



UNIVERSITY OF  
CAMBRIDGE

Pro-Vice-Chancellors' Office

### **Statement from the Pro-Vice-Chancellor for Education**

Responsibility for the education of undergraduate and postgraduate students at the University of Cambridge is shared between the University and 31 constituent Colleges. The 29 Colleges which take undergraduate students are responsible for their admission and for the small-group teaching component of their studies, through the supervision system, for pastoral support and providing facilities, including accommodation. University Faculties and Departments are responsible for providing teaching through lectures, seminars and practicals, as well as, learning facilities and support services and examination. The University complements the pastoral support offered to students by Colleges by providing a specialist Disability Resource Centre, Student Counselling Service and Careers Service. All 31 Colleges admit postgraduate students, although admission is the responsibility of the University, as is the provision of education and research support, with the Colleges providing pastoral support and guidance, and facilities.

The close collaboration and synergy of Collegiate and University provision for students are key to Cambridge being exceptional. Cambridge's excellence was confirmed by the statement of findings about the University in the Teaching Excellence Framework, where the University received a gold award. The collegiate University was commended in particular for

‘a student learning experience based on small groups and responsible supervisions which enables students to engage with world-leading scholars and to receive ongoing personalised feedback on their academic progress’.

It is a vital part of this shared responsibility for education that University Teaching Officers (UTOs) become Fellows of the Colleges. Taking up a Fellowship is not a requirement of becoming a UTO, and no UTO will be penalised for failing to become a Fellow of one of the Colleges. However, through joining a College Fellowship the experience of a UTO is immeasurably enhanced, through the support of and engagement with colleagues of different disciplines. But, just as importantly, an exceptional student experience depends on UTOs engaging with undergraduate and postgraduate students in Colleges by participating in the supervision system, by directing studies, by engaging with outreach activities, and by supporting and enthusing students to make the most of the opportunities available to them at Cambridge.

It is for these reasons that I urge all University Teaching Officers to consider taking up a Fellowship at one of the Colleges in Cambridge.

Yours sincerely

## Scheme for newly-appointed University Officers seeking a College Fellowship

1. The 31 Colleges in the University of Cambridge have established a Scheme to advance collectively their educational purposes by ensuring a reasonable distribution amongst them of University Teaching Officers (UTOs) appointed to teaching posts. All Colleges have agreed to participate in it.
2. The teaching posts include those posts in the University that have entitlement to sabbatical leave - namely:
  - Professorships;
  - Associate Professorships;
  - Assistant Professorships;
  - Readerships;
  - University Senior Lectureships;
  - University Lectureships;
  - Assistant Directors of Research; and
  - Senior Assistants in Research.

A few specially designated posts are also included in the Scheme, with other specific posts being outside the scope of the Scheme.

3. The University appointment process is unaffected by the Scheme save that:
  - in addition to the further particulars of the post, prospective applicants will be sent information about the Scheme, including a statement from the University on the importance of participating in College education and this statement outlining the Scheme and how it operates;
  - a flow of information will be maintained between the relevant Faculty or Department making the appointment and the Office of Intercollegiate Services (acting for the Colleges) to ensure effective communication for the operation of the Scheme; and
  - at an appropriate point in the recruitment cycle (normally at the point of offer), the applicant will be sent by the University a list of the Colleges having priority under the Scheme, together with and a statement from each of those Colleges of the benefits offered and the teaching duties normally required. It is anticipated that the list of Colleges will not change once they have been communicated to the applicant but changes may occur under the rules of the Scheme up to the point at which the successful applicant accepts the appointment.
4. A list of priority Colleges will be prepared for each post, based on the needs of the several Colleges in the subject area concerned. Each of the listed Colleges will have undertaken to interview the UTO appointee with the intention of offering a Fellowship if the interview proves satisfactory (or to make such an offer without interview).
5. If there are five or more Colleges in the priority list, then no other College participating in the Scheme will be free to engage (directly or indirectly) in any discussion with the UTO appointee concerning election to a Fellowship or other membership of the College for a period of two years from the expected date of commencement of the University post. If there are fewer than five Colleges, then a short exclusivity period of two months only will apply.
6. If the UTO appointee is already a member of a particular College, then that College may elect to add itself to the priority list. In other words, a College will be free to offer election to a Fellowship to any UTO appointee who was a member of the College when leave was given to fill the post, although the UTO appointee is not obliged to remain with that College.
7. Where, during the appointment process, the UTO appointee has indicated that he or she would not wish to receive the offer from any College of a Fellowship involving teaching duties, the Head of the Office of Intercollegiate Services will so notify Colleges and thereafter any College will be free to offer College membership (including election to a Fellowship), but strictly on that basis.
8. Although encouraged to participate in College education by accepting election to a Fellowship of a College, the UTO appointee is not under any obligation to do so. However, participating Colleges will be inhibited from offering membership of a College within the time periods outlined in paragraph 5 above.

Dr M Russell, Head of the Office of Intercollegiate Services  
4 December 2017

<https://www.ois.cam.ac.uk/uto-scheme>