

Guidance on the use of Associate Lecturers in Learning Teaching and Assessment

1 INTRODUCTION

Associate Lecturers (ALs) are engaged across the University to support the delivery of the University's programmes. The utilisation of associate lecturers varies between schools and individual programmes but irrespective their contribution remains critical to the quality of the University's academic provision, and the overall student experience. It is recognised that this vital contribution should be reflected in the way in which associate lecturers are engaged, supported, informed and developed and this guidance aims to provide some direction to schools in relation to this.

A separate procedure – Associate Lecturer Procedure - should be referred to for more detail regarding recruitment and payment of ALs.

2 GUIDANCE

Induction

On appointment ALs should be provided with an ITDS account, which will allow access to University email and other relevant systems.

The AL should be directed to the staff induction site, <https://connect.uws.ac.uk/training/SitePages/staffinduction.aspx>, which they can access using their login details. This site will provide the AL with a general welcome to the University and direct them to the essential induction training. Line managers should support the AL to complete the induction essentials. The school will normally also provide a school/subject specific induction, taking account of the ALs specific responsibilities, this may include a school guide/handbook for ALs.

In addition to the general staff induction, UWS Academy have also developed an academic site on Moodle specifically for ALs <https://moodle.uws.ac.uk/course/view.php?id=2442>. The site offers information and support about aspects of teaching and/or the support of learning at UWS. Resources to support academic development are provided – including information for those new to teaching and those seeking to enhance and develop their existing practice.

Buddy

It is recommended that, in addition to the ALs line manager, an appropriate buddy from within the school should also be appointed. It is intended that they would act as a point of contact for general questions and support, helping the AL to settle into the school.

Development and Training

There is no formal obligation for ALs to undertake further developmental activities and/or training in addition to what is offered at induction. ALs who wish to participate in such activities are encouraged to do so but payment for these activities would be at the discretion of the school. Any development funding available within schools or centrally should be open to applications from ALs.

Quality Assurance

Schools are encouraged to involve ALs in relevant school meetings and quality assurance related activities, such as annual monitoring. This will facilitate the sharing of information and help to ensure consistency of provision.

It is recognised that the involvement of ALs in induction, development activities, school meetings and annual monitoring activities etc. will be commensurate with their level of input. Schools should guide ALs as to level of input expected in relation to their specific role. ALs should be paid for their time in relation to essential induction, training and attendance at meetings.

Schools may wish to recognise the contribution of a guest lecturer where appointment as an AL is not suitable or appropriate. In such instances the school could make an application for Visiting or Honorary Academic status, as an alternative to recognising the lecturer's contribution. Please note these are non-remunerated positions. For further information please contact People and Organisational Development.