

Departmental Procedure for the Appointment of Visiting Teaching Staff /Hourly Paid Teaching Staff (HPTS)

OVERVIEW

In common with other universities, Royal Holloway relies on Visiting Teaching Staff/Hourly Paid Teaching Staff (HPTS) for the preparation and delivery of lectures, tutorials, seminars, research demonstration and the marking of assignments.

These individuals can

- be required to deliver tutorials, seminars, research demonstration and mark assignments, where the content and delivery is overseen, but not constantly supervised, by a member of the academic staff
- prepare and deliver lectures, tutorials and seminars within course guidelines
- provide practice-based teaching

These individuals may be Undergraduates or Postgraduates, Lecturers, Senior Lecturers, Readers, Professors or Visiting Experts and may work between 1 to 20 hours per week. It should be noted that all student workers will be limited to only one contract of employment with the College.

RELEVANT EMPLOYMENT LEGISLATION

The Asylum and Immigration Act 2006

This act requires all employers in the UK to check original ID documents of every person they intend to employ before that individual commences work. It is the responsibility of the Head of Department/School/Department Manager/Line Manager or nominee to ensure that the necessary checks are carried out within either the Department/School/Section or by Human Resources (HR) before a member of the Visiting Teaching Staff commences work. NO individuals should commence work for the College without having their right to work status checked beforehand. Anyone who knowingly offers work which would result in a breach of an individual's visa restrictions, or who fail to follow College processes around employment, will be subject to disciplinary action.

European Economic Area (EEA) nationals¹ (which include the UK) and Swiss nationals have a right of residency in the UK and no restrictions on the type of work they can carry out.

Non EEA nationals may acquire the right to live, work or study in the UK in a variety of ways. However, there are restrictions on the type of work and the hours that many non EEA nationals may work, depending on the type of visa that they have; for example:

¹ Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Irish Republic, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. Iceland, Liechtenstein and Norway are not members of the European Union (EU) but citizens of these countries have the same rights to enter, live in and work in the United Kingdom as EU citizens. Croatian nationals may need to apply for permission from the Home Office before they can work in the UK.as EU citizens.

- An individual holding a **Tier 2 Visa** can be employed on specific types of skilled work only, following specific recruitment and advertising requirements. It is possible that an individual in possession of a Tier 2 Visa may **NOT** be eligible to be appointed to Visiting Teaching work so please check with HR first.
- A Student holding a **Tier 4 Visa** has been granted permission to undertake study and therefore where right to work is permitted, tight restrictions of a maximum 10 or 20 hours work per week apply during term-time depending on the type of study. This is not an average figure but an absolute maximum each week and includes paid employment, casual work, overtime, unpaid work etc. The total hours worked in any one week when adding all types of work together must not exceed 10/20. It should be noted that when an individual is being paid an uplifted rate of pay, for example a Visiting Tutor, 1 contact hour is equivalent to 2.5 working hours (See [CONTRACT TYPES](#) below). Students holding a Tier 4 Visa will be required to complete an Hours per Week Declaration Form (See Appendix 1). Any breach of an individual's visa restrictions could put the College's ability to recruit overseas students and staff at risk.

The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations

These regulations make it unlawful for part-time staff to be treated less favourably than comparable full-time staff in regard to the terms of their contract of employment.

STAFF TYPES

Royal Holloway employs the following main types of part time visiting teaching support. There is some variation between departments in the organisation and management of these staff.

Visiting Tutors

These staff lead and deliver undergraduate tutorials, seminars and mark assignments. The content and delivery is overseen, but not constantly supervised, by a member of the academic staff.

Visiting Lecturers, Senior Lecturers/Readers/Professors

These staff lead, prepare and deliver lectures, tutorials and seminars and mark assignments within course guidelines.

Workshop Leaders

These staff are required to lead a workshop and will have more skills than a Teaching Assistant.

Teaching Assistants

These staff are research demonstrators, workshop and laboratory assistants and teaching or language assistants and are required to assist another member of staff.

Guest Speakers

Those who are not employed by Royal Holloway – they visit for one or two lectures on a one off basis (See separate guidance regarding the Payment of Guest Speakers).

Visiting Experts

Teaching by these staff is practice-based e.g. placement tutors (Health and Social Care), vocal/instrumental music teachers or business leaders. External experts are likely to have a professional qualification. (Please contact your HR Assistant for advice regarding these staff.)

