

## Academic Staffing Scheme 2013/14

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**To:** Heads of higher education institutions in Wales, heads of further education institutions in Wales that provide higher education directly funded by the Funding Council, Coleg Cymraeg Cenedlaethol Consultative Group, institutional Welsh Medium Provision coordinators  
**Response by:** Applications to be submitted by 3 December 2012  
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This circular invites applications for academic posts to be funded by the Coleg Cymraeg Cenedlaethol staffing scheme. The closing date for applications is 3 December 2012.

**This document is available on the Coleg Cymraeg Cenedlaethol website**

# **Academic Staffing Scheme 2013/14**

## **Introduction**

1. This circular invites applications for academic posts to be funded by the Coleg Cymraeg Cenedlaethol [the Coleg]. The deadline for applications will be 3 December 2012.
2. At least twenty posts will be funded in 2013/14 but a greater number could be funded if the budget allows. Institutions making successful applications for posts funded by the Coleg will be responsible for all employment arrangements.

## **Core Principles**

3. The aim of the national Academic Staffing Scheme is to foster lecturers of the highest quality who are known for innovation and excellence in teaching and research. The scheme allows institutions providing higher education to contribute towards developing, maintaining and achieving the Coleg's national academic objectives in a strategic and sustainable way.
4. It should be ensured that every member of staff employed through an Academic Staffing Scheme grant operates on the same terms as their departmental colleagues. In all cases, members of academic staff employed as a result of a grant through this scheme should have the same opportunity to develop their academic career, to ensure that they can become an integral part of the institution's staffing pattern in the long term..
5. Ensuring this 'equal opportunity' is key not only for the personal development of staff concerned, but also for ensuring that Welsh medium activities are awarded the same status within a department / school / institution as English medium activities.

## Employment

6. In the case of posts to be funded from 2013/14, there are will be three possible models for employment:
  - Posts funded at 100%. These post-holders would not teach through the medium of English at all.
  - Posts funded at 75%. These post-holders will spend at least 75% of their teaching hours teaching only through the medium of Welsh. The funding terms will allow some English medium teaching if all other requirements are met.
  - Posts funded at 50%. These post-holders will spend at least 50% of their teaching hours teaching only through the medium of Welsh. Applications using this model will be considered in exceptional cases only and there should be a discussion with Coleg officers before such an application is submitted.
7. The staff member's starting salary should follow the institution's usual arrangements, with the salary being set at least point 30. The institution should follow the same pattern of offering a salary and setting a suitable point on the scale as it would for any other member of staff not funded through the Coleg.
8. For each post, the interviewing panel, including the Coleg representative (see below) will need to agree the salary scale and the starting point on the scale. The offer should reflect the need for equal opportunity as noted above but should also take heed of the fact that the majority of these posts are intended as posts for academics at the start of their career. In scientific subjects it is recognised that the posts may be at post-doctoral level in the first instance.
9. In cases where there is a strong case in favour of more flexible employment arrangements, the Coleg will consider part-time appointments, job-shares or secondments – on condition that they correspond to full-time equivalent appointments in line with one of the funding models outlined above. Before

advertising a post along these lines, institutions are expected to discuss the matter with the Coleg and be able to justify the alternative arrangement. In each case, the institution must be able to show how it will guarantee the continuation and progression of the provision and teaching developed during the award's lifetime (especially in the case of secondments).

### **Probation Period / Promotions / Change of Salary Scale**

10. All appointments will be subject to successful completion of a probationary period. This probationary period will reflect the usual arrangements of the employer institution. Where it is usual practice in the institution to reflect the successful completion of probation by means of a salary point, it is expected that the same will also apply to posts funded by the Coleg. Any such arrangements will need to be clarified in writing when appointing to the post.
11. In some institutions it is usual to offer the post of tutor (on a lecturer scale) to qualified applicants who show clear potential but who do not necessarily have a strong research publication record, or who have possibly not yet completed their PhD. This type of appointment is considered appropriate – as long as clear conditions have been set in writing when appointing, that explain clearly the steps that the member of staff needs to take to ensure promotion from tutor to a lectureship. In the same way, within scientific fields, the Coleg would be prepared to consider applications for post-doctoral posts that could eventually lead to being promoted to a lecturing post.
12. If an institution wishes to promote an individual from the post of tutor to a lectureship, it will have to follow any appropriate internal processes, including, if appropriate, increasing the salary point or salary scale.
13. Each member of staff employed through an Academic Staffing Scheme grant will be expected to possess a Postgraduate Certificate of Teaching in Higher Education, or corresponding qualification. If members of staff do not

have such qualifications, they will be required to complete the certificate, or corresponding qualification, within three years.

