

HONORARY CONTRACTS PROCEDURE FOR PARTNERS

BU and our Partners agree appointments of partner staff to Honorary partnership lecturer and support staff posts to ensure the delivery of programmes by the Partner meets all necessary quality standards. Academic Quality within Academic Services oversees the management of all Honorary Contract accounts.

Honorary Contract holders are entitled to access various BU resources to ensure that they are able to deliver and support BU programmes in line with the quality assurance mechanisms the University has in place to maintain standards and enhance learning opportunities available to students.

Honorary Contract holders have access to:

- University Email Account
- i:Drive (shared document space)
- h:Drive (personal document space)
- Staff Intranet
- Staff ID card (access to Library facilities/University Bus, etc.)
- the University’s Virtual Learning Environment (VLE)

To request Honorary Contract for a new member of staff, a representative staff member at the Partner (usually the HE Coordinator) is requested to email academicqaultiy@bournemouth.ac.uk.

New Academic Staff must be approved by the Link Faculty prior to an Honorary Contract being issued. Responsibilities for the approval of new academic staff are as follows:

Party Responsible:	Action:
Partner	Identifies staffing requirement and discusses with the Link Tutor
Partner	Advertises vacancy according to Partner policy
Partner	Considers applicants and discusses with Link Tutor as appropriate
Partner	Requests approval from Partnership Coordinator (cc Link Tutor)
Partnership Coordinator	Considers request and makes decision
Partner	Attaches approval email and CV to request for Honorary Contract account and sends to Academic Quality
Academic Quality	Records and processes the request as per the Honorary Contract procedure.

Partner HE Coordinators will be asked to update the list provided as appropriate, including:

- Where academic staff are teaching on different units/programmes or if their role has substantially changed (especially if they have taken up the Programme Leader role), the record should be clearly updated. Staff changes must have been approved by the Link Faculty as noted above.

- All new staff involved in the delivery of BU programmes (academic and support staff) should be added to the relevant part of the spreadsheet so that Academic Quality can generate IT accounts and Staff ID cards. Note: Honorary Contracts for new academic staff involved in the delivery of BU programmes will not be processed until the approval has been confirmed as noted above

Additions and changes to Honorary Contracts can be requested outside of the Audit cycle via academicquality@bournemouth.ac.uk. Academic Quality will then make the changes requested and relay the confirmation of this directly to the staff member using the email address provided.

Key Contact details

BU IT Service Desk

01202 965515 (staffed 24 hours a day, 7 days a week)

BU IT Services requests online: [BU Service-Now](#)

Learning Technology

learningtechnology@bournemouth.ac.uk

Academic Quality

01202 961276

academicquality@bournemouth.ac.uk

Library and Learning Support

01202 965959

libsupp@bournemouth.ac.uk