*York St John University*

**PROCEDURE FOR THE APPROVAL OF ASSOCIATE TUTORS**

Responsibility for the appointment/re-appointment of Associate Tutors lies with Schools with Heads of School taking ultimate responsibility.

In delegating responsibility for the appointment of Associate Tutors to School, the University expects that the role of the Associate Tutor is clearly defined to ensure the School has a clear understanding of the role to which they are appointing.

School Quality Panels (SQP) will approve the list of Associate Tutors on an annual basis, receiving the CVs for any new appointments.

**Process:**

The Subject Leader will:

* submit proposals for new appointments to SQP using the attached appointment proforma supported by the appointees CV and indicating whether the proposed Associate Tutor will be responsible for the delivery of a specific module, or element of the programme;
* SQPs will approve the Associate Tutors on the basis of their academic suitability to deliver York St John awards;
* SQPs will report the appointment/re-appointment of Associate Tutors to Registry: Quality on an annual basis;
* Subject Leaders will ensure that newly appointed Associate Tutors receive inductions to their roles as appropriate.

Criteria applied in considering the appropriateness of partner staff would include:

* normally staff with an academic qualification at least one level above the level at which they would deliver;
* staff as qualified practitioners where the programme to be delivered carries accreditation for professional practice;
* the relationship of the qualifications of staff to the programme to be delivered;
* the range, nature and depth of experience of the staff in relation to the programme to be delivered.

**Associate Tutor Application Form**

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| --- | --- |
| Name  [including title] |  |
| Address |  |
| Telephone[s] | Work  Home |
| email |  |

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| --- | --- |
| YSJ Programme  *Please include information on any responsibility for the delivery of a specific module, or element of the programme* |  |

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| Academic Qualification[s]  *Please include awarding institution, name of award, date of award* | Undergraduate  subject specific |  |
| Undergraduate Other |
| PG Subject Specific |
| PG Other |
| PhD |
| Teaching Qualification / Experience  *Please include awarding institution, name of award, date of award where appropriate* | BEd. / BA QTS |  |
| PGCE |
| Experience |
| Other Relevant  Experience e.g. practitioner | Current |  |
| Previous |
| Any Other information |  | |
| Nominated by Centre |  | |

|  |  |  |
| --- | --- | --- |
| Recommendation by SD |  | Date |
| Approval by SQP Chair |  | Date |