

## **Associate Academics Guidelines**

| <b>Stage</b>            | <b>Detail</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Who involved?</b>                                                                                                                                                                                                                                                                                               |
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| Recruitment to the pool | <p>HPL's who have been made redundant are offered to join the Associate Academic (AsA) Pool.</p> <p>For future recruitment Head of Schools (HoS) &amp; Faculty Operating Officers (FOO's) to discuss with Senior Recruitment Officer in People Directorate (PD) the approaches to recruit Associate Academics to the pool.</p> <p>People Operations Adviser's (POAs) and Staff Visa team complete pre-worker agreement processes including references and where required OH and DBS checks.</p> <p>Right to work checks to be completed at faculty level.</p> <p><b>No hours can be worked until worker agreement contract has been signed and received by PD.</b></p> | <p>HoS, FOOs &amp; Deputy Dean (DD), HoS and Senior Recruitment Officer.</p> <p>Faculty admin, staff visa team, POA's and the appointed AsA.</p>                                                                                                                                                                   |
| Pool of AsA             | The pool is to be kept and managed at faculty level. Only when an AsA has been offered and accepted an assignment will they be provided with a worker agreement and put onto Horizon.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | HoS & FOOs                                                                                                                                                                                                                                                                                                         |
| When to use AsA         | <p>Irregular/infrequent work only. E.g. specialist lectures/workshops/other specialist guidance, short term absence and marking activity.</p> <ul style="list-style-type: none"> <li>Up to 16 lectures per annum (not all in one term/one module) delivered on a specialist subject contributing to a module.</li> <li>Immediate short-term use (see assignment length below) to cover unforeseen events (e.g. unplanned sickness absence)</li> </ul>                                                                                                                                                                                                                  | <p>Head of School (HoS) to gain budget authorisation from FOO and/or Deputy Dean (DD).</p> <p>HoS to discuss with POA which contract is most suitable, if AsA contract agreed please see below.</p> <p>Declaration to be signed by HoS to ensure that AsA's are only used in accordance with these guidelines.</p> |

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|                         | <ul style="list-style-type: none"> <li>• Support with marking only on a short-term basis.</li> <li>• To support, (not lead/design) delivery of summer schools</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Work Assignment– Length | <p>Maximum of 8 consecutive weeks or <i>16 weeks of work total in one academic year.</i></p> <p>Use academic contracts for planned or longer-term absence. E.g. parental leave; long term sickness (not associate academics)</p> <p>If absence is due to last more than 8 weeks, recruit to an academic contract. See below for swift recruitment options.</p> <p>Actively recruit to the market to cover the sickness absence.</p> <p>For swift recruitment to employment to an academic contract – following discussion with POA, a colleague in the AsA pool could be offered an academic contract if they have the subject knowledge expertise without an interview.</p> | <p>Head of School to offer assignment to AsA (after budget confirmation see above)</p> <p>AsA confirms acceptance of assignment via email.</p> <p>When a work assignment has been accepted by a AsA (see below) HoS/FOO submits worker agreement request via stonefish. This will alert SFBP.</p> <p><b>N.B</b> Swift recruitment can not occur if there are multiple AsA's in a pool with the same subject knowledge expertise and/or if there is the potential of a competitive process.</p> |
| Assignments – Hours     | <p>Maximum of 14hours of teaching per week.</p> <p><i>Note for teaching assignments, only teaching hours to be submitted on the timesheet, planning, prep time and marking is included in the 2.5 enhancement.</i></p> <p>Marking only activity:</p> <ul style="list-style-type: none"> <li>• 15 credits or less: 30 minutes per student (for the module)</li> <li>• 30 credits: 1 hour per student</li> <li>• 45 credits: 1.5 hours per student</li> <li>• 60 credits: 2 hours per student</li> </ul>                                                                                                                                                                       | <p>HoS specifies the days/hours to be worked to the AsA.</p> <p>AsA submits Excel timesheet to HoS for authorisation. HoS then sends to payroll via Horizon Helpdesk. Deadline is 05th each month. HoS to complete faculty specific payroll spreadsheet.</p> <p><i>An exception to the more than 14hours teaching will only be authorised for very limited circumstances such as lab week or field trips and can only be authorised by FOO/PVC.</i></p>                                        |

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|                                  | <p>Dissertations: The marking time is included with the supervision time. The allocation per student is:</p> <ul style="list-style-type: none"> <li>• 15 credits or less: 5 hours</li> <li>• 30 credits: 10 hours</li> <li>• 45 credits: 15 hours</li> <li>• 60 credits: 20 hours</li> </ul>                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                 |
| Work Assignments – Level of work | <p>Work offered is to be in line with the academic framework.</p> <p>Seminar tutor work – AC2<br/>Senior Lecturer work - AC3<br/>Marking only – AC1</p> <p>If AsA is covering the absence of a lecturer and the role is fully covered then AC2 work is to be offered.</p> <p>If AsA is covering the absence of a senior lecturer and the role is fully covered then AC3 work is to be offered.</p> <p>If AsA is supporting in marking UG exam papers only, then AC1 work can be offered.</p> <p>If AsA holds a senior role in another industry and/or delivering highly specialist/technical teaching, then AC4/AC5 can be considered.</p> | <p>HoS and AsA</p> <p>HoS to inform FOO and DD of grade for assignment for budgeting purposes see above.</p> <p><b>Authorisation from PVC is required if offering AsA AC4 or AC5 grade.</b></p> |
| When work assignment is accepted | <p>AsA will only be provided with a worker agreement and inputted onto Horizon when they accept their first work assignment of an academic year.</p> <p>Faculties are to inform PD by submitting an OSRF via stonefish. POA's will send a direct link to the AsA to upload their right to work and complete a short form of essential personal details.</p> <p>The pool of AsA's who can be offered work assignments are to be held at faculty level.</p> <p>We are unable to keep the whole pool of AsA's on Horizon due to licensing costs.</p>                                                                                          |                                                                                                                                                                                                 |

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| Payment | <p>Hours worked, are to be claimed in arrears using payroll Excel timesheets. Timesheets are completed by AsA's sent to HoS for authorisation and forwarded to Payroll sharedpoint folders. HoS will additionally complete another payroll spreadsheet of hours worked.</p> <p><b>Timesheets must be submitted to payroll no later than 3 months after work has been completed.</b></p> | <p>Timesheets submitted by 5<sup>th</sup> of each month for payment on 28<sup>th</sup></p> <p>Contact payroll directly if you need to need access to the sharedpoint payroll folders.</p> |
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