

Part time hourly paid lecturers – revised Code of Practice

1. Appropriate circumstances for employing lecturers on an hourly-paid basis

- 1.1 The university may employ lecturers on an hourly -paid basis to supplement the university's core teaching staff base, to provide specialist input to courses and to meet unpredictable or short-term demands for teaching, for example on short courses, or for short-term sickness absence.
- 1.2 An hourly-paid contract will normally only be used in circumstances where the hours to be worked cannot be predicted in advance, or is variable from week to week. In these circumstances, a retrospective claim for the work actually carried out needs to be made.
- 1.3 Where the need for cover is long term and there is a specific end date or purpose (e.g. cover for secondment or maternity leave or study leave or long-term sick leave) a different form of temporary contract (fixed term or contract of indefinite length) should be used.
- 1.4 Hourly paid contracts will normally only be appropriate in the following circumstances, and will be, with the exception of research students and short course delivery, for a maximum of 50 hours:-
 - to sustain part of a programme/course pending a permanent appointment or to cover some lectures/duties in the absence of a member of staff ;
 - for visiting lecturers (e.g. practising professionals) providing specialist input to courses;
 - to facilitate the employment of research students in the interests of their career development, subject to a limit of 180 hours per year;
 - for the delivery of non-HEFCE-funded courses, where these are subject to local market forces (e.g. group 5 commercial income courses);
 - to deliver courses of below diploma level.

2. Responsibilities of hourly paid lecturers

- 2.1 Hourly-paid lecturers are required to have a clear focus on teaching and the core duties and responsibilities which they are expected to undertake are set out below:
 - Design teaching material and deliver using appropriate teaching, learning support and assessment methods.
 - Carry out teaching and associated administrative tasks within an established programme of study
 - Set and mark assignments, assess the work and progress of students and provide constructive feedback to students
 - May co-ordinate small modules, in own subject area
 - Attend and participate in module team meetings, liaising with colleagues as necessary
 - Engage in the requisite scholarly activity that will maintain their familiarity with current developments in their academic field which is necessary for the preservation of their academic standing
 - Reflect on practice and development of teaching and learning skills

- Continually update knowledge and understanding in field or specialism
- Contribute to internal and external quality assurance processes within the scope of the role
- Understand equal opportunities in relation to academic content and issues relating to student need.

3. Grade, rates of pay and progression

- 3.1 A comparison of the actual duties of the hourly-paid lecturer will be made against the generic role descriptions used within the university. A grade and starting salary will be allocated from which the hourly rate will be calculated from the annual full-time salary for the grade. The university expects hourly-paid staff to be appointed at a minimum of grade Ac2.
- 3.2 Where an hourly-paid lecturer is undertaking the full duties of an AC3 role they will be paid at the minimum spine point for that grade. This situation should only occur in exceptional circumstances and the university would expect that such work would normally be undertaken under a fractional lecturing contract.
- 3.4 Hourly rates will be calculated by reference to a comprehensive scheduled teaching hour rate (or rates) which already includes, payment for all related work - but not holiday pay which will be separate and in addition, paid either at the same time as payment for teaching or at the time holiday is taken.
- 3.5 In calculating a comprehensive scheduled teaching hour rate, the university will consider all the requirements of the job. This information will indicate the level and range of demand required of the post-holder in relation to all associated duties, including necessary assessment and development work within periods of the year when formal teaching occurs. Subject to job requirements, typically this will mean payment for 1.5 additional hours for each hours teaching, for such associated duties although this may be varied in specific circumstances to reflect particular job requirements.
- 3.6 Incremental progression recognises that competence improves year on year with experience. The equivalent service provision for hourly-paid lecturers to qualify for incremental progression is to undertake teaching over a period of 13 consecutive weeks within one academic year.
- 3.7 Where an hourly-paid lecturer completes 13 consecutive weeks within one academic year they will qualify for incremental enhancement. Incremental progression will be awarded at the beginning of the year following completion of the required service. Where there is a gap in service (i.e. no work undertaken in any academic year) the hourly-paid lecturer will commence subsequent work at the spine point they were engaged on when they last worked for the university.

4. Recruitment

- 4.1 Faculties and departments/schools are responsible for the recruitment of hourly-paid lecturers in accordance with the advice and guidance issued by the Personnel Department.
- 4.2 In recruiting hourly-paid staff, deans and heads of department/school are required to comply with the university's equal opportunities policy.
- 4.3 Faculties and departments/schools must ensure that all hourly-paid staff are interviewed and that the following are obtained prior to appointment and commencement of work:
- Application form or C.V including two referees who must be contacted
 - Completed equal opportunities form

- Completed health questionnaire
- National Insurance Number
- Other proof of identity, e.g. birth certificate
- Completed bank details form

5. Staff Development

- 5.1 Hourly-paid lecturers will have access to the school's staff development plans. Where hourly-paid staff are engaged for more than one academic year, they will be offered a Staff Development Review (SDR) to ensure that their needs are included and addressed, and will be encouraged to attend staff development events as appropriate.
- 5.2 Special arrangements will be made to integrate hourly-paid into a department/school and to ensure that they receive adequate and helpful information. Where appropriate, a colleague will be assigned as a mentor. Particular attention will be given to supporting hourly-paid who work at remote sites and/or during the evenings and at weekends.”

Agreed at JNC 29/3/06