

Sheffield UCU guidance on lecture capture (Encore)

The University has circulated information on the implementation of its lecture capture system 'Encore'. Sheffield UCU members should have been asked for opt-out requests from their department. Sheffield UCU has been discussing the Encore policy with the University for the past year and more. We have acknowledged the potential pedagogical benefits of the system while pushing to protect staff rights as much as possible.

While the Encore policy document is close to one we could approve, we are unhappy with the final clearance for opting-out lying with the Head of Department. This is explained in the policy document as below.

"It is anticipated that the individual academic will make the decision on whether it is appropriate or not to record their lecture. Where there is uncertainty the Head of Department, or designated senior manager, should be available to discuss and help reach a decision as to the suitability of recording. In the eventuality that there is a difference of views over the suitability of recording which cannot be resolved through dialogue and by reference to the potential reasonable reasons outlined below it will be for the Head of Department to determine whether or not a lecture should be recorded."

With this in mind, we ask Sheffield UCU members to follow the following guidance.

Sheffield UCU members should use their professional judgement on when to opt-out of Encore.

We advise members to opt-out in each of the situations below, unless they see reasons for not doing so.

- where research confidentiality could be breached (*research confidentiality*);
- where material is commercially, politically or ethically sensitive e.g. unpublished research material or patient details (*sensitive content*);
- where a guest lecturer external to the University has not consented to be recorded (*external lecturer*);
- where, in your academic judgement, recording a lecture would not help student understanding or the student experience e.g. if there is a high degree of student participation, if there is extended use of whiteboards/ chalk boards, if there is an approach that involves provision of recorded material in another manner e.g. flipped learning, or a pedagogical approach that would need to be changed for recording to take place and which may therefore be detrimental to the student experience (*teaching style inappropriate*);
- where content includes commercially purchased DVDs/CDs/downloads or excerpts from on-demand services such as BBC iPlayer. (*copyright*).

Sheffield UCU members should contact the branch immediately if they have been denied an opt-out against their will.

The University "does not expect such situations to arise frequently given the guidance available to colleagues", so it is important for us to know how common such cases are.

Sheffield UCU members should contact the branch immediately if they are aware of Encore recordings being used for any purposes except use by students on that module.

Lecturers retain the performance rights for all recordings, meaning that the University must not use recordings for any purpose other than that for which they were recorded without explicit permission of the lecturer. This includes

- use of recordings for performance management, formally or informally;
- use of recordings for commercial purposes;
- use of recordings for subsequent cohorts of students.

If any member is pressured into agreeing to such use, they should contact us immediately.

Sheffield UCU members should ensure they use the 'red-light' button to stop recordings freely whenever they deem parts of the lecture not suitable for recording.

This may include parts where there is significant student interaction or material that is sensitive.

Members should also ensure that they stop the recording as soon as their lecture is finished to avoid capturing private conversations, and to keep a look-out for red-lights whenever entering a lecture theatre.