### **Mentoring / Staff Support**

14. As with any other members of staff, the institution will be expected to provide appropriate support for the staff member in accordance with usual institutional arrangements. This could include allocating a mentor, establishing a colleague support system, or establishing any other appropriate arrangements. The Coleg will also provide a Staff Training and Development Programme in order to support the continuing professional development of the scheme's post-holders.
15. A member of the Coleg's Senior Management Team will act as the main contact point with respect to all posts funded through the Academic Staffing Scheme. That Senior Manager will be responsible for overseeing the monitoring process for that post on behalf of the Coleg and for providing support and advice to the staff member and / or to the academic department, as appropriate.
16. In each case the institution, the Coleg and staff member are expected to agree a professional development programme so that the staff member can be in a strong position to follow an academic career in the long term.

### **Teaching Duties**

17. For each post, a formal funding agreement between the Coleg and the institution will be prepared, and this agreement will indicate the member of staff's proposed teaching load. The teaching load will need to reflect the usual pattern of the department / school as regards lecturers' teaching duties – i.e. if it is usual for a member of staff to teach 10 hours a week on up to three

courses, the conditions of the staff member funded by the Coleg should reflect that pattern.

18. In preparing an agreement in relation to the work programme and proposed teaching load of the staff member, it should be noted that the staff member could be called upon to contribute to national collaborative provision and / or to develop new Welsh medium modules / resources.
19. No circumstances can be foreseen where the teaching load of staff members funded through the Coleg would be significantly higher than their colleagues in the department / school.

## **Research**

20. Research is an integral part of academic staff responsibilities in a great many university departments in Wales. There are differences between universities and indeed within universities regarding the emphasis placed on research suitable for the REF, but all universities are committed to scholarship and the importance of that scholarship in enriching the student's educational experience. This could be in the form of research that enriches learning as well as research for the REF assessment.
21. It is anticipated that the main duty of staff members in posts funded by the Coleg will be to teach students. To do this effectively, they could be expected to contribute to the intellectual life of Welsh universities through their research. This will be an important step forward in ensuring the sustainability of the scheme and the career development of funded staff.
22. The research expectations of specific lectureships will be agreed individually in each case, but institutions will be required to reflect appropriately the pattern of research expectations upon other lecturers in the same department that are not funded through the Coleg, e.g. if every member of staff in the

department / school is expected to be research active for the REF then the same expectation will be upon the Welsh medium staff member.

23. In each case, the research expectations will be reflected appropriately in the staff member's teaching load.

### **Other Relevant Work**

24. It is usual for lecturers to undertake other responsibilities as part of their post, e.g. supervision of doctoral students, provision of support for undergraduate students as personal tutors, specific responsibilities within the department / school, e.g. Examinations Officer. In each case, relevant responsibilities will need to be agreed in advance, and in each case the main language medium of the responsibility should be noted. It is suggested for instance that if a department / school has a system of academic personal tutors, then the staff member funded fully by the Coleg should deal with Welsh speaking students.
25. Often members of academic staff undertake marketing activities – this can be by contributing to an open day, interviewing prospective students or visiting schools. If the member of staff funded by the Coleg engages in such activities, this should be targeted at Welsh speaking students. Members of staff funded fully by the Coleg will not be expected to contribute to English language marketing / engagement activities.

### **Practical arrangements**

26. At least twenty dedicated Welsh medium academic posts will be available in the sector to start in academic year 2013/14. This circular invites applications for these posts.
27. The Directors reserve the right to identify other lectureships that the Coleg would wish to support, based on a strategic need to develop a particular field /

fields. The Coleg would then invite institutions to accommodate those lectureships.

28. All funded posts should be filled by 31 May 2013 and the start date should be before or on 1 September 2013. Ideally appointments should start as soon as practically possible in order to fulfill a full teaching programme for the 2013/14 academic year.
29. Each post funded by the Coleg will be considered a dedicated Welsh medium post..
30. Initially, the posts will usually be for five years subject to a funding agreement, including targets that are reviewed annually. The Coleg reserves the right to fund a post for a shorter period initially.
31. At present it is not possible to confirm the funding for a period longer than five years but full consideration will be given to this in relation to at least some of the posts that are funded through the Academic Staffing Scheme if the funding is available. In the meantime, Institutions are encouraged to consider ways of funding the posts themselves after that period. If that were to prove impossible, any contractual responsibilities would be the responsibility of the institution employing the staff member if the Coleg, for whatever reason, terminated the grant after five years, or sooner.

