

# Transnational Education Appointment of Staff Protocol



Staff employed by Educational Partners to teach Murdoch University units of study must be endorsed to teach the units by the Dean of the Murdoch School in which the unit of study is based. This is part of the Quality Assurance required by the University.

Once a candidate has been given approval to teach a specific unit, this approval will be reviewed every three years, unless a problem is highlighted during the course of unit delivery and the school explicitly requests approval be revoked. The process to highlight any issues with a particular affiliate must include a review of the Unit Moderation Reports produced at the end of each teaching period. Each new unit will require a specific endorsement to teach that unit.

Educational Partnerships Service Centre maintains a database which includes all relevant information regarding affiliate staff approvals.

The process for approval and confirmation of partner teaching staff each teaching period is two-phase.

## Phase 1 – Development of pool of teaching staff

- The first phase will identify those candidates who have the basic academic credentials and experience to be able to teach a particular unit.
- Where a partner nominates an individual for teaching in a particular unit and the candidate's academic credentials and experience meet the requirements of the School, approval will be granted and the nominee added to a pool of potential affiliates for that unit.
- Schools will apply the appropriate level of scrutiny to ensure that only qualified staff are added to the teaching pool.
- Candidates can be added to the teaching pool at any time.

## Phase 2 – Approval of staff deployment for upcoming teaching period

- The second phase will require partners to provide a list of all proposed teaching staff to be deployed for each unit in the upcoming teaching period.
- The list received from partners will then be circulated to all Schools with offerings at that location for review. Schools will review each candidate's proposed teaching load for all unit offerings in a specific teaching period, and assess their capacity to adequately manage the workload based upon the information provided. Where an approved lecturer is to be deployed in multiple units across different Schools, Schools will consider the overall workload of all units in their review.
- Partners will be required to provide this list of assigned teaching staff at least 4 weeks prior to commencement of the teaching period in order to allow sufficient time for revision if the School reviews require changes to the workload allocated to any of the individual teaching staff.
- If the School believes that the combined workload of all units for an individual staff member for a particular teaching period is above an individual's capacity to satisfy all academic requirements, the partner will be required to reduce the teaching load for that staff member with the surplus load reassigned to an alternative approved lecturer.
- All affiliate staff for all units in a particular teaching period must be finalised at least 2 weeks prior to commencement of that teaching period.

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The following information should be included in CVs submitted by partners to EPSC, for assessment by School Deans in consultation with relevant unit coordinators:

- a. An account of previous teaching experience
- b. Identify any previous employers and the length of time employed in a teaching capacity.
- c. Identify what modes of teaching participated in (e.g. presenting lectures, giving tutorials, marking assignments, etc) .
- d. Identify what levels taught (University/ Polytechnic, High School, etc).
- e. Identify the levels of responsibility undertaken in teaching (e.g. preparing lectures and tutorials rather than delivering pre-prepared material, organising the delivery of courses/units/modules of study, developing the curriculum and/or assignments for courses/units/modules of study).
- f. Identify any demonstrable good outcomes from teaching (e.g. positive responses from students, testimonials from previous employers).
- g. Identify any strengths of teaching or approaches used previously.
- h. Identify any aspects of formal education qualifications relevant to teach in nominated unit.
- i. Identify any relevant aspects of career that enable teaching in this unit.
- j. Identify any other aspects of experience or training that are relevant to teaching in this unit.

Minimum qualifications and experience to be possessed by all teachers are:

- a. Qualifications in the field to which the course, module or subject relates which are at least a level higher than the level of the course, if the person has *less than 5 years* of working experience in that field; or
- b. Qualifications in the field to which the course relates which are at least equivalent to the level of the course, if the person has *at least 5 years* of working experience, module or subject in that field; or
- c. Qualifications in a *different* field which are at least one level higher than the level of the course, and at least a pass at General Certificate in Education 'Ordinary' level or its equivalent in the language medium of the course, module or subject they are to be deployed to teach, if the person has *at least 5 years* of working experience in the field to which the course, module or subject relates.

In all cases, the qualifications must be conferred by education institutions recognised by the relevant authority in the country in which they are established, and have not been conferred as honorary degrees.

Note: Following implementation of registration requirements for Tertiary Education Quality and Standards Agency (TEQSA), the above minimum qualifications and experience may require review.