Academic Staff Obtaining a Learning and Teaching Qualification in TU Dublin

HR Policy Document Record	
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Notes	

1. POLICY

1.1 TU Dublin supports and promotes academic excellence within all its programmes and creates a distinctive practice-based, research-informed learner experience for all students.

1.2 TU Dublin recognises the value and importance of teaching and learning in Higher Education and will provide the appropriate supports to all academic staff.

1.3 TU Dublin is committed to enabling individual students, through critical pedagogies, to achieve their potential.

1.4 TU Dublin is widening participation in Higher Education with regard to access and equality. This is reflected in its teaching and learning practices and curriculum development.

1.5 In line with the National Professional Development Framework for all academic staff who teach in Irish higher education, the Learning, Teaching and Technology Centre (LTTC) offers **a Postgraduate Certificate in University Learning and Teaching (30 ECTS).** This programme has been developed to inform and enhance their teaching practice and their ability to create effective learning environments for students.

1.6 The programme has been designed as a practice based, research informed programme and all participants receive extensive structured support and feedback until they are able to successfully complete the award.

1.7 Within three years of commencing employment with TU Dublin, all academic staff at Assistant Lecturerand Lecturer grades including pro-rata part-time posts (Ref 2.2), who do not currently have a teaching qualification or equivalent, are required to undertake the **Postgraduate Certificate in University Learning and Teaching (30 ECTS)**. Attendance on the programme is normally 3 hours per week although additional 'learning hours' will be required in order that the specified learning outcomes can be achieved. A teaching hours allowance of **3 hours per week** will be provided for such academic staff undertaking the programme.

1.8 TU Dublin is committed to supporting all other whole-time or pro-rata part-time academic staff who wish to undertake the **Postgraduate Certificate in University Learning and Teaching (30 ECTS).** Such staff are welcome and encouraged to apply. A teaching hours allowance of 3 hours per week will be given to such academic staff; the timing of which will be agreed with and allocated to the staff member in consultation with the Head of School/Department, but not later than 3 years from application by the staff member.

Note: Staff are encouraged to attend the **Postgraduate Certificate in University Learning and Teaching** *irrespective of the campus on which it is being hosted. From 2020/21, the Programme will be offered on all three campuses i.e. TU Dublin, Blanchardstown, TU Dublin, Grangegorman and TU Dublin, Tallaght and so on. As there are proportionally more staff appointed to TU Dublin, Grangegorman, the Programme will be offered at least once per year on that campus. During the three-year time-frame, applicants will have had the opportunity to complete the Programme on any campus including their home campus. The three-year time-frame can be extended following representation from the staff member. Human Resources will consult with the relevant Head of School/Department. The running of the Programme is dependent on demand.*

2. PROCEDURE

2.1 The programme is offered twice a year commencing September and February i.e. one programme per semester. New academic staff will be advised of module start dates with a mutually agreeable enrolment date to be arranged by the member of staff in consultation with their Head of School/Department.

2.2 Participants enrolling on the programme must provide evidence that they have adequate weekly scheduled teaching hours to be able to successfully complete the practice based assessment requirements.

2.3 For staff who are completing a PhD at the time of their appointment to TU Dublin, an enrolment date beyond the first three years of employment may be negotiated, but must be agreed by the Head of School/Department and the Head of the LTTC.

2.4 The programme is assessed on a pass/fail basis and in line with TU Dublin assessment regulations. Participants will receive structured support and feedback, including the ability to resubmit their assessment on two further occasions, to successfully complete the award.

2.6 All the costs of providing the programme will be met by the budget of the LTTC except any costs of substitute teaching that may arise. Such costs will be met locally by the School/Department.

2.7 Where an academic staff member has been accepted on to the programme, they should advise their Head of School/Department as soon as possible. For staff who are not required to do the programme but wish to do so, please refer to 1.8.

2.8 In finalising the academic staff member's timetable, the Head of School/Department, insofar as is practical, will facilitate their attendance at all programme classes.

3. EXEMPTIONS

3.1 Exemption from undertaking the programme on the basis of having earned an equivalent qualification may be granted by the Head of School in consultation with the Head of the LTTC.

3.2 A staff member seeking an exemption is required to present evidence of the equivalent qualification to their Head of School/Department. If an exemption is granted, a record of the decision and the evidence of the qualification should be forwarded by the Head of School/Department to Human Resources for their records.

3.3 Equivalent Qualification to the Postgraduate Certificate in University Learning and Teaching may include:

- a 30 ECTS qualification in learning and teaching or similar;
- portfolio evidence, which is deemed to demonstrate a profile of competence equivalent to those required by participants of the programme through a recognised TU Dublin RPL process.

4. CONTINUED PROFESSIONAL DEVELOPMENT

4.1 The LTTC provides an accessible progression path from the **Postgraduate Certificate in University Learning and Teaching** to the Postgraduate Diploma in Academic Practice and a Masters qualification.

5. QUERIES

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Contact: Human Resources Manager
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Tel: 01 885 1018

TU Dublin, Grangegorman
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