



Procedure for the Appointment of Online Learning Tutors

1. Online Learning Tutors are appointed by the Academic Dean in consultation with the Director of Online Learning and the College's Leadership Team.
2. All applicants for the role of Online Learning Tutor are required to submit a CV to the College. Where the applicant is not known to the College, an interview may be held which normally requires the involvement of the Academic Dean.
3. A contract will outline the terms and conditions of appointment. Two copies of this contract will be issued to the Tutor; one copy will be kept by the Tutor, the other returned to the College.
4. Normally, the following will apply:
 - (a) Level four: Tutors will at least have an initial degree in theology
 - (a) Levels five and six: Tutors will have an initial degree in theology plus a further degree or professional qualification (or equivalent experience)

Teaching experience, or experience as an online learning student, is desirable.

5. All Online Learning Tutors will be given a tutors' handbook for their information and guidance. They will be invited to Spurgeon's College on a regular basis for staff training purposes.
6. It is expected that Online Learning Tutors will be in general agreement with the ethos and doctrinal stance of Spurgeon's College.

Document control box			
Title	Procedure for the Appointment of Online Learning Tutors		
Date approved	2003	Implementation date	
Next review date			
Version	2 (Feb 2013)	Supersedes version	1
Approving body	Leadership Team		
Quality Code consulted			
Member of staff responsible	Academic Dean		