



Visiting Teaching Staff Departmental Procedure for the Contracts of Employment

This document provides departments with a brief guidance procedure for the employment of Visiting Teaching Staff (normally hourly paid teaching staff (HPTS) and part time).

Overview

In common with other universities, departments in Royal Holloway rely heavily on Visiting Teaching Staff for the preparation and delivery of lectures, tutorials, seminars and research demonstration and the marking of assignments.

These staff 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 staff may be Undergraduates or Postgraduates, Lecturers, Senior Lecturers, Readers, Professors or Visiting Experts and may work anything from one to a substantial number of hours per session.

[The Part-Time Workers \(Prevention of Less Favourable Treatment\) Regulations](#) which came into force on 1 July 2000 and makes it unlawful for part-time employees to be treated less favourably than comparable full-time employees in regard to the terms of their contract of employment. In order to meet the requirements of the *Part-time Workers Regulations 2000* and the ensuing national agreement, the issuing of contracts has been centralised and is dealt with by the HR department.

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 RHUL – they visit for one or two lectures on a one off basis.

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 RHUL or the length of contract required to satisfy the business need of a department. It is important to contact HR if the appointee has previously worked for or is currently working for RHUL.

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. Also should 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 session then a Leavers Form must be completed either by the employee or department and sent to HR.

<http://www.rhul.ac.uk/iquad/documents/pdf/humanresourcespdf/leaversformsept2012.pdf>

Anyone employed as a member of the Visiting Teaching Staff must have the right to work in the UK and their immigration status verified before they start work.

The Process

In order to meet legislative requirements and national agreement, the issuing of contracts to Visiting Teaching Staff has been centralised and is dealt with by the HR department.

