



My Details: Academic Teaching Qualifications

Applicable to the following Staff Groups:

- ✓ University of Nottingham staff – staff in the Research & Teaching Job Family Only (hidden for all other staff)

This contains details of the Academic Teaching Qualifications you currently hold. This data is very important as it directly relates to the University's Teaching Excellence Framework (TEF) submission and reported statistics. The University Executive Board has set a target of 75% of academic staff with a teaching qualification recognised by HESA by 2020 and 100% by 2025.

- Any change made will be subject to authorisation by Human Resources so your change will not be reflected in MyView immediately.
- You will be sent an email when your change has been approved or rejected.
- If you enter more than one then note each qualification is of equal importance.
- You may select up to six different options. If you only have one, then please enter this in the first field (Academic Teaching Qualification 1).
- If you are recognised by the HEA, then only select the **current** level you hold.
- If you do not currently have a teaching role you can still complete this field, particularly if you do have a teaching qualification.
- If you do **not** currently have a teaching qualification, then you should select 'No teaching qualification' held.




Information

After you have submitted a change to your academic teaching qualifications, please make sure you send a copy of the formal document confirming this change within two weeks to either HR@nottingham.ac.uk or via post to Human Resources, King's Meadow Campus. If this is not received, your change will be rejected and you will need to re-submit.

How Do I Submit a Change to this Data?

1. Select the first Academic Teaching Qualification by clicking on the down arrow at the end of the field:

Academic Teaching Qualification 1 



2. Select a 2nd, 3rd, 4th, 5th, 6th Academic Teaching Qualification, if required.
3. Check that the details you have entered are correct.
4. Click 'Submit' (bottom, right) to submit your change to Human Resources for authorisation:



5. Remember to send a copy of the formal document confirming any change to your academic teaching qualifications within two weeks to either HR@nottingham.ac.uk or via post to Human Resources, King's Meadow Campus. If this is not received, your change will be rejected and you will need to re-submit.