associate College is responsible for the appointment of staff involved in teaching and learning on Lancaster University validated programmes. The College is required to demonstrate the existence of an appropriately qualified and resourced staffing base able to deliver all programmes to the standards set. Staff recruitment and appointment procedures should indicate a means of ensuring new staff have an appropriate level of competence for the teaching role to which they are being appointed. The College is responsible for the induction, support and development of staff. Members of staff new to teaching are expected to meet College requirements for the attainment of a relevant teaching qualification and to engage with College induction and mentoring procedures where appropriate. The variety and extent of staff development offered and facilitated by the College should support the professional development of staff and contribute significantly to the maintenance and development of staff's subject currency and of the currency of the curriculum.

LANCASTER UNIVERSITY RESPONSIBILITY

As the degree-awarding body, Lancaster University requires those staff involved in learning and teaching on Lancaster validated programmes meet its requirements for being appropriately qualified to teach at a specific level. Lancaster University is responsible for the monitoring and ongoing oversight of staff teaching on Lancaster validated programmes in terms of appropriateness of qualifications, subject knowledge and experience and the overall profile of the staff team. Lancaster will make an assessment of the appropriateness of staff to deliver the type of teaching involved on the relevant modules at the point of validation for new programmes and at revalidation for existing programmes. In order to make this assessment, the Lancaster validation/revalidation panels will be provided with staff CVs and programme staffing grids showing staff against specific modules. The staff CVs provided should be academic CVs highlighting areas of scholarship and relevant professional experience.

REPORTING AND MONITORING PROCEDURES

Following approval at validation/revalidation, Lancaster monitors staffing on an annual basis through the staffing report submitted as part of the College Annual Programme Reviews. Programme Consultant and External Examiner comments regarding staffing will also be taken into account alongside the Annual Programme Reviews. The University reserves the right to request alternative teaching staff on Lancaster validated programmes.

In addition, any staff changes are to be communicated in reports to the Academic Standards & Quality team (ASQ). Changes to staff roles in terms of changes to responsibility and remit should be reported along with reports on staff leaving and new staff appointed. The CVs for any new staff appointed should be submitted to ASQ for oversight alongside an updated staff list for that programme. The staff list and CV will then be sent to the relevant Programme Consultant for comment. The Collaborative Provision Teaching Committee will receive a report noting changes throughout the year and these staffing changes will be reflected on as part of the Annual Quality Report submitted to the Committee.

College induction processes for new staff are agreed at the Collaborative Provision Teaching Committee and the College will report any changes to this induction process to the Committee on an annual basis.

CRITERIA AROUND THE APPOINTMENT OF STAFF ON LANCASTER VALIDATED PROGRAMMES *

- Staff should have an understanding of the subject they teach and an understanding of the disciplinary scholarship appropriate to the academic level of the student they are teaching.
- Staff should have appropriate and current practitioner knowledge where relevant.

**LANCASTER UNIVERSITY REGIONAL PARTNER COLLEGES
STAFFING STATEMENT**

SEC/2014/3/0782 (amended 19.12.14)

- Staff should have knowledge and understanding of research and advanced scholarship in a discipline (for Level 6) and/or knowledge and understanding of current scholarly developments in a discipline (for Level 4 and 5).
- Staff would normally be expected to hold qualifications at a higher level than the higher education courses on which they teach. If this is not the case, the College should make clear the means by which staff will work towards the higher qualification and such staff should be appointed as part of a teaching team involving higher qualified staff.
- Recent graduates (within 5 years of graduating) of the College should not be appointed to lead the teaching on the same programme and level from which they were awarded unless supported by experienced teaching staff.
- Once appointed, staff are expected to engage with opportunities to develop and extend their teaching capabilities and to reflect upon their teaching practice.
- Protected staff time to engage in continuing professional development should be identified and factored into workload consideration.
- There is an expectation that the College will ensure through workload planning that staff have a reasonable workload and this will be discussed at the Lancaster University validation/revalidation event.

****Where staff who do not meet all of these criteria are brought in with substantial alternative experience which means they can make a specific, relevant contribution to the programme (e.g. practitioners from a non-academic background, staff contributing to specific modules, guest lecturers, etc), the College should provide a sufficient level of support from experienced teaching staff. ASQ are happy to advise further on this if necessary.***