



Appointing Recognised Supervisors and Recognised Teachers Policy

Documentation Management

Document Record

Maintained by:	Quality Assurance
Owned by:	University Education Committee
Approval Date:	September 2015
Location of Master Document:	https://intra.brunel.ac.uk/s/QSO/Team/Staff Policies/Recognised Teachers and Supervisors

Version Control

Document Version	Amendments	Amended By	Date	Approved By
V2	Additional guidance.	Head of Quality Assurance	January 2023	University Education Committee

Appointing Recognised Supervisors / Recognised Teachers Policy

1 Introduction

- 1.1 In order to fully support postgraduate researchers; enhance the quality of learning opportunities provided to taught students; or deliver a programme in partnership, Colleges may seek the appointment of individuals, who are not employed by the University, as Recognised Supervisors or Recognised Teachers. This Policy defines the appointment process for each.
- 1.2 This Policy does not apply to honorary or visiting academic appointments, which are governed by [Senate Regulation 9](#), or the appointment of hourly paid lecturers.

2 Recognised Supervisors

- 2.1 A Recognised Supervisor is an individual who is not employed by the University, but who formally contributes to the supervision of postgraduate researchers.
- 2.2 Recognised Supervisors are appointed per postgraduate researcher.
- 2.3 A Recognised Supervisor is normally appointed for the duration of a postgraduate researcher's registration.
- 2.4 Recognised supervisors are approved by the Pro Vice Chancellor Education (or designate).

Criteria for Appointment

- 2.5 A Recognised Supervisor is approved by the Pro Vice Chancellor Education (or designate) following consideration of:
 - The individual's CV, highlighting in particular subject expertise, experience of research student supervision and (where applicable) successful completions
 - A clear justification and statement of suitability from the proposing College
 - Arrangements for induction and ongoing support provided by the College to ensure the individual is familiar with the University's regulations and processes, including the Code of Practice for Research Degrees

Process for Appointment

- 2.6 Requests for the appointment of a Recognised Supervisor must be made using the "Recognised Supervisor – Nomination Form" available [here](#).
- 2.7 The associated academic Department is responsible for requesting approval by their College's Deputy Dean Academic Affairs.
- 2.8 Following approval by a Deputy Dean Academic Affairs, the nomination must be submitted, no later than 1 month before supervision by the individual is

scheduled to commence, to Quality Assurance via quality-officers@brunel.ac.uk, who will then seek approval from the Pro Vice Chancellor Education.

- 2.9 Recognised Supervisors must not undertake any work until confirmation of approval by the Pro Vice Chancellor Education, via Quality Assurance, has been confirmed.

3 Recognised Teachers

3.1 A Recognised Teacher is an individual who is not employed by the University, but who formally contributes to teaching and/or assessment of taught programmes. This includes teaching or supervision for undergraduate final major projects (or equivalent) and postgraduate taught dissertations.

3.2 A Recognised Teacher is appointed on a time-limited contract, and this will be listed in the nomination form.

3.3 Where an extension to a Recognised Teacher's term of service is required, Colleges are required to update and resubmit the nomination for approval with updated details.

Criteria for Appointment

- 3.4 A Recognised Teacher is approved by Pro Vice Chancellor Education (or designate) following consideration of:
- The individual's CV, highlighting in particular experience of teaching and assessment at the proposed level
 - A clear justification and statement of suitability from the proposing College
 - Arrangements for induction and on-going support provided by the College to ensure the individual is familiar with the University's regulations and processes

Process for Appointment

3.5 Requests for the appointment of a Recognised Teacher must be made using the "Recognised Teacher – Nomination Form" available [here](#).

3.6 The associated academic Department is responsible for requesting approval by their College's Deputy Dean Academic Affairs.

3.7 Following approval by a Deputy Dean Academic Affairs, the nomination must be submitted, no later than 1 month before teaching by the individual is scheduled to commence, to Quality Assurance via quality-officers@brunel.ac.uk, who will then seek approval from the Pro Vice Chancellor Education.

3.8 Recognised Teachers must not undertake any work until confirmation of approval by the Pro Vice Chancellor Education, via Quality Assurance, has been confirmed.

Records

- 3.9 Quality Assurance will maintain a record of all approved Recognised Supervisors and Teachers, including nomination forms.

Monitoring

- 3.10 On a bi-annual basis, Quality Assurance will report to Colleges all current Recognised Teacher appointments, those soon to reach the end of their term, and those that reached the end of their term since the last report.
- 3.11 A Recognised Supervisor's approval to supervise expires with the completion of the associated postgraduate researcher. Further supervision of other postgraduate researchers will require another nomination being submitted.
- 3.12 Where a Recognised Teacher's term of service comes to an end, no further teaching is permitted unless an extension has been agreed (see paragraph 3.3).

4 Academic Partnerships

- 4.1 Individuals not employed by the University who are to supervise postgraduate researchers or contribute to taught programmes as part of an academic partnership, will be approved through this Policy, unless stated otherwise in the associated contract.
- 4.2 Academic departments responsible for delivering programmes through an academic partnership are required, prior to the commencement of each academic year, to confirm with the partner all non-Brunel staff scheduled to teach on the programme during that academic year. Upon notification of additional/new non-Brunel staff scheduled to teach on the programme, the academic department will ensure that new nominations for Recognised Teachers are approved prior to the commencement of teaching.