9  STAFF AT PARTNER INSTITUTIONS

9.1 Staff changes

When teaching staff changes occur, it is important that the ADQE (Partnership) Office is notified of these changes and that CVs of new members of HE staff are provided using the form Appendix 8: ‘List of Teaching Staff’. This is in order that the University can assure itself that new staff are sufficiently qualified to deliver programmes as validated.

Appendix 8: List of Teaching Staff Form must be completed by Friday 02 September 2016, outlining whether teaching staff are full-time, part-time, sessional staff and what percentages of the week is dedicated to the course. CVs of new members of teaching staff should be attached to the form.

9.2 Recruitment and qualifications

It is the responsibility of the partner institution to recruit, appoint, induct and develop staff to assure the standard of delivery of courses. Teaching staff on validated and franchised courses at partner institutions will normally be qualified to a level at least one above the level at which they are teaching, or have attained recognition from a professional body at an appropriate level.

9.3 Staff development opportunities

The Postgraduate Certificate in Learning and Teaching in Higher Education (PGCertHE) is a professional qualification offered free of charge for faculty at the University of Sussex and at partner institutions. Details can be found here: http://www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/pgcerthe

For administrative queries relating to the PGCertHE, please contact the ADQE Office (PGCertHEadmin@sussex.ac.uk).

The Staff Development Unit at the University of Sussex also provides regular development events open to all faculty and staff. The annual list of courses on offer is available via http://www.sussex.ac.uk/staffdevelopment

There is occasionally a small charge for these courses which you can either book through the ADQE (Partnership) Office or directly with the Staff Development Unit.