

## Appendix IX. Policy for Teaching & Learning



**Policy Title:** Policy and Procedure for Teaching and Learning

<b>Effective Date</b>	1 <sup>st</sup> December 2018	<b>Version</b>	5.01
<b>Approved By</b>	Academic Council Governing Body	<b>Date Approved</b>	26 <sup>th</sup> November 2018 29 <sup>th</sup> November 2018

Form(s)	Responsibilities/ Owner
	Head of Department/Faculty/Campus Vice President for Academic Affairs & Registrar Head of Teaching & Learning Centre
<b>Superseded or Obsolete Procedures</b>	
Version 5.0 November 2018 – Policy amended as per Quality Work Plan (Ann Campbell Review 2019)	
Version 04 – June 2017 - Policy reviewed to reflect requirements under GDPR	
Version 03 – Oct 2016 - Policy review to include detail pertaining to Guest Speakers	
Version 02 – May 2014 - Policy review to update legislation reference and reflect changes to title of Faculty	
Version 01 – Dec 2006 - Policy review to include research and to reflect changes in legislation, including reference to the forming of QQI as the Awarding Authority.	

## **Purpose of the policy on Teaching and Learning**

**1.1** The purpose of the Policy for Teaching and Learning is to support, cultivate and enhance the teaching and learning environment within the South East Technological University Carlow (herein referred to as SETU Carlow) for the benefit of staff and learners alike, consistent with the resources available to SETU Carlow.

**1.2** This policy sets out the principles, values and aims which shall characterise a quality learning experience at SETU Carlow. It outlines an integrated framework designed to ensure that the teaching and learning process at SETU Carlow targets excellence in academic standards while creating a rewarding, yet challenging teaching and learning environment for learners and staff alike.

### **Definition**

Teaching is considered as more than performance in the classroom. Teaching includes a variety of activities including:

Laboratory, Placement and Field Work

The use of research to inform and enrich teaching and learning

Assessment

Provision of timely and appropriate feedback to learners

Curriculum development and review

### **3. Teaching and Learning Principles**

SETU Carlow's commitment to teaching and learning is based on three mutually dependent contexts:

**The Learner Context** - enhancing the nature and quality of the teaching and learning process for our learners

**The Teaching Context** - supporting and recognising SETU Carlow's academic staff

**The Infra-structural Context** - developing supportive SETU Carlow teaching and learning structures

#### **3.1 Learner Context**

SETU Carlow is committed to:

**3.1.1** ensuring that the active engagement of learners with the learning process is central to teaching at SETU Carlow. We are committed to providing a learner- centered environment where learners engage deeply with their programme to become active and independent learners.

**3.1.2** promoting teaching methods that encourage interactive, collaborative and enquiry - based learning. We are committed to fostering a scholarly approach to teaching underpinned by knowledge of both pedagogy and the discipline.

**3.1.3** developing curricula that focus on ‘knowledge in use’, transferable skills and prepare graduates for lifelong learning. In particular, we aim to support our learners to become critical thinkers, capable of thinking analytically and reflectively about their particular area of study and capable of contributing to society as active citizens.

**3.1.4** ensuring that the following values underpin teaching and learning, and we shall strive to achieve them in our daily practice:

recognising that learners have a range of abilities and ways of learning

- enabling learner-staff contact
- providing prompt feedback
- encouraging learners to work collaboratively
- supporting independent learning
- creating an open, fair, and tolerant discursive space

### **3.2. Teaching Context**

SETU Carlow is committed to:

**3.2.1** ensuring that the importance of teaching and learning is demonstrated in SETU Carlow policy related to appointments, tenure and promotion. In particular we are committed to ensuring a demonstrated ability to teach effectively is a prerequisite for academic employment at SETU Carlow except in exceptional circumstances. SETU Carlow supports and encourages all new staff to complete an accredited module on pedagogical practice, entitled ‘Teaching and Learning’. This constitutes their academic induction and is an accredited module of the MA in Teaching and Learning.

**3.2.2** providing opportunities for academic staff to enhance and develop their expertise in teaching and learning through continuous academic professional development and accredited programmes in teaching and learning.

**3.2.3** fostering research – informed teaching, underpinned by research of both pedagogy and the discipline area. We shall support the scholarship of teaching and learning and the sharing of this enquiry across the University and the wider higher education community.

**3.2.4.** ensuring teaching and learning shall be informed by cultural inclusiveness and tolerance. SETU Carlow shall take into account all aspects of equality and learning inclusiveness in respect of learners with additional needs and ethnic minorities.

### **3.3. Infrastructure and Quality Management Context**

SETU Carlow is committed to:

**3.3.1** providing, supporting and consulting on an infrastructure and environment that shall enable the highest standards in teaching and learning be achieved.

**3.3.2.** ensuring that a quality review system is in place which shall enable structured feedback, reflection and action designed to enhance and improve effectiveness in teaching and learning. The quality system itself shall be kept under review; to enhance its impact and the effectiveness of the methods used to hear and respond to learner opinions.

**3.3.3** ensuring that Academic Council, [Teaching and Learning Centre](#), and other relevant Academic / Learner Services units are an important part of the delivery process for teaching and learning and shall provide supportive learning environments to meet the needs of academic departments and learners.

## **4.0 Guest Speakers**

**4.1** As part of the continued enhancement of excellence in Teaching and Learning within SETU Carlow, guest speakers may be invited to speak at various intervals on programmes within the University. Guest speakers are invited to conduct sessions so as to support learners to achieve the minimum intended learning outcomes

**4.2** The purpose of incorporating guest speakers in the curricula is to enrich the learner experience through exposure to the expertise of distinguished guest speakers. Such guest speakers may be from industry and they may have specific specialisations or experience that could enrich the learning experience.

**4.3** A Guest Speaker is a speaker who is invited to address a class/group, participate in a presentation, or provide a lecture (a maximum of two lectures per annum from a given speaker). The Head of Department/Faculty/Campus shall approve prospective Guest Speakers (Appendix 1). They are not employees of SETU Carlow, nor do they have ongoing teaching duties, but rather are engaged for their expertise on a particular topic. As such, they have no ongoing responsibility towards the learners. Remuneration paid to a guest speaker is a token amount reflecting SETU Carlow's appreciation of their contribution, for example a gift in the form of a gift voucher, book or other suitable item. However, where remuneration is sought by a guest speaker, such costs are considered in conjunction with SETU Carlow's Finance Office.

**4.4** The expertise of a Guest Speaker provides Postgraduate and Undergraduate programme boards the opportunity to bring in specialist expertise from industry, academia or the community, with the purpose of enhancing the learner experience on the specific programmes and modules.

**4.5** Such opportunity increases links with industry and the community, supporting work and civic engagement models within SETU Carlow programmes, as articulated in SETU Carlow's Strategic Plan 2023-2028.

## Appendix 1



### GUEST SPEAKER REQUEST FORM

Faculty / Campus:	Department:
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Programme Code:	Programme Title:	Programme Stage:
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Module:	Module Lecturer:
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Topic area to be covered:	
Proposed date:	
Duration of presentation:	

Guest Speaker	Mini Bio

Remuneration	Amounts & Rational / Justification
Proposed Gift or Remuneration & any other costs	

Approved by

Date of approval

Head of Department		
Head of Faculty/Campus		

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