

What are Associate Lecturers?

Associate Lecturer is the new title for teaching staff at Grade 6 and replaces the title of Sessional or Sessional Lecturer. Following the agreement between UCU and the University in December 2020, all Sessional staff will now be employed as Associate Lecturers; new arrangements have been introduced to calculate working hours and all Associate Lecturers will be appointed to the University framework grades, it is no longer possible to appoint sessional staff on the previously applicable terms or varied hourly rates of pay.

What duties can an Associate Lecturer undertake?

Associate Lecturers are specifically employed either to cover the short term absences of other colleagues or to cover unforeseen or urgent short-term additional teaching needs.

The duties of Associate Lecturers should align with the expectations set out in the role profile for Grade 6 teaching staff. A Role Description for Associate Lecturer has been compiled based on these expectations [\[link\]](#). If the required duties exceed this role profile then appointments should be made at the relevant Lecturer or Associate Professor grade and should be made on a fractional, fixed term basis using the normal SRF approval process

It is expected that Associate Lecturers will not be employed for longer than 12 months and/or in successive academic sessions. It is expected that where cover is needed for longer than 12 months, a fixed term and/or fractional appointment at Grade 7 or 8 will be used

What terms and conditions apply to Associate Lecturers?

Associate Lecturers are employed as Professional & Managerial staff at Grade 6. All normal terms associated with Grade 6 staff will apply, subject to the relevant fraction of the contract as set out below.

It is expected that Associate Lecturers will be appointed for the full period during which they may be required to undertake any work for the University. If an Associate Lecturer is teaching in the Autumn Term and marking in the Summer Term, their contract must run for the full period during which they will be required, e.g. October to end of June.

How do I calculate the working hours for an Associate Lecturer?

There are specific arrangements for the calculation of contracted hours for Associate Lecturers. The Associate Lecturer Assignment Terms Form ([link](#)) provides a useful way to calculate the contracted hours. No SRFs will be approved or contracts of employment raised for Associate Lecturers that do not follow these terms. Essentially for every hour of contact teaching time, the Associate Lecturer will be paid on a multiplier of 3.

Guidance on the calculation of hours, including for assessment, is set out in the Guidance document.

It is important that all Associate Lecturers receive written information on the prospective number of working hours and the expected duties in advance of starting work. Schools are asked to ensure that

SRFs are ALWAYS raised in advance of the individual starting work, ideally 2-3 weeks ahead of the commencement of work to allow time for the contract to be issued.

The Assignment Terms form provides a useful summary of the work and will need to be completed alongside the SRF; this form can be provided by the appointing manager to colleagues to allow them to see a breakdown of the expected work and how the hours have been calculated.

What is the difference between an Hours Paid and a Fractional appointment for Associate Lecturers?

Many Associate Lecturers will be employed on a limited basis to complete specific duties and their total working hours will be less than 0.2FTE across the period of the contract. These colleagues will be issued a contract on the basis of the calculated FTE and will be paid in addition for accrued annual leave. Annual leave will be paid at 18.18% to reflect the University annual leave entitlement and closure days.

However any Associate Lecturer whose calculated FTE amounts to more than 0.2FTE will have the option to select a fractional appointment if they wish. The key difference in employment terms are that colleagues appointed on a fractional basis must have an agreed working pattern and will have annual leave added to their fractional hours which can then be booked through ESS. It is not normal practice to pay accrued annual leave at the end of a fixed term contract

The Assignment Terms form allows appointing managers to select the contract type where the contracted hours are above 0.2FTE.

I am unable to agree a working pattern with an Associate Lecturer at the start of the appointment?

Associate Lecturers on a fractional appointment require an established working pattern, if you are unable to agree a working pattern then it will be necessary to select the 'Hours Paid' contract.

I have raised a contract for an Associate Lecturer and now need to adjust their hours, how should I do this?

If you need to amend the hours worked or the length of a contract for an Associate Lecturer, a new Assignment Terms Form should be completed showing the revised teaching/marking commitments alongside the original commitments. An Amendment/Extension SRF should then be submitted, with the revised ALAT Form attached. The contractual terms will be updated and the colleague notified accordingly. Salary payments will be adjusted for the new terms. If you have any queries, please contact your HR Co-ordinator.

What does 3.5% CPD training cover and do we need to check this is completed?

3.5% CPD hours will be added to all Associate Lecturer contracts, this is to ensure that Associate Lecturers are paid for any time required to complete mandatory training and other induction

arrangements. It is not necessary to monitor that these hours have been completed but individuals should be prepared to evidence what CPD they have done.

If there is specific training that an individual needs to complete for a particular contract, this should be included in the Assignment Terms and is additional to the 3.5% CPD training time.

How are increments applied to Associate Lecturers?

As Associate Lecturers will now be appointed on a Framework Grade, they will be entitled to receive an increment if returning in future years. This should be reflected on the Assignment Terms form when this is completed, but can also be picked up by HR when the contract is issued.

Do Associate Lecturers need to provide evidence of their right to work in the UK?

Yes; all employees are required to prove their right to work in the UK before contracts will be issued and before commencing work for the University.

What happens at the end of an Associate Lecturer appointment?

At the end of the contract, the Associate Lecturer position will be closed and leaver processes followed. It is therefore important that the contract runs for the full period that the colleague will be required. P45's will be issued when the position is closed. We are working on changes to the current leaver processes; it is helpful if a leavers form can be provided but we are not reliant on receipt of a leavers form to end the position.

What is a Professional Expert?

Professional Experts will replace the existing Visiting Lecturer form. Professional Experts are appointed for specific, limited and one-off pieces of work over a short and defined timescale, usually drawing on their practice-based expertise. Professional Experts might provide a single or a short series of guest lectures or seminars based on their professional or subject expertise. Professional Experts are not employees of the University and are normally employed elsewhere, they will not require a University username or email address or access to University systems. Rates of pay are negotiable and reflect the specific professional nature of their contribution, payment of agreed fees and expenses is made using a Professional Experts form.