The UTO Scheme: Guidance for University Faculties and Departments

From January 2018, the University and the Colleges have agreed to participate in a Scheme that is intended to move towards ensuring a reasonable distribution of University Teaching Officers (UTOs) as Fellows in the Colleges.

The Scheme focusses on providing newly-appointed UTOs with direction towards the Colleges most in need of a UTO Fellow in their subject area. There is no requirement for a newly-appointed UTO to take up a Fellowship (though this should not be discouraged), and no penalty on any UTO who opts not to take up a Fellowship.

The Scheme is overseen by the Colleges' Committee and managed in the main part through the Office of Intercollegiate Services. **The Scheme requires the support of staff in Faculties and Departments, mainly relating to communication about the Scheme to potential UTO applicants and appointees, as outlined below.**

The full Scheme operations are outlined in the accompanying flowchart. This document outlines those areas where support from staff in Faculties and Departments is requested as part of the University's commitment to the Scheme.

On receipt of applications for the UTO post to be filled

- Send copies of the following to each applicant:

    - a **summary of the Scheme**, and
    - the **supporting statement from Pro-Vice-Chancellor (Education)**.

  The summary of the scheme and supporting statement can be found at: guidanceforapplicants.pdf (but can otherwise be provided on request from Intercollegiate Services Ltd).

  Instead of sending the documents directly, you can upload them to the (Recruitment Administration System) RAS as a single PDF document at an earlier stage, so that it is published with the advert and further particulars.

On confirmation of the date(s) intended for interview for the post

- Send the **date(s) for interviews** for the new UTO post to the Intercollegiate Services Ltd (admin@isl.colleges.cam.ac.uk), so that it can plan to ensure the list of interested Colleges is provided to the Faculty or Department by the time an appointment is made.

On confirmation of an appointment being made and accepted

- Send confirmation of the name of the appointment and a copy of their ***curriculum vitae*** to Intercollegiate Services Ltd (admin@isl.colleges.cam.ac.uk), so that it can forward this to the Colleges on the list of interested Colleges.

Faculties and Departments are otherwise not expected to assist any College in their communications about potential College Fellowships.

Dr Matthew Russell, Head of Intercollegiate Services Ltd
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