Spurgeon's Online Learning Department
Policy on Updating and Revising Units

General

1. Spurgeon's College is proud of its Online Learning materials, all of which were commissioned and written specifically for us. Like all teaching materials our units will of course need periodic checking and updating to maintain the high standard of quality.

2. In the Online Tutors' job description it says: "As and when in your opinion the need for improvements to the unit arises, you are supposed to bring this to the attention of the Director of Spurgeon's Online Learning. If you were invited to contribute to the work of changing a unit, you would be given a contract for an Online Learning Writer and be paid accordingly."

3. Units will normally be updated every two years. This involves reading through the text, correcting anything that needs correction, adding recent insights and updating the bibliographies.

Units produced in house

4. Internal tutors who produced Online Learning materials will be asked by the Director of Online Learning on behalf of the Principal to invest some time in updating their units. They will want the Online materials to reflect (developments in) their classroom teaching. The Director, the unit tutor(s) and the Online Learning administrator will pass on any comments on the material that have come to their attention.

5. For units produced by authors who are no longer on the staff of the College, their successors will be invited to do the updating and revising but this is not necessarily part of their job. The same applies to Online units which have no parallel in the taught courses.

Units produced externally

6. For units which were not written in house, the College tutor who teaches the same or an equivalent unit will be given the opportunity to do the updating and revising. The minimum expectation is that the internal tutor will comment on units in their subject area and advise about improvements. If they do not carry out the full revision, the Online unit tutor will be invited to do the job for the payment of the going rate.

New tutors

7. New members of staff will need to ensure that they negotiate with the Online department about developing Online units in their subject area especially if they decide to revise substantially taught units written by their predecessors or introduce new units.

All units

8. In case neither a College tutor nor the Online unit tutor is available to update and revise a particular unit, the Director of Spurgeon's Online Learning and the Director of Studies will endeavour to find a suitably qualified person to do the work. The other Online tutors, second markers and associate tutors of the College will be invited first but other people can be engaged as well.

9. The Director of Spurgeon's Online will check that any work is carried out to a high standard before it is published and before any payment is made.

Copyright policy

From June 2013 it is essential that all revisers of units should be careful to ensure that their units comply with copyright regulations. This means that when revising a unit tutors should give attention to the content of each session and ensure that an appropriate copyright statement is prepared and uploaded for each item used within the body of a unit/session where copyright regulations imply. Separate information about this will be circulated by the College Librarian who oversees our Copyright procedures.

Wales and Manchester

In completing unit revisions it is essential that tutors give attention to both the Manchester and Wales versions of their units. This is particularly important in terms of the assessment tasks and instructions because the two Universities' regulations differ.

Document control box			
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