



University Campus St Albans Ltd

Staff Development Policy

For entry in the 2020/21

academic year

(Academic Year – 1st August 2020 to 31st July 2021)

University Campus St Albans Ltd Staff Development Policy

1. Policy Statement

University Campus St Albans Ltd (known as UCSA) is a joint venture between the University of Hertfordshire and Oaklands College. UCSA is committed to helping all employees learn and develop in order to improve the effectiveness of the employee in their job role and contribute towards UCSA's mission and strategic aims.

2. UCSA staff

Staff deployed by UCSA to teach on programmes are either:

- Employed by Oaklands College and seconded to work with UCSA either as permanent staff members or as bank staff (for UCSA they are known as "Associate Lecturers")
- Employed by the University of Hertfordshire and seconded to work with UCSA

3. Policy

- a. Staff on bank contracts will be treated equally with permanent staff in terms of access to staff development and support.
- b. Staff working for UCSA remain subject to the terms and conditions of their employing organisation and are supported by the relevant staff development policy pertaining to their organisation.
- c. UCSA also deploys the College Consortium model for enabling HE staff based at Oaklands College to access HE staff development delivered at the University of Hertfordshire (and this is underwritten by the joint venture agreement)
- d. Staff are subject to an annual appraisal where staff development needs are discussed and agreed.
- e. Staff who are new to teaching will be supported through access to staff development opportunities both at the College and the University.
- f. All staff are encouraged to remain up to date in their area of specialist academic and professional practice. Requests for staff development will be discussed and agreed with each staff member and processed through the College procedures (unless the person is a secondee from the University where this will be processed through the relevant procedures). Where the staff development is required for the UCSA role the staff development will be funded by UCSA.
- g. All staff required to undertake any mandatory training as part of their job role whether this be as part of their probation period or as part of their continuing professional development will be funded to undertake this training by UCSA.

- h. Professional registrations (whether mandatory or not) are the responsibility of the individual.
- i. All UCSA programme leads are expected to be actively working towards the HEA fellowship within the first two years of appointment into role and will be funded in this process.
- j. All UCSA staff will be part of a peer review process of their teaching utilising the University's Peer Review process. The purpose of this is to help staff evaluate and improve the effectiveness of their teaching.