

1.8 Faculty Contracting Policy

Version Control

Version	Date	Description	Author
1.0	January 2024	Initial Policy Development	C-TAC
2.0	November 2024	Updated to include TAQA system integration	C-TAC

1.8.1 Purpose

This policy outlines the process for contracting faculty members, including affiliate faculty, to ensure that all instructional staff meet PHECC standards and align with TAQA quality assurance principles. The policy ensures clear expectations, contractual obligations, and compliance with regulatory requirements.

1.8.2 Scope

This policy applies to all full-time, part-time, and affiliate faculty members delivering courses under C-TAC's governance.

1.8.3 Contracting Principles

- **Transparency:** Clear terms and conditions are outlined in each contract.
- **Accountability:** Faculty members are accountable for their performance and compliance with C-TAC policies.
- **Compliance:** All faculty must meet PHECC certification and Garda vetting requirements.
- **Continuous Improvement:** Faculty receive regular feedback and opportunities for professional development.

1.8.4 Process

1. Recruitment and Selection:

- Faculty members are recruited through a transparent selection process that verifies qualifications, experience, and teaching competencies.
- Applicants must provide evidence of PHECC certification, relevant teaching qualifications, and current CPD records.

2. **Contract Development:**

- Contracts are drafted using a standard template that outlines roles, responsibilities, payment terms, performance expectations, and compliance requirements.
- Affiliate faculty must acknowledge C-TAC as the approved institution when delivering courses.

3. **Contract Approval:**

- Contracts are reviewed and approved by the Director of Training.
- Signed contracts are stored securely in the Document Management System, accessible only to authorised personnel.

4. **Onboarding and Induction:**

- New faculty members complete an induction programme within their first month, covering C-TAC's mission, values, governance structure, and teaching standards.
- Induction records are maintained as evidence of compliance.

5. **Performance Monitoring:**

- Faculty performance is assessed through learner feedback, internal observations, and compliance with PHECC standards.
- Non-compliance issues are addressed through performance improvement plans.

6. **Contract Renewal and Termination:**

- Contracts are reviewed annually and renewed based on performance and compliance.
- Contracts may be terminated for breaches of C-TAC policies, failure to meet performance standards, or non-compliance with regulatory requirements.

1.8.5 Responsibilities

- **Board of Directors:** Provides oversight of faculty contracting processes.
- **Director of Training:** Approves faculty contracts and ensures compliance with PHECC standards.
- **Human Resources (HR):** Manages recruitment, onboarding, and contract administration.
- **Affiliate Faculty:** Must comply with contractual obligations, PHECC standards, and C-TAC governance policies.



1.8.6 Monitoring and Review

- Faculty contracting processes are reviewed annually to ensure compliance with regulatory requirements.
- Internal audits verify that contracts are documented, current, and aligned with PHECC and TAQA standards.
- Stakeholder feedback is used to improve the recruitment, contracting, and performance monitoring processes.

1.8.7 Approval and Compliance Monitoring

- **Approved by:** Adrian Coffey, Director of Training
 - **Date:** October 2024
 - Compliance with this policy is monitored through regular audits, feedback, and external verification.
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