CONTRACT TYPES

The type of variable hours contract issued (Fixed Term or Substantive) is determined either by the number of years of continuous service at Royal Holloway or the length of contract required to satisfy the business need of a department. It is important to contact HR if the individual you wish to appoint has previously worked for or is currently working for Royal Holloway.

Contact and Non-Contact Hours

Visiting Tutors and Visiting Lecturers/Senior Lecturers/Readers/Professors

Contact hours are defined as time spent with students delivering lectures, seminars and workshops given on a course.

Payment for each contact hour is made at an uplifted hourly rate which incorporates an additional 1.5 hours for preparation and marking. (For each contact hour spent with students delivering lectures, seminars and workshops given on a course the employee is paid an amount equivalent to 2.5 hours work at the basic rate (ie.1 hour for delivery + 1.5 hours in preparation for that delivery and for marking)). Unless preparation and marking associated with the course exceeds the additional 1.5 hours allowed no additional payment is made. The rate of pay quoted includes the 1.5 hour uplift.

Non-contact hours are defined as time spent on administration, office hours, advising on dissertations, marking exam scripts or dissertations (x/hr) or, marking or preparation related to the course exceeding the 1.5 hours incorporated above. Where payment is made for examination marking the number of scripts per hour should be agreed. The rate of pay is at the basic hourly rate i.e. the quoted contact hourly rate divided by 2.5.

Workshop Leaders

Contact hours are defined as time spent with students whilst leading a workshop.

Payment for each contact hour does not include preparation and marking and the rate of pay quoted is the basic hourly rate.

Non-contact hours which may include administration, preparation or marking relating to the workshop are paid at the quoted basic hourly rate.

Teaching Assistants (including demonstrators, workshop and laboratory assistants and language assistants)

Contact hours are defined as time spent with students whilst assisting another member of staff. Payment for each contact hour does not include preparation and marking and the rate of pay quoted is the basic hourly rate.

Non-contact hours which may include administration or marking relating to the class are paid at the quoted basic hourly rate.

Marking Only

All non-contact hours which should also be used for any marking carried out by a visiting tutor, visiting lecturer/senior lecturer/reader/professor not associated with a course for which he/she is employed to teach.

SUMMARY

Staff type	Contact hours	Non contact hours
Visiting Tutors and Visiting Lecturers/Senior Lecturers/Readers/Professors	Appropriate quoted uplifted hourly rate	Appropriate basic rate (uplifted hourly rate divided by 2.5)
Workshop Leaders	Quoted basic rate	Quoted basic rate
Teaching Assistant	Quoted basic rate	Quoted basic rate
Marking only	<i>Not applicable</i>	Quoted basic rate

If an employee is not to be re-employed for a further academic year then a Leavers Form must be completed either by the employee or department and sent to HR.

<https://www.royalholloway.ac.uk/humanresources/policiesproceduresandforms.aspx>

ANYONE EMPLOYED AS A MEMBER OF THE VISITING TEACHING STAFF MUST HAVE THEIR RIGHT TO WORK IN THE UK AND THEIR IMMIGRATION STATUS VERIFIED BEFORE THEY COMMENCE WORK. IN ADDITION ALL TIER 4 STUDENTS MUST COMPLETE AN HOURS PER WEEK DECLARATION FORM.

THE PROCESS (See Figure 1 below)

The issuing of contracts to Visiting Teaching Staff is dealt with by the HR department. All Visiting Teaching staff must be issued with an employment contract.

In order to appoint a new member of the Visiting Teaching Staff a Head of Department/Department Manager/Line Manager should complete an Appointment of Hourly Paid Teaching Staff (HPTS)/Visiting Teacher Contract Form (See Appendix 2). This form and associated documents should be scanned and saved to the HR M drive (\\ourdata\WorkingGroups\HRandFAC\HPTS) area for the department (New Starters_Amendments to Contract) 10 working days prior to an individual's start date. Please e-mail your HR Assistant to let them know this has been done.

