**GUIDANCE NOTE**

This template is designed to help TEIs present information about staff qualifications. TEIs need to submit summary information for all teaching staff in the following two categories:

* + **Core teachers:** those who are appointed to permanent contracts at the TEI;
	+ **Associate teachers:** those who are not core teachers, but are appointed to take responsibility for a particular module, possibly (but not necessarily) on an on-going basis.
* TEIs are **not** required to submit summary information for **visiting teachers**; i.e. those with no module-level responsibility but who may visit the TEI to deliver one or more ‘guest lectures’, or placement supervisors.

*To add another row at the bottom of the table, place the cursor in the final column of the final row and use the ‘tab’ button.*

**NAME OF TEI:**

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| **STAFF MEMBER** | **CONTRIBUTING TO WHICH PROGRAMME?** | **JOB TITLE** | **CORE OR ASSOCIATE STAFF** | **NEW STAFF?**(EMPLOYED WITHIN PAST YEAR) | **SHORT SUMMARY OF QUALIFICATIONS**  | **SHORT SUMMARY OF TEACHING EXPERIENCE AND PROFESSIONAL DEVELOPMENT** | **SHORT SUMMARY OF PUBLICATIONS** | ***( CA office use only)*****CIS REGISTRATION** |
| **C** | **A** | **Y** | **N** |  |  |  |  |
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