The process is shown in figure 1

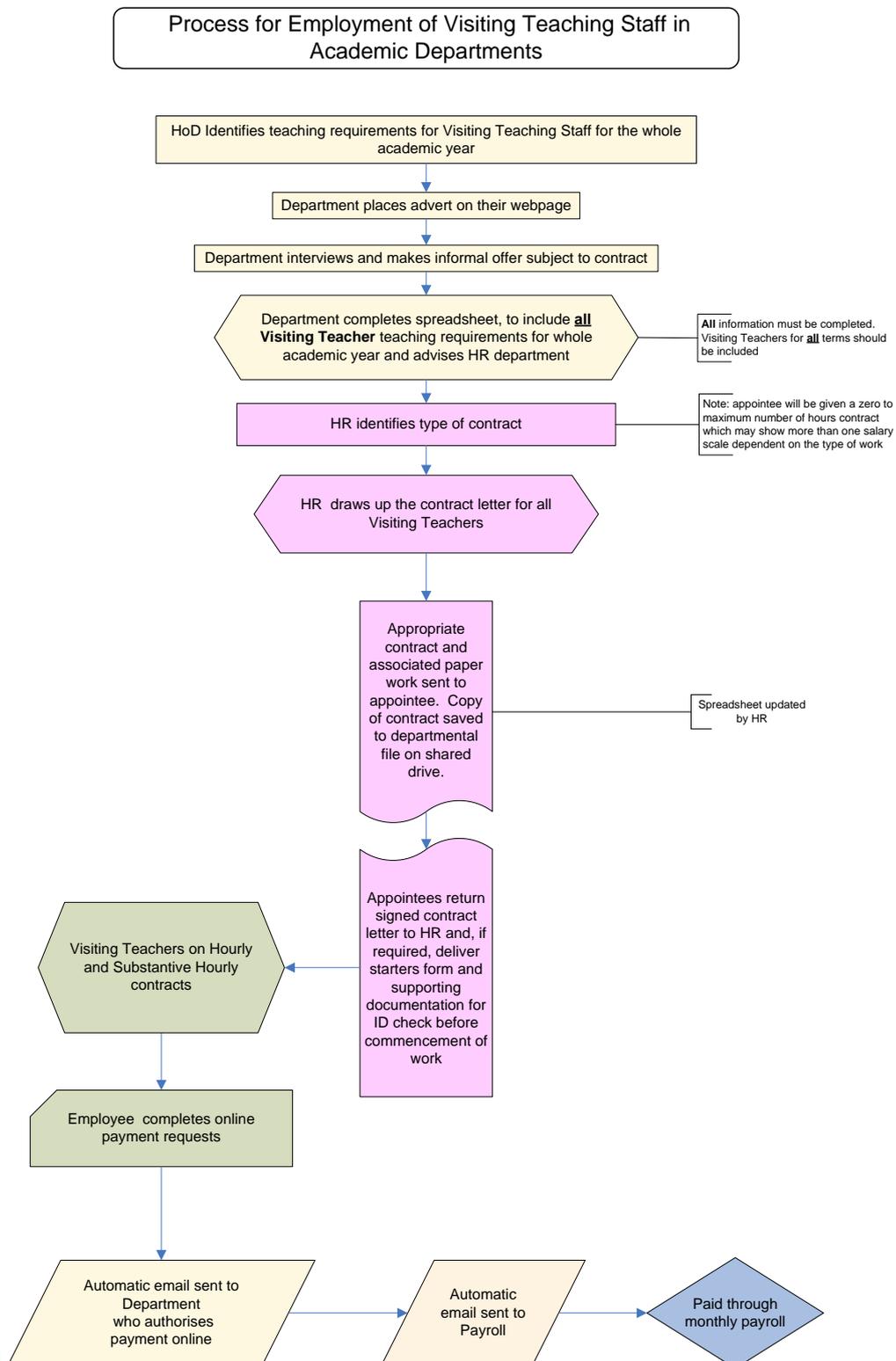


Fig 1

The Spreadsheet

Senior Faculty Administrators have access to a shared drive (\\ourdata\WorkingGroups\HRandFAC\HPTS) where an excel workbook containing details of all departmental specific Visiting Teaching Staff is stored. Access can be granted to other members of departmental staff as required. The format of the spreadsheet **must not** be changed. But you may add comments at the end of the rows.

Alert HR as soon as it is known that an employee is not to continue to be employed on a course or in any capacity in order that HR can identify if a Redundancy has taken place and if so to ensure that the College's Redundancy Policy and Procedure has been followed.

Columns have been included at the end of the spreadsheet so that an approximate costing is automatically calculated. On costs of 12.5% have been added in on top of holiday pay, if you wish to increase the percentage allowed for on costs please feel free.

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 (see fig 1 and appendix 1) and the spreadsheet updated.

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

If an employee is required to complete a New Starter's Form <http://www.rhul.ac.uk/iquad/documents/pdf/humanresourcespdf/forms/newstartersform.pdf> and provide the documentation listed on the New Starter's Form **or** show their passport 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.

| |
|--|
| IT IS A LEGAL REQUIREMENT THAT NO ONE CAN UNDERTAKE ANY WORK UNTIL THE ID CHECK HAS BEEN MADE. |
|--|

Payment

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

Employees will be required to complete online timesheets by the 15th 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.

**EXAMPLE OF A FIXED TERM VARIABLE HOURS CONTRACT
AS ISSUED BY HR**

(Appropriate paragraphs only will be used dependant on the type of contract and nature of post)

Private and Confidential

NAME
ADDRESS

DATE
REF/PAYROLL NO.

Dear NAME

Appointment as a member of the Visiting Teaching Staff - Department of DEPARTMENT

On behalf of the Council of the College, I am pleased to confirm the offer of an appointment as a member of the visiting teaching staff in the Department of DEPARTMENT with effect from PROPOSED START DATE until PROPOSED END DATE.

You are appointed to the role(s) of: (Delete as appropriate)

Visiting Professor
Visiting Reader/Senior Lecturer
Visiting Lecturer
Visiting Tutor
Workshop Leader
Teaching Assistant
Marker

Your continuous service dates from DATE subject to any period of unemployment that is not deemed to be a temporary cessation of work.

The offer is made subject to appropriate CRB disclosure and to the requirements of the Asylum and Immigration Act. It is your responsibility to ensure that you notify the College if you require assessment under the new Points Based System for immigration in the UK. This needs to be obtained prior to you commencing employment with the College.

Your hours of work are variable and you will normally work between 0 and XXXXX hours per week during term time only, depending upon the requirements of the department. It is expected that you will be offered work and the details of your visits to the department will be as discussed and agreed with the Head of Department or the course leader in advance.