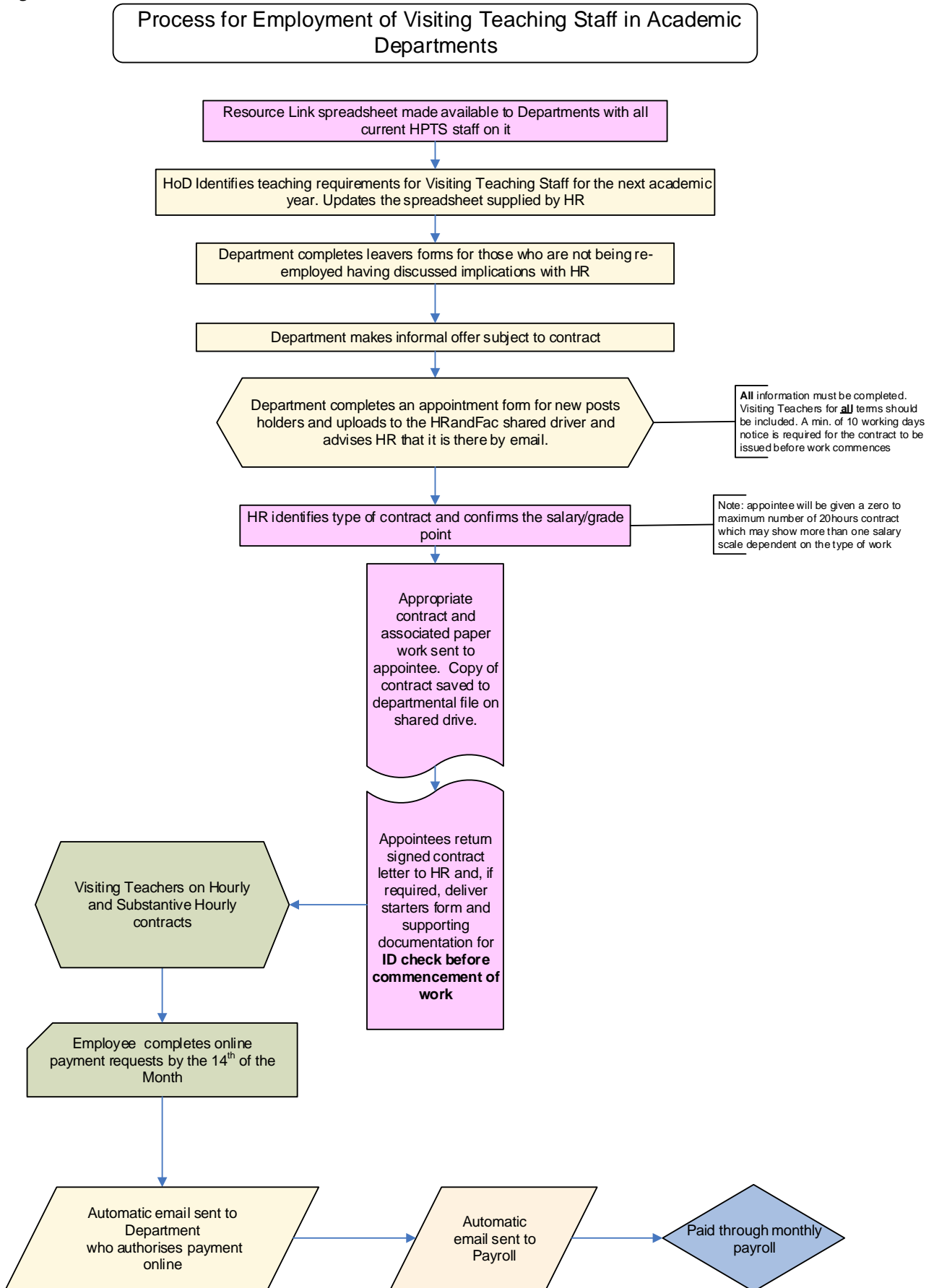
Heads of Department/School/Department Managers have access to this shared drive. Access can be granted to other members of departmental staff as required.

The Head of Department/Department Manager/Line Manager will be expected to meet an individual to discuss the nature of the work on offer. As mentioned above all individuals **MUST** have their identity checked and their right to work in the UK verified and a Proof of Right to Work Checklist **MUST** also be completed (See Appendix 3). HR will normally carry out the ID checks if an appointment form is received 10 working days prior to an individual's start date. If this is not possible then the check **MUST** be carried out in the department. (See also **CONTRACTS** section below). A student holding a Tier 4 visa will be required to complete an Hours per Week declaration form (See Appendix 1).

On receipt of an appointment form HR will issue a contract and new starter pack if appropriate.

