

## **Collaborative Staff Approval and LJMU IT Access**

### *Approval to Teach on a Liverpool John Moores University (LJMU) Validated Programme*

1. LJMU maintains oversight of the teaching teams of all collaborative programmes, and all members of teaching staff should be approved by LJMU before teaching on an LJMU validated programme.
2. Approval of a member of teaching staff can take place either:
  - Via [Collaborative Validation or Periodic Programme Review](#) activity (using the [staff CV template](#)), or
  - Via [Validation and Review Oversight Panel \(VROP\)](#) (using the [New Staff Appointment Form and CV template](#)) if the member of staff is appointed between validation and review events.
3. Members of the teaching team will be considered against the expectations set out within the Collaborative Staff Qualifications Policy, which is available on the [Policy Centre](#).

### *LJMU IT Accounts and Staff Cards*

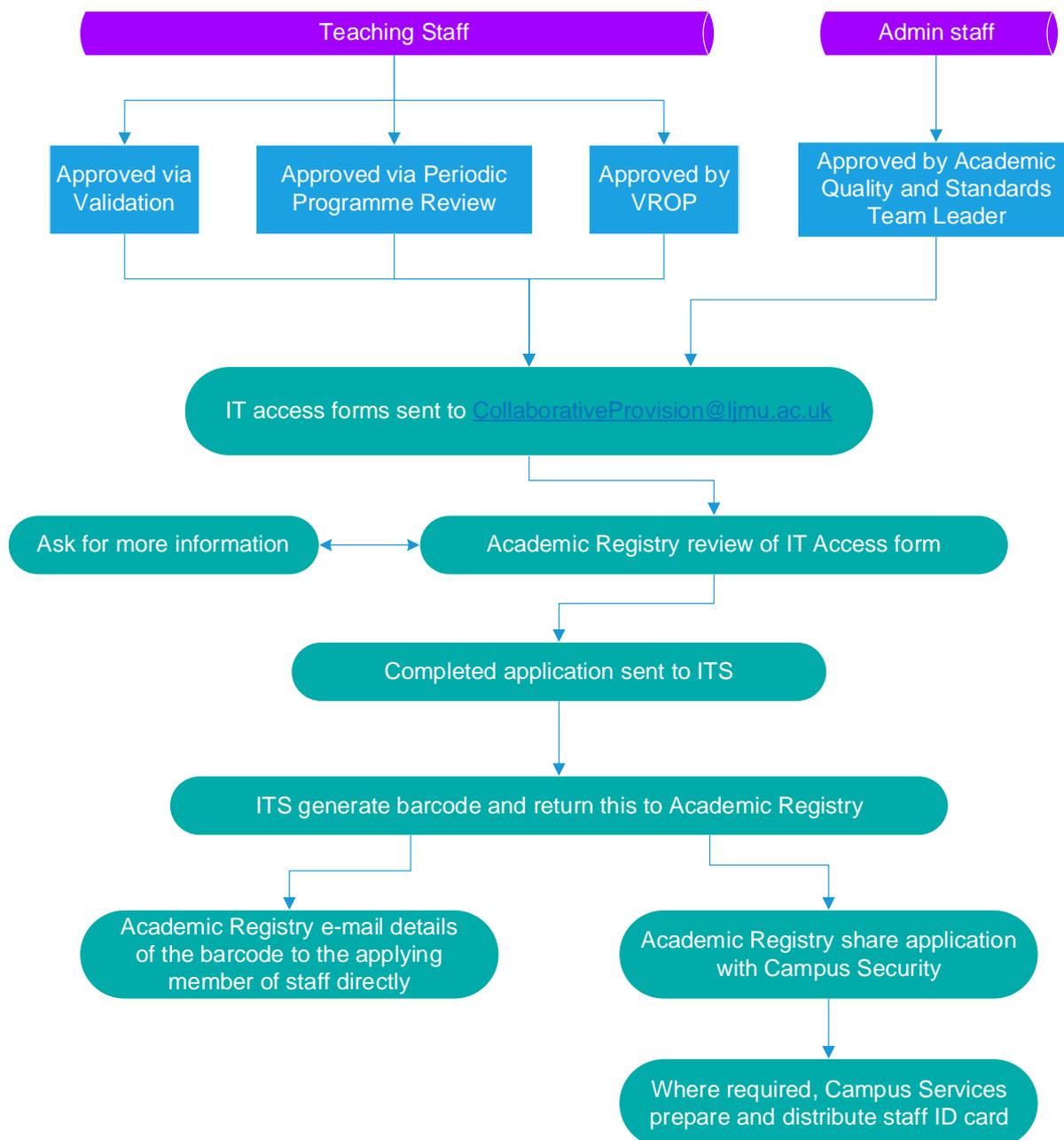
4. Once new members of teaching staff have been approved to teach on a university validated programme, they can apply for an LJMU IT account and collaborative staff ID card.
5. A collaborative IT staff account can be used to access:
  - the LJMU electronic library resources (subject to licence restrictions) – details available [here](#)
  - the university's VLE, Canvas – details available [here](#), under the heading [Virtual Learning Environment, Canvas](#)
  - LJMU's Webhub, which can allow staff to view data related to your institutions programmes and students with LJMU - details available [here](#), under the heading [Webhub](#)
  - Courseloop – collaborative staff have read access to Courseloop which can be used to view Programme Specifications and module proformas, as well as the wider set of documentation prepared for validation and PPR – this can be accessed [here](#).
6. Administrative and library members of staff at collaborative partners can also apply for an LJMU IT account and collaborative staff ID card in order to support a partner institution in its delivery of the LJMU programme and engagement with the IT systems above. Applications for this type of administrative access will be considered by the Academic Quality and Standards Team Leader (Collaborative Provision).

### *Application Process for LJMU IT Accounts*

7. To apply for an LJMU IT Account, an application form will need to be completed and sent to Academic Registry at [collaborativeprovision@ljmu.ac.uk](mailto:collaborativeprovision@ljmu.ac.uk).

8. For new partnerships or new programmes, LJMU IT Accounts can set up once the collaborative contract has been signed by both parties.

Table 1



9. Academic Registry will review the submitted IT access application forms, to ensure:

- Staff approval is in place
- The collaborative contract has been signed
- All required information in the IT access form has been completed

10. Once the Academic Registry review is completed and all requirements are in place, the access form will be shared with the Information Technology Services (ITS) team to be processed.

11. ITS generate the barcode, required for the member of staff to have IT access, and share these details with Academic Registry.
12. Academic Registry will then:
  - E-mail the applying member of staff directly with details of their unique barcode and how to set up their access, and
  - notify Campus Services who, where required, will prepare a staff card, which will then be shared with the applying member of staff.
13. A summary of the application process is outlined above in Table 1.

#### *Maintaining LJMU IT Accounts*

14. LJMU passwords expire after 60 days and should be changed regularly.
15. The account will become inaccessible if the password is allowed to expire. In these instances, a password can be changed using the [‘Change your Password’](#) link. Collaborative members of staff can also use the [‘LJMU - My Account’](#) link to manage their LJMU IT account.
16. In addition, an activity is completed annually to verify that all of the IT accounts that exist for each partner organisation are for current staff and are still required.