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: [college_fellowship_uto_scheme_-_guidance_for_applicants.pdf](cam.ac.uk) (but can otherwise be provided on request from the Office of Intercollegiate Services).

*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 Office of Intercollegiate Services ([admin@ois.cam.ac.uk](mailto:admin@ois.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 the Office of Intercollegiate Services ([admin@ois.cam.ac.uk](mailto:admin@ois.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 the Office of Intercollegiate Services

18 February 2022
<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>OIS</th>
<th>COLLEGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF PERMISSION TO FILL</td>
<td>DATE OF INTERVIEWING AND APPOINTMENT</td>
<td>CLOSING DATE OF ADVERT</td>
</tr>
<tr>
<td>Sends to the UTO applicants:</td>
<td>Notifies OIS of intended date for interviewing</td>
<td>This is so that OIS knows when the “list of Colleges” is needed for onward communication to the UTO appointee</td>
</tr>
<tr>
<td>• summary of the Scheme;</td>
<td></td>
<td></td>
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<tr>
<td>• supporting statement from PVC(E)</td>
<td></td>
<td></td>
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<tr>
<td>(along with further particulars)</td>
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</table>

**UNIVERSITY**

- Identifies new post in cam.ac.uk /jobs
- Logs post in system
- Records College interest (or not)
- Notifies Colleges of the new post
- Updates UTO Fellow data in files & confirms change with College

**OIS**

- Calculates the priority of Colleges in both List G and List U and identifies list
- Notifies Colleges who have expressed an interest as to whether they are on the list or not
- Re-calculating...
- Calculates the priority of Colleges in both List G and List U and identifies list
- Notifies Colleges who have expressed an interest as to whether they are on the list or not
- If revising a list, only the College newly-added to the list is advised, which will be asked if they are still interested

**COLLEGES**

- Reviews its interest in the advertised post
- Not interested...
- Interested?
  - (a) Reviews/updates/creates introductory statement
  - (b) Reviews that the UTO Fellows (in that subject area) remain accurate
  - (c) Determines that the College will commit to interview

- Still interested, & information is up-to-date
- A College on the list changes its mind
  OR
  - A College on the list appoints a UTO Fellow in the relevant subject area
  - – informs OIS to withdraw it from the list

- Still interested, but statement &/or UTO numbers need updating

- The introductory statement can be updated/loaded by the College, but UTO data needs to be updated by OIS.

Note any changes if the list becomes incomplete
**UNIVERSITY**

**APPLICANT ACCEPTS UTO POST**

- Sends to the UTO appointee:
  - list of Colleges;
  - introductory statements

**COLLEGE FELLOWSHIP INTERVIEW**

- Provides to OIS confirmation of UTO appointee (and their CV) for circulation to relevant Colleges

**OIS**

**Prior to this date,**

- sends list of current Colleges to University, offering to send the introductory statements

- Receives notification from the UTO appointee that he or she does not want any Fellowship

- Circulates CV to Colleges on the final list

- Records College decision, adds next College (if any) to the final list & informs UTO

- Records UTO decision & informs all Colleges on the final list

- Records College decision, adds next College (if any) to the final list & informs UTO

- Records College Fellowship appointment & informs other Colleges on the final list as well as the University

**COLLEGES**

- May approach (or be approached by) the UTO appointee to discuss Fellowship

- Informs OIS of decision not to interview

- Informs OIS of decision not to elect

- Conducts interview

- Conducts election

- Confirms to OIS a successful election

- Unsuccessful?

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