

COLLABORATIVE PARTNERSHIPS – RECOGNISED TUTOR STATUS

IMPLICATIONS FOR PARM ACTIVITY – GUIDANCE NOTE

1. Background

The University's Recognised Tutor Status (RTS) for collaborative staff teaching on approved collaborative arrangements has been formally introduced wef September 2011 and will need to be taken into account at any Faculty-based PARM event or University Standing Panel where a collaborative arrangement is to be considered. This includes the periodic review of existing provision as well as the approval of new arrangements.

As previously, the approval/review process for collaborative arrangements requires that collaborative staff teaching on the arrangement must submit CVs for approval. From this point on, however, those staff who are deemed appropriate to teach the University's award will be eligible for Recognised Tutor Status of the University and will be placed on the RTS register maintained by Collaborative Partnership Office. This will confer limited rights of access to University facilities.

RTS is conferred only for the collaborative programme(s) on which a staff member has been approved to teach, and lasts only for the period of approval of that particular programme (ie until the next scheduled review). At the next review collaborative staff must re-apply for RTS through the submission of updated CVs (and associated information outlined below) alongside the standard periodic review documentation.

2. Preparing for the Panel Event

2.1 General Documentation

Where collaborative provision is being considered by a Panel, supporting/generic documentation (provided by the Faculty/Campus Quality Administrator or CASQE Officer) should make clear that the Panel will, in addition to the recommendation on the proposal itself, be asked to make an additional recommendation in respect of Recognised Tutor Status for collaborative staff teaching on the proposal.

2.2 Specific Documentation

Collaborative staff CVs must be provided on the MMU Curriculum Vitae proforma format 2 (Summary Version for PARM events) and submitted to the Panel together with a written statement from the supporting MMU Head of Department (or equivalent) confirming that:

- the CVS have been mapped against the CPO criteria for RTS,
- they have been scrutinised by MMU staff (with the appropriate subject specialist knowledge) and are appropriate for submission for RTS in respect of the proposal under consideration
- the Panel is being requested to make a recommendation to the University on collaborative staff eligibility for RTS.

The CVs and statement should be submitted alongside the general report on staffing at the collaborative partner (already a requirement of the PARM process - see existing notes on CASQE website).

3. **Making the Recommendation for RTS**

When considering the collaborative partner CVs, it is important for the Faculty/Campus Quality Administrator to make the Panel aware that:

- The Panel can only make recommendations for RTS on those CVs submitted for consideration and which have the full written support of the MMU Faculty.
- Whilst the statement from the Faculty will form a central element of the evidence in making a recommendation, where the Panel has concerns it may require partner staff to undertake staff development activities (provided by MMU or its own institution) prior to a recommendation or it may decide to reject a CV.
- CVs omitted in the submission, by error, or those submitted without the supporting statement from the MMU Faculty, will need to be considered outside the PARM Faculty event or Standing Panel process.
- In accordance with previous practice, where missing CVs relate to staff who must be approved and in situ in order for the programme to commence, then submission of CVs must be a condition of approval.

Faculty-based Panels

Faculty-based Panels include external “subject” experts and they are, therefore, in a position to make a judgement on whether the staff are appropriately qualified in terms of academic qualifications and subject expertise/experience.

Standing Panels

Standing Panels do not include external “subject” experts and are, therefore, only able to make a judgement on the level of academic qualifications of collaborative staff. Unless a Standing Panel has confirmation of the appropriateness of the subject expertise of proposed staff, it will not be able to make a recommendation for RTS.

4. **Recording the Recommendation**

The Panel recommendation should be recorded in Section A12 of the Faculty-based PARM report template (PARM10) The information should include the name the staff and the level at which they are recommended to teach (*the report template has been updated to accommodate this*).

5. **Action Required after the Panel Recommendation**

After the Panel has made a recommendation on RTS, the Faculty/Campus Quality Administrator should submit the relevant CVs to the Collaborative Partnership Office together with a copy of the confirmed PARM Faculty-based Panel or Standing Panel report.

CASQE
October 2011