

# **GUIDELINES ON THE APPROVAL OF PARTNER ORGANISATION TEACHING STAFF DELIVERING UNIVERSITY OF BOLTON PROGRAMMES**

## **1. Criteria**

- 1.1 An appropriate number of staff with relevant subject expertise will be deployed to deliver each programme.
- 1.2 Staff should normally possess a qualification (or equivalent) in a relevant discipline, at least at the level at which they are teaching.
- 1.3 Staff are encouraged to be working towards higher degrees or relevant professional qualifications and to participate in forms of staff development and scholarly activity that support the academic discipline.
- 1.4 During their first year of appointment staff should undergo a process of induction and development that is consistent with their duties and that draws upon the comparable processes in place in the Department concerned.

## **2. Approval at Institutional Appraisal**

- 2.1 As part of the initial institutional appraisal of new partners, evidence will be sought of the general level of qualifications and experience of the teaching staff employed at the partner organisation that may be deployed to deliver the proposed programme.

## **2. Approval at Initial Validation**

- 2.1 In advance of the validation the Head of Department (or nominee), will scrutinise relevant teaching staff CVs as part of the process for planning the development and/or delivery of the programme.
- 2.2 Teaching staff CVs submitted within the academic proposal documentation should be mapped against each module of the programme and should include clear information about the subject specific expertise of staff.

## **3. Changes of Teaching Staff subsequent to Initial Validation**

- 3.1 The CVs of potential new and alternative teaching staff must be submitted to the Head of Department (or nominee), who will arrange for them to be scrutinised by senior subject staff within the Department to permit a recommendation to be made as to the appropriateness of the proposed candidate(s).
- 3.2 These recommendations must be agreed and the CV(s) signed off by the Head of Department (or nominee) prior to staff being deployed to teach on the programme.

- 3.3 A copy of the approved CVs of new and alternative teaching staff will be retained within the Department and will form part of the evidence base during periodic review of the collaborative provision concerned.
- 3.4 Changes in staffing over the course of the previous year will be summarised within the annual programme review reports which are produced jointly by the relevant Department and its partners and scrutinised by the relevant course committee and Departmental Board of Study and, at University level, by the Academic Collaboration Sub-Committee of the Academic Quality and Development Committee.

**Approved by the Academic Quality and Development Committee, 14 June 2006**