ATS Policy Appendix 3 ATS Selection and Appointment process for School Directors of Academic Tutoring

(For inclusion in the Guide to Policies and Procedures for Teaching and Learning).

1. Appointment Process

School Directors of Academic Tutoring (SDATs – formerly Senior Tutors) will provide School-level leadership for student academic, personal and professional development and maintain strategic oversight of student engagement with their studies, success and retention across their Schools from September 2018. In the current Higher Education environment, it is essential that that we appoint those best qualified for the SDAT role with the appropriate experience, knowledge, skills and attributes. Furthermore, it is important that the selection and appointment process for SDATs is formalised, transparent and accessible and is consistent with the process for appointing other School leaders, for example School Directors of Teaching and Learning (SDTLs) or Heads of Department.

It is recommended that for Senior Tutors whose current term will extend beyond the introduction of the new SDAT role (1 September 2018):

- The relevant Head of School meets with the Senior Tutor(s) individually to discuss whether or not they wish to transition into the SDAT role from September 2018. The Head of School and the Senior Tutor(s) should also consider the training and development that might be required to support this transition.
- The Senior Tutor(s) decide whether or not they would like to transition into the SDAT role and notify their relevant Head of School in writing as soon as possible following the initial meeting.
- If the Senior Tutor(s) would like to transition, they will assume the responsibilities of the SDAT position from 1 September 2018 for the remainder of their agreed term [1 August 2018 for IoE Senior Tutor(s)].
- If the Senior Tutor(s) does not wish to transition after 1 September 2018, they should remain in post until 31 August 2018 [31 July 2018 for IoE Senior Tutor(s)] and the Head of School should follow the appointment process for new appointments below.

It is recommended that for new appointments:

- The relevant Head of School remains responsible for the appointment of the SDAT.
- The Head of School should invite members of staff within the School to submit a formal expression of interest for the role, usually at least 6 months before the incumbent is due to step down. If no expressions of interest are received by the specified deadline, the Head of School will then have discretion to approach a member of staff they feel is appropriate to undertake the role to make a direct appointment. For continuity, the Head of School should ensure that there is an SDAT in post at all times.
- The Head of School should establish an Appointment Committee comprising key individuals from within the School and the relevant Teaching and Learning Dean.
- The Head of School and the Appointment Committee shortlists interested candidates in cases where there is significant interest for the role.
- The Appointment Committee interviews candidates and makes a recommendation to the Head of School.
- The selected individual should be appointed for a minimum two-year or a maximum three-year term in the first instance.

- The Head of School should inform the University Board for Teaching and Learning and Student Experience (UBTL) and the Centre for Quality Support and Development (CQSD) of the new appointment.

Agreement to serve for a further term or for an extension to the term would be made where there is consensus from the incumbent SDAT, and the School Management team.

The University is committed to having a diverse and inclusive workforce, is a Stonewall Diversity and Global Diversity Champion, and supports the principles of the Race Equality Charter and Athena SWAN. Applications for job-share, part-time and flexible working arrangements are welcomed and will be considered in line with School needs. If you need any advice in relation to this please contact your HR Advisor/Partner.

2. Time allocation and remuneration

In recognition of the extent and significance of the role, it is suggested that the role of SDAT is appointed at a minimum of 0.2 FTE but it is recognised that in some Schools the role could be greater in scope and require a greater allocation.

Appropriate remuneration should be agreed in accordance with agreed practice, as determined by the Staffing Committee.

3. Support and Development

It is important that, once appointed, SDATs have access to ongoing development training and support. Before taking up the role, new appointees should be invited to discuss the role with the current SDAT (Senior Tutor until 31 August 2018) and relevant Teaching and Learning Dean.

In taking up the role, the new appointee agrees to attend the relevant termly SDAT Community of Practice meetings and other related events, as well as attend relevant Committee meetings.

To support SDATs in their roles, a programme for training and development will be drawn up by the Centre for Quality Support and Development and People Development.