Visiting teaching contracts issued on a fixed term variable hour basis are subject to the demands of the department for certain skills and expertise which depend from year to year on student numbers, types and the demand for programmes. You should note that as this is a fixed term variable hours position the College cannot guarantee that there will be any further work or a renewal of the contract beyond its end date. Any renewal of a contract will be subject to the need for certain skills and qualities and the performance, attendance and conduct of the visiting teacher during the period of the contract.

You will be responsible to NAME AND JOB TITLE OF PERSON RESPONSIBLE TO and your primary point of contact will be the Senior Faculty Administrator in the Department.

With respect to the role of XXXX you will be paid at the following hourly rates. For contact hours your hourly

rate of pay will be £XXX*, inclusive of London Allowance. For non-contact hours or additional marking your hourly rate of pay will be £XXX, inclusive of London Allowance . These rates are equivalent to the POINT on the RHUL Grade NUMBER. *Your first increment will be due with effect from 1 August INCREMENTAL DATE.*

With respect to the role of XXXX you will be paid at the following hourly rates. For contact hours your hourly rate of pay will be £XXX, inclusive of London Allowance. For non-contact hours or additional marking your hourly rate of pay will be £XXX, inclusive of London Allowance . These rates are equivalent to the POINT on the RHUL Grade NUMBER. Your first increment will be due with effect from 1August INCREMENTAL DATE.*

Please note that no claims will be accepted for travel to work.

If you are appointed to carry out marking during the summer term that is not related to the courses on which you teach your hourly rate of pay will be £XXXX, inclusive of London Allowance.

Please visit the HR website to obtain a copy of your terms and conditions of employment. <http://www.rhul.ac.uk/personnel/Policydocs/TermandConditionsGrades6-10Dec09.pdf> . The appointment will be subject to a probationary period of one year.

Annual Leave will be paid in lieu of service based on the hours you actually work and will be accrued at the rate of one hour for every 5.5 hours worked. This pro-rata entitlement includes annual leave, bank and statutory holidays and College discretionary days. You must take this leave during normal College vacation times, bank and statutory holidays and College discretionary days. It is your responsibility to claim for holiday pay on an ongoing basis and you will receive payment for each hour of annual leave at the same basic hourly rate as your payment for working hours.

You may be entitled to Statutory Sick Pay if you have paid sufficient National Insurance contributions. You may also be entitled to join the Universities Superannuation Scheme (USS). Please ensure that you indicate on the attached New Starters' documentation whether you would like to join the pension scheme if you meet the relevant criteria, failure to do this will mean a delay in payment until the forms are completed. Further details about USS are enclosed as is the Statement of Safety Policy.

Please return a signed copy of this letter to Human Resources. Complete in full the enclosed New Starters' Form and, **prior to the first day of employment**, take the completed form to Human Resources*, along with the documentation requested in part 1.

Please note that no payment can be made unless a signed copy of the contract letter has been returned to HR, the appropriate paperwork completed and identity documentation checked.

Once all your verified details have been set up on the College's employee self service facility, MyView, you will receive an e-mail from HR giving you guidance on how to access and complete timesheets online. Timesheets should be submitted by you for authorisation on a weekly basis as soon as work is completed but within three months. Timesheets need to be authorised by the 15th of the month to ensure payment that month. Payment will be made monthly, in arrears, by direct credit transfer into your bank account. Payment will usually be made on the 27th of the month or before if the 27th falls on a weekend or Public or College holiday. Your payslip is also accessed on-line.

Students Only - You are offered this employment in order that your studies may be supported and to assist enhancement of your career profile. Please note that if you decide not to continue in this position during or once you have finished your studies at the College you will need to confirm your resignation to your manager.

Please contact Malinder Kang; Malinder.kang@rhul.ac.uk ; 01784 xxxxxx. if you have any queries regarding your contract or any other matter relating to the offer of employment.

You are required to keep the central record of your personal details updated. If any of the following details change; name, title, address, contact telephone numbers or emergency contact details, you must ensure that your HR records are updated on-line using MyView the College's employee self service.

Yours sincerely

Karen Brims
HR Operations Manager

Enc: New Starter's Form
USS information
Statement of Safety Policy

I understand and agree to the terms and conditions of my employment as set out in this offer letter. I also understand that I will not be allowed to commence employment if I do not provide the HR department with original documentation on before the first date of employment which proves that I am eligible to work in the UK.

