

ASSOCIATE LECTURER PROCEDURE

1 INTRODUCTION

This procedure ensures that hourly paid lecturers are appropriately assimilated to the UWS Pay and Grade Structure and that the terms and conditions are in line with other academic posts. This will ensure that the University meets the requirements of Equal Pay for work of Equal Value and the requirements of the Framework Agreement.

2 OBJECTIVES OF PROCEDURE

University of the West of Scotland employs Associate Lecturers on an hourly paid basis as a means of permitting greater flexibility in managing the delivery of the programme of study. It allows the University a means of dealing with contingencies such as planned/unplanned temporary increases in workload or staff absence.

The majority of Associate lecturers work only a small number of hours at the University, either covering for short term contingencies or offering expertise on a specific module. They often have other work commitments outside the University that mean that they would not wish to be considered for an appointment to a fractional post. Additionally, it may not be operationally viable to consider an appointment to a fractional post.

Associate Lecturers are essentially responsible for the preparation of teaching materials, the teaching and assessment of students and associated essential administration and pastoral guidance. They are attributed to the generic Associate Lecturer job description that has been job evaluated and has been established at grade Ac2.

3 PROCEDURE

The University may employ lecturers on an hourly paid basis to supplement the University's core teaching staff base e.g. to provide specific input to courses or to meet unpredictable or short-term demands for teaching. Typical examples would be for short course provision or for short-term sickness absence.

Where the need for cover is long term and there is a specific end date or purpose (e.g. cover for secondment, maternity leave or long term sick leave and the hours of work are defined) a fractional temporary contract should be used i.e. fixed term or contract of indefinite length.

An hourly paid contract will normally only be used in circumstances where the hours to be worked cannot be predicted in advance or are variable from week to week.

Having established the grade and to comply with the principle of equal pay for work of equal value, all current hourly paid lecturing staff should be placed on Pt1 of Grade Ac2.

To ensure that appropriate allowance is made for preparation, marking, pastoral care etc., a ratio of **1:0.85** has been agreed. This means that for every hour of class contact time (teaching), an additional 0.85 of an hour will also be paid to compensate for the related duties that require to be carried out.

In terms of the payment process, timesheets should specify the actual number of class contact hours worked and P&OD/Payroll will ensure that payment of these hours will reflect the above agreed ratio.

The existing timesheet process should be followed.

The agreed ratio is applicable to class contact hours only. Where an Associate Lecturer is employed to carry out, for example, marking only then it should be specified on the timesheet and the rate without preparation time will be paid.

Where an Associate Lecturer (paid on an hourly basis) completes in excess of 180 hours within one academic year (or as long as it takes to accrue 180 hours) they will qualify for incremental progression which will be awarded from 1st October, in line with commencement of the academic year, following completion of the required number of hours. Otherwise the hourly paid lecturer will commence subsequent work at the spine point they were engaged on when they last worked for the University.

The rate of pay will change annually in line with the JNCHES pay award. When a backdated pay award becomes effective, arrears will automatically be paid to Associate Lecturers still on the payroll. Anyone who has since left the employment of the University will be required to write to the Department of People & OD to claim arrears of pay.

In line with the Fixed Term Employees (Prevention of Less Favourable Treatment Regulations, 2002) all Associate Lecturers who have completed four years continuous service, and are required for the future, are considered for transfer to an open ended contract with due consideration to the appropriate contract hours required. The contract issued will normally be a zero hours contract on an open ended basis. They will continue to operate as an Associate Lecturer (paid on an hourly basis) and the terms will be based on the standard HE2000 contract.

Consideration can be given at any time by the Dean of School as to the appropriateness of converting hourly paid staff to open ended contracts based on a defined business requirement with due consideration to the appropriate contract hours required.

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