Approved Teachers, Approved Tutors, Approved Markers and Approved Demonstrators Scheme

Definition of Approved Teachers

- Approved Teacher status is required of anyone engaged in five or more contact hours per course. This does not apply to f-t/p-t staff appointed in terms of Ordinance 16, i.e. it does not apply to anyone with a University contract of employment.

- Level of duties determines whether a person is eligible for Approved Teacher status, details of which are outlined in Ordinance P6.

- Approved Teacher status is given by the Dean of the University on the recommendation of the Head of School. The Head of School may delegate to the Director of Learning and Teaching/Director of Academic Quality the process of recommending candidates for Approved Teacher status.

- Approved Teacher status can be given up to a maximum of either three or five years. All approvals expire on 31 July of the respective year.

- It is expected that recommended training will be completed no later than six months following the take up of the appointment. Training must be completed in advance of a re-application.

- It should be noted that all new Approved Teachers will normally require a certain degree of training before commencing with their duties, unless they have evidenced extensive previous teaching experience within their application.

- It is the responsibility of the Academic Registry to notify the Centre for Academic Leadership and Development (CALD) of candidates who, on the advice of the School, require training in order to effectively perform their duties.

- It is the responsibility of CALD to ensure that Academic Registry is notified of completed training.

- If teaching is to continue beyond the expiry period a re-application must be made following the same procedure.

- Please follow the relevant links to obtain copies of the Approved Teacher application procedures and application proforma.

Jenny Walker, Quality and External Partnerships Officer