If an individual (excluding students) is to be offered an additional Visiting Teaching role a Head of Department/Department Manager/Line Manager should complete an Additional Hourly Paid Teaching Staff (HPTS)/Visiting Teacher Contract Form (See Appendix 4).

Figure 1



Review Spreadsheet (completed annually by departments and HR)

The shared drive (\\ourdata\WorkingGroups\HRandFAC\HPTS) is also where an excel workbook containing details of all departmental specific Visiting Teaching Staff is stored. The format of the spreadsheet **must not** be changed. But you may add comments at the end of the rows.

The spreadsheet will be used by departments to identify individuals who are continuing to be employed from one academic year to the next and HR will issue an extension of contract letter.

HR should be alerted as soon as it is known that an individual is not going to continue to be employed in order that HR can identify if a redundancy is taking place and if so to ensure that a fair dismissal process is followed.

It is preferable that a **single** spreadsheet be kept for all the information pertaining to visiting teaching staff rather than clones of spreadsheets which leads to error and confusion.

CONTRACTS

Contract letters will be issued by the HR department and the letter will be saved to the shared drive.

An employee should return their signed contract to the HR department.

If an employee is required to complete a New Starter's Form

<https://www.royalholloway.ac.uk/iquad/documents/doc/humanresourcesdocs/forms/new-starters-form-amended-november-2014.docx>

and provide the documentation listed on the New Starter's Form **and** show their proof of right to work documents for verification of their proof of right to work in the UK they **must** visit the HR department **before** the first day of their employment with the required documents for checking. If there is insufficient time for the new employee to visit the HR department the proof of right to check must be carried out by the Department Manager or recruiting Line Manager.

**IT IS A LEGAL REQUIREMENT THAT NO ONE CAN UNDERTAKE ANY WORK UNTIL THE
PROOF OF RIGHT TO WORK CHECK HAS BEEN CARRIED OUT CORRECTLY**

Payment

<http://www.rhul.ac.uk/humanresources/myview.aspx>

Employees will be required to complete online timesheets by the 14th of the month that will be authorised by the nominated member of staff in the academic department. Details of the nominated member of staff will be supplied by the Department.



**TIER 4 STUDENTS UNDERTAKING PAID, UNPAID OR VOLUNTARY WORK
AT ROYAL HOLLOWAY UNIVERSITY OF LONDON**

Please complete the relevant parts of this form and sign and date overleaf EVERY TIME you accept work of any type from anywhere in Royal Holloway University of London.

My Name..... **My Student Number**.....

My Payroll Number (if previously engaged)

Nature of Work.....

I am a student with permission to work limited by the terms of my Tier 4 visa and I understand that any work, whether as a casual worker or contracted employee; paid or unpaid, counts towards my weekly limit of 10 or 20 hours per week during term-time including:

- Paid casual work
- Volunteering
- Student ambassador
- Student Union Officer
- Any other type of paid or unpaid work

I understand that working hours are calculated on a weekly basis (Sunday to Saturday) rather than a monthly average.

Please complete the statement/s which apply to you

1. I am studying for a PhD

- a. Yes (Go to Q2)
- b. No (Go to Q3)

2. My term-time dates are.....

My holiday dates are².....

My Supervisor is (Name, School).....

² If you are unable to provide this, we can only offer you restricted term-time hours

3. This is the first time I have accepted work from Royal Holloway University of London or the Students Union and I have provided details of my eligibility to work in original (not photocopied) documents to you.

- a. Yes
- b. No (Go to Q4)

4. I have worked for Royal Holloway University of London previously on:

(date/s).....

I carried out the following work in (state which School, Faculty)

.....

I provided evidence of my eligibility to work to:

(Name).....

I understand that I must not accept work, paid or unpaid, which would bring my total hours above the limit of 10 or 20 hours that is shown on my Tier 4 visa for each week including all the work being undertaken.

I declare that in accepting this offer of work, the total weekly hours including any other work I may carry out for Royal Holloway University of London and/or any other employer, will not result in a breach of the terms of my visa.

SIGNED..... DATE.....

Please now hand this form to the person who has offered you the work or who has asked you to complete the form.³

If it becomes apparent that you have breached the terms of your visa by working in excess of 10 or 20 hours per week, you will not be offered any further work and may not be paid for any work carried out in breach of the visa regulations.

