

4.1.1 Procedure for issuing and storing Letter of Engagement between RCPI and faculty (ED-SOP-059)

Document Title	Issuance and storage of Letter of Engagement between RCPI and Faculty
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Department	Education Delivery
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Approving Body	Academic Board
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Related Documents	HR-Pol-056 – Recruitment and Selection Policy HR-Pol-301 – Equal Opportunities Policy ED-Pol-057 – Faculty Recruitment, Selection & Development Policy HR-T-060 – Faculty Letter of Engagement

1. Procedural Steps

- 1.1 On commencement of the development of a programme, key faculty members are recruited and selected in accordance with the Teaching Faculty Recruitment, Selection and Development Policy (ED-Pol-057). Details of all selected faculty members are stored within the Faculty Database on RCPI Sharepoint.
- 1.2 Each programme has a dedicated Programme Coordinator that will liaise with the programmes educational specialist to confirm expected hours of delivery and/or development for each faculty member.
- 1.3 The coordinator will complete the [Letter of Engagement \(HR-T-060\)](#) outlining estimated hours of delivery and/or development for each teaching faculty member of the programme.
- 1.4 The coordinator will issue the Casual Letter of Engagement to each teaching faculty member at least eight weeks in advance of the programme commencing.
- 1.5 The Programme Coordinator will ensure that they receive a digital and/or written acceptance of the Casual Letter of Engagement from each teaching faculty member in advance a programme commencing and or a teaching faculty member delivering or developing content on a programme.
- 1.6 The Programme Coordinator will store a digital copy of the Casual Letter of Engagement for each programme.
- 1.7 The Casual Letters of Engagement will be issued every academic year for all programmes
- 1.8 If a faculty member is delivering on several programmes the Casual Letter of Engagement will summarise this in Appendix 1 of the agreement.