

Regent College London

Academic Staff Development and Scholarship Funding Policy

Introduction

- The Academic Staff Development and Scholarship Funding policy is a comprehensive, coherent and transparent policy which will be implemented in conjunction with the beginning of the College's financial year, 1 August 2023. It draws together the various pockets of funding that previously have been in effect at Regent College, including the staff development fund, Advance HE, CMBE and the Regent Research Fund.
- Previous pockets of funding have been implemented separately and managed by different teams and personnel, sometimes unaware of each other. This has sometimes prevented staff from being aware of when the funds were active and being able to access them at appropriate times.
- This updated and comprehensive funding policy provides financial support for academic staff to pursue developmental activities relating to academic development and scholarship, including Advance HE, and to research.
- This policy provides clarity for both staff and the College around provision and expectations for academic staff development.

Rationale

- This funding policy supports the College's strategic plans, the [Learning, Teaching and Assessment Plan 2022-2025](#) and [Scholarship Plan 2022-2025](#), and their associated action plans, which underpin academic development at the College. The Plans set out the College's commitment to support the development of academic staff in order to ensure students achieve the best possible outcomes, including suitable rates of Continuation, Completion and Progression.
- This funding policy also supports and advances the Regent College [Staff Development Framework](#), which was approved by Academic Council on 2 December 2021. The Framework sets out the values, objectives and intended outcomes of staff professional development at the College. It establishes the expectation that the College will support staff with their development.
- As stated in the Staff Development Framework, 'professional development is an integral part of work', and 'the College is subject to a number of statutory regulations and it must ensure that staff are trained to levels appropriate to their roles in order to perform adequately in the best interest of themselves, of others and of the College'.

- Investing in staff development is paramount to ensuring compliance with the [OfS Conditions of Registration](#) and contributing to the strength of the College's [Teaching Excellence Framework](#) (TEF) submission.
- As the College intends to achieve [Degree Awarding Powers](#) (DAPs), it will be required to evidence the scholarship and pedagogical effectiveness of staff, including 'active engagement with research and/or advanced scholarship to a level commensurate with the level and subject of the qualifications being offered'. This funding policy provides the means to achieve and demonstrate such engagement, thereby providing critical support for the College's DAPs application.
- Additionally, the provision of sufficient support for academic staff development underpins both the recruitment and retention of staff.

Funding Policy Strands

The funding policy consists of the following three strands, all of which run alongside the College's financial year from 1 August to 31 July of the following year.

1. Advance HE Fund (AHEF)

- The AHEF covers the cost of 30 applications for Advance HE fellowship per annum. Participating academics will be assigned to a cohort and will be supported to complete and submit their Advance HE fellowship applications.
- To apply to the AHEF, an academic must submit an expression of interest and if accepted onto a cohort by the Advance HE Lead, they will sign a form of commitment to submit their fellowship application within a specified timeframe, alongside other reasonable requirements. Priority is given to permanent and fixed term academic staff.
- Further details provided in Appendix A.

2. Academic Staff Development and Scholarship Fund (ASDSF)

- The ASDSF provides permanent and fixed term contract academics with up to £300 per annum toward the cost of scholarly and developmental activities while providing MUC academics with up to £100 per annum toward the cost of scholarly and developmental activities.
- Such activities may include training programmes; CPD courses; a one-off contribution toward the cost of a PhD, Masters, PGCE; or a one-off contribution toward annual membership to a professional body (eg. CMBE, Allied Health Professions Federation, British Computing Society, Law Society), amongst others.
- This Fund does *not* cover the cost of journal publication; cost of a PhD; cost of a Masters; cost of a PGCE; or repeated annual membership to a professional body

(eg. CMBE, Allied Health Professions Federation, British Computing Society, Law Society), amongst others.

- To apply to the ASDSF, an academic must complete and submit a funding request form to their Head of School for sign off. Following sign off by a Head of School, the approved form must be sent to the Academic Development and Scholarship Manager to ensure centralised monitoring, tracking and data collection of the ASDSF.
- Further details provided in Appendix A.

