



TYPE: Policy and Procedures

SUBJECT: Recruitment, Rights and Responsibilities, Performance Evaluation and Professional Development of Teaching Staff

REFERENCE: LWP 20

DATE: 15th February 2021

LAST REVIEWED: 20.02. 2025

APPROVED BY: The Board of Directors

Recruitment and Conditions of Employment

Learning Works applies clear, fair and transparent processes for the recruitment and conditions of employment of teaching staff through the deployment of the following:

- Selection of candidates based on their qualifications, teaching experience, academic achievements, research contributions and ability to fit with the institutional values. An interview process will be part of the selection process;
- External (public) calls for recruitment. Advertisements for teaching vacancies will be made publicly through the institution's website and social media;
- The institution is committed to diversity and inclusion, ensuring that all candidates are given equal opportunity regardless of race, gender, age, and disability;
- Employment contracts in the form of contracts for services.

Requirements:

- In the case of academic courses pegged at MQF level 1 to 5, all teaching staff are required to have at least a level 6 qualification in a relevant area of study together with evidence of a teaching qualification and at least 2 years teaching experience.

- For vocational courses pegged at MQF levels 1-4, all teaching staff are required to have at least a level 5 qualification in a relevant area of study together with evidence of a teaching qualification and at least 2 years teaching experience.
- With respect to any course pegged at MQF levels 6 or 7, all teaching staff are required to have a qualification of at least 1 level higher than that of the course, in a relevant area of study together with evidence of a teaching qualification and at least 2 years teaching experience.
- In the case of vocational courses up to level 5, when there is clear evidence that the local market does not provide tutors of the required qualification level, Learning Works will submit a request for approval to the MFHEA for twinned provision, namely that in which a highly-experienced and effective tutor with a lower qualification level is mentored by a colleague with a qualification at the appropriate level, who will be involved in co-delivery, to ensure that the required level of learning outcomes delivery and assessment is maintained. This process will be monitored by the Internal Quality Assurance team (IQA) in place at Learning Works.

Rights and Responsibilities

Teaching staff have the right to teach and conduct research without undue interference or censorship, within the parameters of academic integrity and institutional policies.

Teaching staff are expected to deliver high-quality instruction, engage in research, and contribute to the academic development of the students.

They are expected to maintain professional behaviour, uphold the institution's code of ethics and adhere to institutional policies.

Performance Evaluation

The objective is to ensure that the teaching staff's contributions to the institution are recognised, and that areas for improvement are addressed.

This will include student feedback on teaching effectiveness; peer reviews of teaching methods and content together with internal verification of methods of assessment and marks awarded.

Professional Development

The aim is to foster continuous improvement and career growth for teaching staff. Learning Works will organise two professional development sessions annually for staff. It also allocates resources in the form of free use of an online library, Perlego, for teachers of courses starting at MQF Level 5 upwards.

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