

ULTRA

A Guide for line managers



This document provides guidance for line managers of University of Liverpool members of staff who are required to complete an academic teaching qualification or professional recognition as part of probation or confirmation of post.

What counts as an academic teaching qualification?

The term academic teaching qualification is used by the Higher Education Statistics Agency (HESA) to include staff who “hold a higher education teaching qualification, another relevant teaching qualification, or have been recognised in other ways for their teaching expertise”. Please refer to the [HESA guidance](#) if are unsure about whether a new member of staff already holds a relevant qualification.

ULTRA or a taught programme?

ULTRA is an experiential or CPD (Continuing Professional Development) programme, accredited by Advance HE and aligned to the PSF 2023. It is appropriate for experienced colleagues who have three or more years of experience in teaching and/ or supporting learning roles in Higher Education.

Most new members of staff who already have experience in a substantive teaching role (through regular teaching on modules or supervision of students) apply for Fellow (D2) through ULTRA. However, colleagues can also apply for Associate Fellow (D1), Senior Fellow (D3) or Principal Fellow (D4) depending on the nature of their teaching and learning support practice or leadership. For more information about ULTRA, please refer to the *Introducing ULTRA Handbook*, which can be found on the [ULTRA web page](#).

Taught programmes like the Postgraduate Certificate Academic Practice (PGCAP/Fellow) and the Foundations of Learning and Teaching in Higher Education (FLTHE/Associate Fellow) are recommended for staff and students who have less than three years’ experience teaching and/or supporting learning. Those in substantive teaching roles should complete the PGCAP, and those with closely defined teaching responsibilities in roles like Graduate Teaching Assistant, Demonstrator, and PGR Supervisor should complete the FLTHE. If colleagues already have Associate Fellow and are in a substantive teaching role, it is important to discuss whether ULTRA or the PGCAP is most appropriate to them.

For further information about the Academy’s accredited programmes and Connected CPD, please see the [Academic Development - University of Liverpool](#) web pages

When should colleagues register for ULTRA?

Colleagues new to the University of Liverpool are advised to wait until they have been at the University for six months before registering for ULTRA. The reason for this is two-fold:

- Some colleagues register for ULTRA very soon after starting at UoL and then make very little progress. It is recommended that they take time to “bed in” to their role and get to grips with the requirements of professional recognition before registering.
- Colleagues applying for Associate Fellow, Fellow and Senior Fellow (but not Principal Fellow) are required to provide a Reference from a UoL member of staff. It can be difficult for Referees to endorse an application if they do not know the applicant’s practice well. Therefore, the six-month guidance is to allow the colleague time to develop evidence in relation to their UoL practice and for Referees to endorse that practice.

Please contact the ULTRA Lead, Laura Hills (laura.hills@liverpool.ac.uk) if you have any questions or concerns.