3. Regent Research Fund (RRF)

- The RRF provides a maximum of 10 awards of £500 toward a small-scale research project.
- Applications to the RRF are open year-round, and awards will be granted for small-scale research projects to be completed within six months. Applicants may only be awarded one time per annum.
- Suitable project topics will be focused on learning, teaching and assessment; AI and digital technologies in education; student engagement; or employability skills, amongst other similar topics directly relevant to the College.
- To apply to the RRF, an academic will submit an initial application form to the Academic Development and Scholarship manager. If awarded, the academic will sign a Conditions of Award form, committing them to certain reasonable activities and conditions. This will be signed off by the Academic Development and Scholarship Manager. Priority will be given to permanent and fixed term academic staff.
- Further details provided in Appendix A.

Protected Time

Protected time: Amount

- Academic members of staff shall be allocated protected time to engage in scholarship, academic development and/or research in line with their individual contract, in line with their annual review and appraisal as agreed with their line manager, and in line with the needs of the College.
- The following academic contracts¹ shall be provided with protected time:

¹ NB, MUCs may receive reduced financial support of £100 per annum under the ASDSF, but no protected time. Hourly paid academics may not receive any financial support or protected time.

- Permanent and Fixed term staff – maximum 10 days (80 hours) per annum²
- Examples of what protected time may look like:
 - A staff member may use five hours per week of protected time to work toward a further qualification such as Advance HE.
 - A staff member may use two days of protected time to attend a learning and teaching conference or subject specific conference.
 - A staff member may use 10 consecutive days of protected time to complete a short research project for the benefit of the College.

Protected time: Access

- In general, appropriate activities and goals related to development, scholarship and/or research shall be discussed with line managers and recorded in annual reviews and appraisals.
- For specific requests to use protected time for each of the following strands, staff must first discuss each request with and be approved by their Head of School (HoS) or line manager.
 1. Strand 1 – Advance HE Fund (AHEF)
 - Following HoS or line manager approval to pursue, staff must apply to be admitted onto an Advance HE cohort. Approval is given by the Advance HE Lead.
 2. Strand 2 – Academic Staff Development and Scholarship Fund (ASDSF)
 - Staff must only receive approval from their HoS or line manager.
 3. Strand 3 – Regent Research Fund (RRF)
 - Following HoS or line manager approval to pursue, staff must submit an application for Regent Research Funding. Awards are approved by the Academic Development and Scholarship Manager.

² Additional protected time may be provided on a case by case basis in accordance with approval from HoS or line manager and academic management.

Appendix A

Academic Staff Development and Scholarship Funding Policy			
	Advance HE Fund (AHEF)	Academic Staff Development and Scholarship Fund (ASDSF)	Regent Research Fund (RRF)
Total Amount of Fund	£9,900 Amount is based on 30 people pursuing senior fellowship at a cost of £330/person, which is the 50% reduced fee for member institutions. RCL is a member institution.	£45,000 Amount is based on an allocation of £300 per annum for each permanent/ fixed term academic, and £100 per annum for each MUC academic. ³	£5,000 Amount is based on a maximum of 10 awards of £500.
Applying for the Fund	<ol style="list-style-type: none"> 1. Academic must complete an expression of interest form and submit to Advance HE Lead. 2. If accepted onto a cohort by Advance HE Lead, academic signs a form of commitment to complete and submit fellowship application within a specified timeframe (typically 9-12 months), in addition to other reasonable requirements. 3. Form of agreement also signed by Advance HE Lead. 	<ol style="list-style-type: none"> 1. Academic must submit a funding request form to their Head of School. 2. Head of School has final sign off. 3. Once form is signed off, Head of School must send it to the Academic Development and Scholarship Manager to ensure centralised monitoring and tracking of ASDSF. 	<ol style="list-style-type: none"> 1. Academic must submit project application form to Academic Development and Scholarship Manager (ADSM). 2. ADSM discusses application with Deputy Provost and decision is made to award or not award the project. 3. If awarded, academic must sign Conditions of Award, committing them to certain reasonable activities, conditions and/or outcomes. 4. ADSM has final sign off, with agreement from Deputy Provost.
About the Fund	<ul style="list-style-type: none"> ○ Participating academics are assigned to a cohort by Advance HE Lead. ○ They will be supported to complete and submit their fellowship applications within a specific timeframe (typically 9-12 months). 	<ul style="list-style-type: none"> ○ Academics are provided with either £300 or £100 per annum toward the cost of scholarly and developmental activities. ○ This may include: training programme/ course; Accredited CPD course/event; One-off contribution toward the cost of a PhD, 	<ul style="list-style-type: none"> ○ Applications to the RRF are open year-round. ○ Projects must be small-scale and achievable within 6 months, as evidenced by a clear and detailed proposed timeline. ○ Academics may only be awarded one time per annum. ○ Suitable project topics will be focused on

