

APPROVAL PROCESS FOR APPROVED TEACHERS, TUTORS, MARKERS AND DEMONSTRATORS (ATTMD)

When identifying a new – or renewing an existing – Approved Teacher, Tutor, Marker, or Demonstrator (ATTMD), Schools should submit an online application for consideration and approval by reviewers. Here's a quick guide to the process:



COMPLETE ONLINE APPLICATION

All applications for Approved Teachers, Tutors, Markers, or Demonstrators (both on- and off-campus) must be submitted through the automated online system. Different forms are available depending on the type of role being applied for.



INITIAL REVIEW OF APPLICATION

Reviewers will receive an automatic workflow notification and, if necessary, can add details to the application (e.g., course information). The process follows a sequential review. Clarifications may be requested by any reviewer during this stage.



ACADEMIC APPROVAL

Head of Discipline or other appropriate senior academic lead within the School initially reviews and approves the application, following which the School's Assistant Executive Dean (Academic Quality) provides final review and approval for Demonstrators and Tutors; a University Dean or Associate Dean provides final review and approval in the case of Teachers and Markers.



CONFIRMATION AND NOTIFICATION

Once academic approval is granted, an email is sent to the candidate, and their details are added to the Approved List on SharePoint (accessible by HW staff). If training needs are identified, the Learning and Teaching Academy (LTA) is notified so they can contact the applicant and provide details about available courses.



RIGHT TO WORK CHECKS

After academic approval, work eligibility checks are conducted, unless the candidate has already completed this process or is an off-campus applicant engaged by a School's Learning Partner.

Candidates cannot begin their role until these checks are completed by HR, and they receive a formal casual contract or Letter of Engagement. This step is separate from academic approval.



FULL APPROVAL

Once academic approval has been granted, and work eligibility confirmed by HR, the candidate can begin their role within the School for the period specified in the confirmation email.

Resources and contacts

- attmenquiries@hw.ac.uk: Email with general queries or support with applications
- [Approved Teachers, Tutors, Markers and Demonstrators SharePoint Hub](#): Access guidance and the online application forms

Visit hw.ac.uk/documents/ordinances.pdf to read the University Regulations (see Ordinance P6)



