

CAREER PROGRESSION AND PROMOTION FOR TEACHING FELLOWS (other related faculty)

Introduction

This document seeks to illustrate the principles, and some of the processes involved in a framework for career progression and promotion for Teaching Fellows. It does not seek to be completely exhaustive, for example, further guidance is available for staff seeking promotion under this framework.

Definition

Teaching Fellows are engaged to undertake a range of teaching, teaching-related and administrative duties, but are not required to undertake research. Teaching Fellows may be particularly used in the following areas:

- (i) In disciplines where it is important that students are taught by professional practitioners and where it is desirable to employ faculty whose experience and training may not have followed traditional academic research and teaching career paths (e.g. Accountancy; Media, Theatre).
- (ii) Where disciplines seek to widen traditional class-room based roles of university teaching by employing academic staff whose pedagogic role and experience extends to areas such as widening participation, employment placements and whose sought expertise does not necessarily involve research publication in specialist discipline areas.
- (iii) For language teaching.
- (iv) To cover the teaching, teaching-related and administrative duties of teaching faculty staff for a limited period, for example, during a member of staff's absence on study leave. Normally such appointments would be on a fixed-term basis.

Appointment and career progression

Appointment and career progression for Teaching Fellows is as follows:

- Teaching Fellow (grade 7);
- Teaching Fellow (grade 8);
- Senior Teaching Fellow (grade 9);
- Professorial Teaching Fellow (grade 10).

The criteria for promotion to Teaching Fellow (grade 8), Senior Teaching Fellow, and Professorial Teaching Fellow are given at Appendix 1.

The promotion procedure will follow that for academic staff which is detailed in document FD(d): Career Progress and can be found at:

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=d-careerprogress.pdf&site=302>

The annual timetable for academic promotions will apply to Teaching Fellows, and is published on the HR website at:

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=timetable-for-academic-promotions.pdf&site=302>

The career progression routes for Teaching Fellows (other related faculty) and teaching faculty (i.e. teaching and research) staff are distinct and separate with no entitlement to move between the two routes in either direction. Movement between the two routes can only occur in response to a member of staff being appointed to a vacant post through the normal recruitment process.

Contractual Obligations

Teaching Fellows are appointed on other related faculty terms and conditions of employment. The basic terms and conditions can be found at:

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=fac-term-cond.pdf&site=302>

Teaching Fellows are normally appointed on the bottom scale point for the grade, subject to experience. For example, a grade 7 Teaching Fellow would normally be appointed on point 1 of grade 7.

Teaching Fellows will be appointed on indefinite contracts unless there is objective justification for appointing an individual on a fixed-term basis, for example, to cover for the absence of a member of staff.

The probationary period for other related faculty staff is two years. The notice period is three months on either side, but where the three months' notice would otherwise expire during a term, the notice period will be extended to expire at the end of that term.

Teaching Fellows will be required to carry out the duties outlined in their job description. Generic job descriptions for Teaching Fellows can be found at:

<http://www.sussex.ac.uk/humanresources/personnel/recruitmentandselection/genericjobdescriptions>

The exact range of duties and responsibilities will vary depending on the specific post. Teaching Fellows will generally have their duties allocated using a ratio of 80 (teaching/teaching-related):20(administrative/other duties). This contrasts with a general ratio of 40 (teaching/teaching-related):40 (research):20 (administration/other duties) for teaching faculty (i.e. teaching and research) staff.

Teaching Fellows are not expected to undertake research as part of their employment. They are not entitled to research support or study leave except when it is deemed that such leave furthers the School/University's teaching and learning strategy.

Teaching Fellows who do not hold a teaching qualification will be expected to undertake and successfully complete, to the University's satisfaction, a course approved by the University leading to Higher Education Academy membership. It is expected that such a course will be completed, to the required standard, within two years of commencement of employment. Staff who are required to attend such a course are allocated half a day per week for this activity for the duration of the course in their workload allocation.