³ As calculated at time of policy writing in March 2023, based on 232 academics on employee list provided by HR. It is expected that number of academic employees will continue to rise as the College grows.

	<ul style="list-style-type: none"> ○ The Advance HE Lead may choose to coordinate 2 cohorts of 15 academics per annum, or similar. ○ Priority is given to permanent and fixed term academic staff. 	<p>Masters or PGCE; One-off contribution toward annual membership/ application to a professional body (eg. CMBE, Allied Health Professions Federation, British Computing Society, Law Society); Conference registration fee (but not travel or accommodation for conference)⁴</p> <ul style="list-style-type: none"> ○ The Fund does <i>not</i> cover the cost of publication; cost of a PhD; cost of a Masters; cost of a PGCE; or repeated annual membership to a professional body, amongst others. ○ If Head of School is in doubt as to suitability of funding a request, they may consult with Deputy Provost or Academic Development and Scholarship Manager. 	<p>learning, teaching and assessment; AI and digital technologies in education; student engagement; or employability skills, amongst other similar topics directly relevant to the College.</p> <ul style="list-style-type: none"> ○ Priority is given to permanent and fixed term academic staff.
<p>Expectations of Participating Academics</p>	<ul style="list-style-type: none"> ○ Academic must attend all Advance HE meetings/ workshops/ trainings put on by RCL. ○ They must engage (attend and present) with ASD programme and other reasonable requirements such as contributing to the Research and Scholarship Quarterly. 	<ul style="list-style-type: none"> ○ Academic must track and record their own CPD, to be available if requested. ○ They must engage (attend and present) with ASD programme and other reasonable requirements such as contributing to the Research and Scholarship Quarterly. ○ Academic must submit a separate request form for each event or activity, as needed. 	<ul style="list-style-type: none"> ○ Academics must meet the Conditions of Award. ○ Track and record their own expenses, to be available if requested; ○ Engage with (attend and/or present through) the Academic Staff Development programme, including a Research Roundtable, and other reasonable requirements such as contributing to the Research and Scholarship Quarterly; ○ Disseminate progress and results of the project to the College, colleagues and/or students;

⁴ Staff are also able to access any programme or course at our partner University of Bolton at a 40% discount. Staff need to be made more aware of this offering and shall be encouraged to explore this option.

			<ul style="list-style-type: none"> ○ Obtain ethical approval for any project involving human participants before commencing the project; ethical approval may be applied for through the RCL Research Ethics Framework, as needed.
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<i>Version number</i>	<i>1.0</i>
<i>Publication date</i>	<i>July 2023</i>
<i>Approved by</i>	<i>Joint CEOs</i>
<i>Approval date</i>	<i>May 2023</i>
<i>Next review date</i>	<i>May 2024</i>
<i>Policy owner</i>	<i>Deputy Provost</i>
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