Signed: Date

Please sign and return one copy of this letter to Human Resources

* Human Resources are based at Huntersdale but there is a 'hot desk' on the main campus. The 'hot desk' is located in Founders Building West, Room 036 and open Monday – Friday, 9.30am – 12:30pm and 1.00pm - 3.30pm. A courtesy bus runs from the main campus (Tennis Courts bus stop) to Huntersdale approximately every 15 minutes.

Appendix 2: Guidelines for completion of Visiting Teaching Staff (HPTS) spreadsheet

| | A | B | C | D | E | F | G | H |
|---|--------------|----------------|----------------|------------------|------------------|------------------|-----------------|--|
| 1 | Title | Initial | Surname | Address 1 | Address 2 | Address 3 | Postcode | Email |
| 2 | Mr | P H | Dee | 22 East Street | Egham | Surrey | TW20 3AB | p.h.dee@rhul.ac.uk |
| 3 | Prof | D | Visitor | 33 South Street | Englefield Green | Surrey | TW21 3FX | d.visitor@hotmail.com |

| | I | J | K | L | M | N | O | P |
|---|-------------------------------------|--|-----------------------|--------------|----------------------------------|--|--|---|
| 1 | Payroll no. or "new starter" | Start date of continuous service if known | Student Yes/No | PG/UG | Length of study remaining | Start date of Variable Hours contract | Length of Contract 1. 2 or 3 years or Substantive | End Date of Contract if applicable |
| 2 | New | n/a | Y | PGR | 24 months | 19/9/11 | 20 months | 31/5/13 |
| 3 | 366425 | 01/09/2003 | N | n/a | n/a | 26/9/11 | 1 year | 25/9/12 |

- Payroll can usually supply a list of payroll numbers on request for your department
- Start date is the first time the appointee worked for RHUL with unbroken service
- Use week commencing date of the start and end week of work

| | Q | R | S | T | U | V |
|---|---|---|--------------------|----------------------|--|---|
| 1 | Title of Roles (Lecturer/ Demonstrator etc (enter each one on a separate line) | Rate per role (Contact/Non Contact Hrs per role) | Course code | Course title | Minimum hours per week not > 0 hours | Maximum hours per week not > 20 hours |
| 2 | Demonstrator | 14.52 | XX1101 | Beginners French | | 6 |
| 3 | Visiting Professor | 86.34 | XX5101 | History of the World | | 20 |

- Rate of payment based on hourly rates issued by HR. Note some rates are uplifted by 1.5 to cover preparation

and marking.

| | W | X | Y | Z | AA | AB | AC | AD | AE | AF |
|---|------------------|---------------------------|--------------------------|-----------------------------|--------------------|-----------------------------|--------------------|-----------------------------|--------------------|----------------------|
| 1 | Date HR Notified | Date Letter sent out (HR) | Web Timesheet Authoriser | Term 1 total hours per week | Term 1 total hours | Term 2 total hours per week | Term 2 total hours | Term 3 total hours per week | Term 3 total hours | Total Hours per year |
| 2 | 15/8/11 | | Nominee for Department | 6 | 60 | 6 | 60 | 0 | 0 | 120 |
| 3 | 15/8/11 | | Nominee for Department | 3 | 30 | 3 | 30 | 3 | 30 | 90 |

| | AG | AH | AI | AJ | AK | AL |
|---|------------------|--------------------------|-----------------------------|--|-------------------------|-------------------|
| 1 | Contact in Dept. | Notes (Dept/Faculty) | Notes (HR) Fractional (Y/N) | Holiday entitlement (hours) for non-fractional | Approx cost to budget £ | Cost code |
| 2 | SFA | To cover Prof X Seminars | | 0 | 0 | XXXX- 0001- 29040 |
| 3 | SFA | Specialist teaching | | Formula in spreadsheet | Formula in spreadsheet | XXXX-0004-29040 |

For HR use

| | AM | AN | AO | AP | AQ | AR | AS |
|---|---------------------------|------------------------------|---------------------------|--|------------------------|---------|---------------|
| 1 | Signed Contract Rec. Date | New Starters Forms Rec. Date | S/annuation form Rec Date | Proof of ID passport/ visa/birth cert. | Student ID Card Yes/No | P45/P46 | Info/Comments |
| 2 | | | | | | | |