

GUIDANCE FOR CHAIRS OF SELECTION PANELS FOR ACADEMIC POSTS

1. Teaching Qualification Programme Enrolment for New Teachers

It is the policy of Academic Council that teaching staff with no formal teaching qualification and with less than three years relevant successful teaching experience should register for the Postgraduate Certificate in Higher Education.

Arrangements have been put in place to include enrolment and satisfactory progress on the Postgraduate Certificate in Higher Education as a condition of probation for new teaching staff. The implementation of the policy will be monitored by the People Directorate on a case by case basis seeking updates on progress and other relevant details from Pro Vice-Chancellors and the Faculty of Education and Health as necessary.

Chairs of selection panels are therefore requested to:

- consider the teaching qualifications and experience of applicants
- if necessary, explore teaching experience at interview
- judge whether the criteria set by Academic Council are met
- complete the details concerning teaching qualifications and experience and indicate on the green cover sheet whether enrolment on the Postgraduate Certificate in Higher Education is recommended
- provide details of exceptional circumstances which will prevent or delay registration to the Postgraduate Certificate in Higher Education

2. Early Career Researchers

The University has signed the 'Concordat to Support the Career Development of Researchers' which is aimed specifically at early career researchers. To ensure that we are able to properly direct the initiatives available under the Concordat to the relevant staff we need to be able to identify new staff who fit into the definition of 'early career researcher'.

Chairs of selection panels are therefore asked to consider whether the preferred candidate falls within the definition and to indicate this on the green cover sheet:

- Employed on a fixed term research contract for more than six months and up to five years to undertake research (as opposed to technical support) activities on an AC1 or AC2 grade.
- Employed as a postdoctoral researcher funded via a research contract (e.g. Research Councils, or as part internally funded project).
- Employed in a first lecturing post within five years of having gained a doctorate and with demonstrable research potential as defined by at least one short-listing criterion for the post (may be on an AC2 or AC3 grade).