DEFINITION OF TERM-TIME AND HOLIDAY FOR TIER 4 STUDENTS

Students studying for a PhD

You are eligible to work up to a maximum of 20 hours per week during term-time. The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly limit.

PhD Students and holiday entitlement

³ NOTE TO MANAGER: Please pass this to your HR Assistant with copies of any agreement of hours to be scanned and held in HR.

PhD students are entitled to 6 weeks holiday per year, as agreed with your Supervisor. During these 6 weeks, you may undertake unlimited work but the holiday must be clearly noted on the timesheet, otherwise the 20-hour limit will be applied.

The UKVI does not define “unlimited work” but as holiday is specifically granted under the Working Time Directive to recover and rest, we recommend that sensible and reasonable hours are offered during these periods.

Students studying for a qualification AT LEAST at degree level but below PhD

You are eligible to work up to a maximum of 20 hours per week during term time. The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly total.

Students studying for a qualification BELOW degree level, e.g. foundation or pre-sessional English language programmes

The maximum limit is 10 hours per week during term time. If you are a student attending, for example, a 2-semester English programme, you may undertake casual work up to this limit.

The entitlement to work and the limits will be clearly stated in your passport and visa stamp.

Term-time is defined by the University Calendar Dates: see link below:

<https://www.royalholloway.ac.uk/aboutus/termdates/home.aspx>



APPOINTMENT OF HOURLY PAID TEACHING STAFF (HPTS)/VISITING TEACHER

*This form and associated documents should be scanned and saved to the HR M drive: HRandFac/HPTS area for your department (New Starters_Amendments to Contract) 10 working days prior to an individual's start date. **Please e-mail your HR Assistant to let them know this has been done***

To: Human Resources Department
 From: Name Date: Click here to enter a date.
 Department/Section: Department

EMPLOYMENT DETAILS

Nature of Employment: Fixed Term Variable Hour Permanent Variable Hour
 (Please tick)

Employee name: Name of employee

Job Title: Choose job title from list below

Start Date: Click here to enter a start date.

End date (*must be completed for fixed term appointments and will normally be 31 August*):
 Click here to enter an end date.

Hours of work*: Hours of work per week Hourly Rate of Pay** £hourly rate
 (Usually between 0-20 hours per week)

Line Manager responsible for employee and authorisation of timesheets: Name of line manager

Is the individual a student at RHUL or elsewhere: Yes No
 (If so please copy and attach a copy of their student card)

Cost Code: Cost Code

HR will normally carry out the ID checks if an appointment form is received 10 working days prior to an individual's start date. If this is not possible then the check **MUST** be carried out in the department. If this is the case please complete the section below.

I confirm that:

<input type="checkbox"/>	I have checked and verified the employee's right to work in the UK and I have completed and attached the Proof of Right to Work Checklist.
<input type="checkbox"/>	I have attached a scanned copies of the necessary evidence confirming the individual's right to work in the UK.
<input type="checkbox"/>	*I have attached an Hours per Week declaration form as the individual is a Tier 4 student.
<input type="checkbox"/>	I have attached a completed New Starters Form. http://www.rhul.ac.uk/iquad/documents/pdf/humanresourcespdf/forms/newstartersform.pdf
<input type="checkbox"/>	**I have referred to the current hourly rates of pay for NEW Visiting Teaching Staff.
<input type="checkbox"/>	Departmental funding is available to cover this appointment.

Signed:
 (Head of Department or Section / Department Manager/Line Manager)



PROOF OF RIGHT TO WORK CHECKLIST

Name of employee: Name of employee

Start date: [Click here to enter a date.](#)

Individual responsible for carrying out the verification: Individual responsible

Department: Department Date of verification: [Click here to enter a date.](#)

STEP 1: ACCEPTABLE DOCUMENTS SHOWING RIGHT TO WORK

You must be provided with one of the single documents or combinations of documents in List A* OR one of the single documents or combinations of documents in List B* as proof that someone is allowed to work in the UK. Please ensure that you certify the documents you have seen by using the following wording "I certify that this is a copy of the original documentation which I have verified" you will also need to date and sign the copied documents.

Please state which original List A* Choose an item. or List B* document(s) Choose an item. you have seen? E.g. List A 1 and if this is an initial check before employment or follow up check on an employee.

