

## **ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA 27 - TUTOR RECRUITMENT POLICY**

1. Tutor vacancies to be publicised by a variety of mechanisms, including but not limited to:
  - Arden University website jobs page
  - Online recruitment sites, e.g. jobs.ac.uk
  - National press
  - Local press
2. Candidates are normally required to demonstrate:
  - the Possession of a relevant qualification at least at the level at which they are applying to tutor; preferably at a higher level; or
  - Extensive industrial or practitioner experience within the relevant subject area
  - Experience of teaching and assessing at the appropriate level within one or more UK Universities
  - An appreciation of demands of online distance learning
3. CVs/applications will be shortlisted by a senior member of Arden University staff.
4. Shortlisted candidates will be subject to first/and or second interview undertaken face-to-face or (if appropriate) by telephone/video link.
5. Candidates successful at interview stage will be made offers subject to verification of qualifications (e.g. copies of certificates), satisfactory references and/or testimonials, approval by the QA&E team or a University partner (if applicable to a collaborative arrangement), and to all other standard recruitment/employment legislation.
6. Successful candidates will be appointed and contracted subject to completion of standard induction processes. Inductions may be undertaken face-to-face at Arden University, or, where appropriate for distance learning tutors, induction may take place remotely via telephone/web link by the Academic Programme Director/Head of Operations.
7. Newly appointed tutors will be issued with appropriate documentation including, but not limited to, tutor guidance documents, terms of reference, student handbooks, academic policies and procedures, ilearn user guides and individual ilearn accounts.

8. All tutors appointed are expected to attend 6-monthly academic tutor development days, engage with the staff forums and undertake the annual appraisal process, as required.