## **Funding**

32. The Coleg will pay a sum equivalent to the full employment costs of the post, namely the salary, pension contribution and national insurance contribution. The Coleg will not pay for overheads such as office space, etc.
33. The employment will be on an appropriate point on the salary scale, usually the starting point for academic posts, in accordance with what is stated above.

In the case of posts arising from scholarships the appointment, in each case, will be on the starting point for academic posts.

## **Applications**

34. Applications are invited from all institutions providing higher education in Wales. Each institution may submit up to nine applications.
35. For 2013/14 institutions are expected to demonstrate, in each case, how the application is (i) consistent with the Academic Plan published by the Coleg in September 2012, and (ii) consistent with the relevant subject Development Plans. Applications are invited in subjects where there is a measurable potential to significantly develop the provision and the number of students studying through the medium of Welsh, but priority will be given to those positions clearly identified in a subject Development Plan.
36. Institutions should ensure that official statistical information (from HESA records) is submitted with every application. The information should include, at least, the numbers of fluent Welsh speaking students in the proposed subject, the JACS Code of the proposed subject/s and the numbers currently studying through the medium of Welsh. The information should be based on 2010/11 HESA records, and data for 2011/12 may also be presented if available.
37. The application should also provide information regarding the number of likely weekly teaching hours the post-holder would be expected to provide.
38. Where possible the applications should refer to the Coleg's Undergraduate Scholarship Scheme and those degree schemes that will be eligible for the Lead Scholarships Scheme and / or the Incentive Scholarships Scheme.

39. In addition, applications should show clear evidence that there is demand for the proposed teaching among students / prospective students or that the institution has targeted a market in a proactive way.
40. Applications should be submitted (on the appropriate form) by noon on **3 December 2012. The form must be submitted in Welsh. Applications which break this rule will not be considered.**
41. A hard copy of each application should be submitted, signed by the Vice-Chancellor or other authorised representative of the institution. Electronic copies are permitted by the closing date as long as the hard copy is sent within five working days. **Late applications are not permitted under any circumstances.**
42. **If institutions are unsure of the validity of a proposed application, they should contact Coleg officers for advice before 16 November 2012. Every effort will be made to resolve any issues before the deadline. It is not possible to guarantee a response to enquiries received after this date.**
43. The applications will be considered in detail by a panel who shall present recommendations to the Directors of the Coleg. Subject to their approval the institutions will be free to advertise the posts via their internal arrangements as soon as possible.
44. If a post is not filled by 31 May 2013 the Coleg will reserve the right to terminate the award or to transfer it to another institution.

### **Awarding Process**

45. Membership of the awarding panel to consider the applications will be determined by the Coleg Directors. The panel's recommendations will be submitted to the Directors for approval.

46. Subject to the Directors' agreement to the panel's recommendations, funding agreements including targets and outputs for each post will be agreed with the institution(s).
47. Since there will be a specific number of posts, it is possible that the panel will have to make difficult decisions before presenting a recommendation to the Directors. The Directors' decisions on the recommendations will be final.

### **Appointments**

48. The institutions will be responsible for appointing to the posts awarded and for appointing qualified applicants. The Coleg will appoint one representative who will be a full member of each awarding panel (the representative could be a member of staff at the appointing university, an officer on the Coleg staff or an external individual).
49. The Coleg's agreement to each appointment will be required before the post is offered formally. The Coleg will discuss the appointment process for each post with the relevant university, but interviews will be expected in each case to be held in Welsh (with the support of simultaneous translation, if required). The Coleg will provide a template for and guidance on the appropriate procedure of advertising the posts. Usually, the posts will be advertised openly in the press, and the Coleg will publish its own advertisements in the Welsh national press. If these conditions are not met the Coleg will not approve the appointment.
50. The Coleg will wish to ensure a probationary period, in accordance with institutional practice, for each appointment. Before the appointment can be confirmed, an assessment of any training needs in Welsh language skills will be held. It is possible that they will be required to undertake further training, e.g. language skills training to strengthen their ability to teach through the medium of Welsh. It is the Coleg's intention to develop a national framework

for Welsh medium training. The institution is expected to be responsible for the costs of such training.

51. A funding agreement, including annual targets for each individual appointment will be agreed between the Coleg and the relevant institution. The Coleg will monitor the completion of these targets closely, and half yearly and end of year reports will be requested for each post in each academic year. If needed, a meeting will also be held with post-holders and a representative from their department / school / institution to discuss progress if the Coleg has any concerns,. The continuation of the post will be subject to satisfying the Coleg's monitoring processes and that the progress of the postholder is acceptable..

#### **Disclaimer**

52. The Coleg Directors reserve the right to set terms and conditions, that are not necessarily included in this circular, for any posts funded partly or wholly by the Coleg.