

## **HEA Recognition**

Securing 100% HEA recognition by eligible academic staff is a strategic priority for the University. HEA membership provides an external validation of the quality of teaching staff and provides an important measure of quality in what is an increasingly competitive market. The University believes that in seeking to secure and demonstrate quality in teaching and learning, requiring HEA recognition of all eligible academic staff is reasonable. Therefore:

1. All staff who are employed on an academic staff contract (academic staff) and engaged in undergraduate and/or postgraduate taught provision must achieve recognition as a Fellow of the Higher Education Academy. All senior academic leaders (VC, DVC, PVCs, Deans and Heads of Department) will secure recognition regardless of levels of taught provision undertaken.
2. New staff appointed to the University who are eligible (see point 1) are expected to secure recognition through qualification route either PGCHE, a NMC recordable teaching qualification or by direct application to the HEA. Staff who are seeking to secure recognition by direct application to the HEA are expected to do so within their first 12 months of employment. A failure to progress their application during this time will result in the probation being failed or the probationary period extended depending on the circumstances of the individual case. Staff who are seeking to secure HEA recognition by qualification route should secure recognition upon successful completion of the course. A failure to make satisfactory progress on the course will result in the probation being failed or the probationary period extended depending on the circumstances of the individual case. Where the course lasts for longer than 12 months, or where successful completion of the course is not determined until after the probationary period, the decision whether the probationary period is passed will be based on an assessment of performance across the twelve months of employment, including a review of progression on the course. Probation periods may be confirmed as "passed" subject to later confirmation of HEA recognition once the course has been completed. (A failure to secure a NMC recordable teaching qualification would mean that individuals are unable to meet the NMC requirements and would no longer be allowed to continue their employment in this capacity).
3. The above timescale will be adjusted if individuals take a period of maternity/adoption leave during the first 12 months of employment. Where the full contractual allowance is taken recognition must be secured within 12 months of return. Shorter periods of leave or shared maternity/adoption leave will result in extension reflecting the period of absence taken.
4. Failure to secure recognition within 12 months of employment due to sickness absence will be considered as part of the assessment of the probationary period.
5. The University will pay the necessary fee to support an individual's application. If the application is rejected or incorrectly submitted and recognition is not secured the staff member will be expected to resubmit at their own expense. It is therefore important that staff seek support and advice regarding their application from their Dean, Head of Department and from the Teaching and Learning Institute (TALI).
6. Staff employed on research contracts (research staff) are not required to secure recognition. However, such recognition is encouraged as it may be helpful to the career development of research staff, particularly to those research staff who wish to move to academic staff contracts. Funding is available for research staff (see point 5 above).
7. Part time hourly paid (PHTP) staff are not required to secure recognition. However, such staff are encouraged to pursue recognition as part of their individual personal and professional development. Funding is not available but PHTP staff may access support from the TALI.
8. Staff employed on a fixed term contract of less than 12 months are not required to secure recognition. Again staff are encouraged to apply to support their individual personal and professional development and enhance career options. Funding is not available but staff may access support from the TALI.

9. Staff employed on a fixed term contract of longer than 12 months or where staff are employed for more than 12 months due to a renewal or extension of a contract are classed as eligible academic staff. In such cases academic staff employed on a contract where the original term is more than 12 months are expected to secure recognition within the first 12 months of employment. Where contracts are renewed or extended which extends the contractual term beyond 12 months, staff are expected to secure recognition within 12 months of receiving confirmation that the contract is to be renewed or extended. Funding is available for these staff (see point 5 above).
10. Staff appointed who formally confirm their intention to retire within 12 months of appointment are not required to apply.
11. Support staff who are engaged in learning support, student support and/or training activity may be eligible to apply for recognition, either Associate Fellow or Fellow. Whilst this is not a contractual requirement such staff are encourage to apply and are eligible for funding (see point 5 above) and support from TALI.