# Summary of University Requirements for Teaching-Related Posts

## **Requirement**

As part of our commitment to maintaining the highest academic standards in teaching and learning, the University expects all newly appointed or promoted teaching-related staff to gain a qualification or recognition by a professional body as accepted by HESA, if not already achieved. The following table outlines the University’s requirement in terms of how individuals should gain this status and includes reference to the:

* Postgraduate Certificate in Higher Education (PGCHE) course
* Associate Teachers’ Programme (ATP)
* Nottingham Recognition Scheme

**Please note:**

* **Staff following the Research and Teaching or Teaching and Curriculum Leadership career pathway who are successful in being promoted will be promoted to Extended Lecturer Level 5 (minimum point 36 for those with 30 or more credits of PGCHE or equivalent). Staff promoted through the Research career pathway will be promoted to Level 5.**
* Currently, the ATP does not run on the international campuses so level 4 equivalent teaching staff there will be required to complete one module (15 credits) of PGCHE.
* Recognition by a professional body as accepted by HESA can be achieved either through the Nottingham Recognition Scheme (those experienced in teaching) or the PGCHE (those with limited teaching experience).

**Candidates will not be eligible for promotion to the next level until their specific requirement has been completed.**

## **Summary of teaching requirements based on date of appointment**

**The table below is only a summary of the teaching requirements based on the date of appointment for staff members. For further information, including individual exceptions, please refer to the full University Requirements for Teaching-Related Posts guidance documents found in section 3.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Post** | **Length of contract** | **Appointed from 1 Jan 2011** | | **Appointed from 1 Jan 2017** | | **Appointed from 1 Jan 2019** | |
| **Requirement** | **Time Allowed** | **Requirement** | **Time Allowed** | **Requirement** | **Time Allowed** |
| Associate Professor/ Professor  (R&T Level 6&7, except researchers) | Fixed > 1 year or permanent | N/A | N/A | Gain a qualification or recognition by a professional body as accepted by [HESA](https://www.hesa.ac.uk/collection/c15025/a/actchqual/) | 2 years | Gain a qualification or recognition by a professional body as accepted by [HESA](https://www.hesa.ac.uk/collection/c15025/a/actchqual/) | 2 years |
| Assistant Professor  (R&T Level 5, except researchers) | Fixed > 1 year or permanent | 30 credits of PGCHE | 3 years (from start of course) | 30 credits of PGCHE | 2 years (from start of course) | 40 credits of PGCHE | 2 years (from start of course) |
| Clinical Lecturers (R&T Level 5) | Fixed > 3 years or permanent | 15 credits of PGCHE | 3 years (from start of course) | 15 credits of PGCHE | 2 years (from start of course) | 20 credits of PGCHE | 2 years (from start of course) |
| University Teacher, Teaching Fellow etc.  (R&T Level 4 Teaching) | Fixed > 1 year or permanent | ATP | 1 year (from start of course) | 15 credits of PGCHE | 1 year (from start of course) | 20 credits of PGCHE | 1 year (from start of course) |

## **Links to full University Requirements for Teaching-Related Posts guidance documents**

Please click on the links below to access the full University Requirements for Teaching-Related Posts:

* [University Requirements for Teaching-Related Posts: 2011](http://nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/promotion/documents/2021-2022/teaching-course-requirements-policy-1st-jan-2011.pdf)
* [University Requirements for Teaching-Related Posts: 2017](https://www.nottingham.ac.uk/hr/documents/university-requirement-for-teaching-related-posts-january-2017.pdf)
* [University Requirements for Teaching-Related Posts: 2019](https://www.nottingham.ac.uk/hr/documents/university-requirement-for-teaching-related-posts.pdf)

## **Further information**

Further details are available at:

* [Postgraduate Certificate in Higher Education](https://www.nottingham.ac.uk/education/study/pgche/index.aspx)
* [Nottingham Recognition Scheme](https://www.nottingham.ac.uk/professionaldevelopment/learningandteaching/nrs-2019/index.aspx)