



1. Requirement

As part of its commitment to maintaining the highest academic standards in teaching and learning, the University expects all newly appointed or promoted teaching-related staff to gain a qualification or recognition by a professional body as accepted by HESA¹, if not already achieved. The following table outlines the University's requirement in terms of how individuals should gain this status and includes reference to the Postgraduate Certificate in Higher Education (PGCHE) course.

¹ <https://www.hesa.ac.uk/collection/c15025/a/actchqual/>

Post	Length of contract	Requirement	Time allowed
Associate Professor/Professor (R&T Level 6&7, except researchers)	Fixed ≥ 1 year or permanent	Gain a qualification or recognition by a prof body as accepted by HESA ²	2 years
Assistant Professor (R&T Level 5, except researchers)	Fixed ≥ 1 year or permanent	40 credits of PGCHE	2 years*
Clinical Lecturers (R&T Level 5)	Fixed ≥ 3 years or permanent	20 credits of PGCHE	2 years*
University Teacher, Teaching Fellow etc (R&T Level 4 Teaching)	Fixed ≥ 1 year or permanent	20 credits of PGCHE	1 year*

²This can be achieved either through the Nottingham Recognition Scheme (those experienced in teaching) or the PGCHE (those with limited teaching experience).

* From start of course

2. Link to promotion

Candidates will not be eligible for promotion to the next level in the job family until this requirement has been completed.

3. Exemption Criteria

- **Associate Professor/Professor (R&T Level 6&7 except researchers)** - There will be no requirement for those who already hold a teaching qualification or professional body recognition as accepted by HESA.

- **Assistant Professor (R&T Level 5 except researchers)** - There will be no PGCHE requirement for those who have either:
 - a. 40 credits of a UK Postgraduate Teaching Certificate or equivalent#
 - b. Achieved Descriptor 2 of the UK Professional Standards Framework (UKPSF) via an appropriate accrediting body (eg HEA Fellow).

- **Clinical Lecturers (R&T Level 5) and University Teacher, Teaching Fellow etc. (R&T Level 4 Teaching)** - There will be no PGCHE requirement for those who have either:
 - a. 20 credits of a UK Postgraduate Teaching Certificate or equivalent#
 - b. Achieved Descriptor 1 of the UK Professional Standards Framework (UKPSF) via an appropriate accrediting body (eg HEA Associate Fellow).

#The following qualifications would be considered acceptable:

- PGCHE, PGCAP, PGCFE, PGCE (not primary), MMedSci Medical Education or other as defined by HESA.
- PGCTEAP or DELTA for English Language lecturers.

Where candidates have all or part of an overseas postgraduate teaching qualification (not primary) their case will be referred to the PGCHE Course Director for consideration as to whether exemption or partial Recognition of Other Learning (ROL) are appropriate.

Where candidates have considerable (usually > 3 years) HE lecturing experience (in Lecturer, University Teacher or Teaching Fellow type roles), but no qualification or attainment of UKPSF Descriptor 2, or have an education-related qualification not accepted by HESA (eg MA in Education, PhD Education, PGCE Primary), their case will be referred to the PGCHE Course Director for consideration as to whether they have the credentials to apply for and gain Descriptor 2 of the UKPSF. If so, they will be given the opportunity to do so instead of engaging in the PGCHE.

In both cases, the PGCHE Course Director will discuss and agree the outcome with the Head of School and this will be communicated to the individual concerned.

4. Workload and time allowance

The time allowances for completing the requirements are predicated on Schools giving staff an appropriate workload allowance as advised by HR. Where individual staff are on a part-time contract such that it would mean it is difficult for their School to give them the necessary workload allowance, the Head of School should discuss and agree an appropriate time allowance with the PGCHE Course Director.

Staff who experience significant absence from work within the time allowance on grounds of protected characteristics (eg sick leave, maternity/paternity leave etc) will be eligible for consideration for an extension. Individual staff should contact the PGCHE Course Director to request an extension.

5. Further Information

Further details are available at:

- PGCHE: <https://www.nottingham.ac.uk/education/study/pgche/index.aspx>
- NRS: <https://www.nottingham.ac.uk/professionaldevelopment/learningandteaching/nrs/index.aspx>