If an individual is unable to present documentation that confirms their right to work in the UK or you are unsure about the validity of the document, please contact the Human Resources Department for advice.

STEP 2: CHECK THE VALIDITY OF THE DOCUMENTS

- You must satisfy yourself that the documents are genuine and that the person presenting the documents is both the rightful holder and allowed to do the type of work you are offering. You must take a copy of the documents in a format which cannot later be altered.
- I confirm that:
 - The photographs are consistent with the appearance of the person
 - The date of birth listed is consistent across documents and with the appearance of the person
 - The expiry dates for limited leave to enter or remain in the UK have not passed
 - (For students) I have obtained, copied and attached details of their academic term and vacation times covering the duration of their period of study in the UK for which they are employed
 - The endorsements (e.g. visas) show the person is able to do the type of work you are offering
 - The documents are genuine, have not been tampered with and belong to the holder

If you have been given documents with different names please ensure that you have you asked for and taken further documents to explain why e.g. a marriage certificate.

STEP 3: HOW TO TAKE A COPY OF THE DOCUMENTS

- If the document is a passport or travel document you must photocopy or scan: any pages providing the holder's personal details; their nationality; photograph; date of birth; signature; date of expiry and biometric details; **and any pages containing UK Government endorsements' showing the person is allowed to work in the UK** and carry out the work you are

- offering.
- If the individual is unable to present a passport or travel document you must photocopy or scan: All other documents in full, including both sides of a Biometric Residence Permit.

NB The requirement for a properly documented National Insurance number will only provide an excuse when given to you in combination with one of the acceptable documents, as specified in Lists A and B.

This form should be submitted to Human Resources accompanied by copies of the verified right to work documentation.

Appendices

LIST A

This lists the documents which demonstrate that an individual has an ongoing right to work in the UK.

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and colonies having the right of abode in the UK
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland
3. A registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a national of a European Economic Area country or Switzerland
4. A permanent residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland
5. A **current** Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
6. A **current** passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK
7. A **current** Immigration Status Document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK **together** with an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents **together** with an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **together** with an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)
10. A certificate of registration or naturalization as a British citizen **together** with an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

LIST B – Groups 1 and 2

These list the documents which demonstrate that an individual has right to work in the UK for a limited period of time.

Group 1

1. A **current** passport or other travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work you are offering
2. A **current** Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering
3. A **current** residence card (including an accession residence card or derivative residence card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the person may stay in the UK and is allowed to do the type of work you are offering **together** with an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

Group 2

5. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating the holder is allowed to take employment which is **less than 6 months** old from the Home Office Employer Checking Service (please contact your Human Resources contact for this to be arranged)
6. An Application Registration Card (ARC) issued by the Home Office stating that the holder is permitted to take the employment in question **together** with a positive verification notice from the Home Office Employer Checking Service (please contact your Human Resources contact for this to be arranged)
7. A positive verification notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.



ADDITIONAL HOURLY PAID TEACHING STAFF (HPTS)/VISITING TEACHER CONTRACT
(EXCLUDING ALL STUDENTS)

*This form and associated documents should be scanned and saved to the HR M drive: HRandFac/HPTS area for your department (New Starters_Amendments to contract) 10 working days prior to an individual's start date. **Please e-mail your HR Assistant to let them know this has been done***

To: Human Resources Department
 From: Name Date: [Click here to enter a date.](#)
 Department/Section: Department

EMPLOYMENT DETAILS

Nature of Employment: Fixed Term Variable Hour Permanent Variable Hour
 (Please tick)

Employee name: Name of employee

Job Title: Choose job title from list below

Effective Date: [Click here to enter a start date.](#)

End date (*must be completed for casual & fixed term appointments*): [Click here to enter an end date.](#)

Current Hours of work*: Hours of work per week Current Hourly Rate of Pay** £hourly rate

New Hours of work: Hours of work per week New Hourly Rate of Pay** £hourly rate

Line Manager responsible for employee and authorisation of timesheets: Name of line manager

Is the individual a student at Royal Holloway or elsewhere: Yes No
 (If so please copy and attach a copy of their student card)

Cost Code: Cost Code

<input type="checkbox"/>	**I have referred to the current hourly rates of pay for NEW Visiting Teaching Staff.
<input type="checkbox"/>	Departmental funding is available to cover this appointment.

Signed:
 (Head of Department or Section / Department Manager/Line Manager)