

## Guidance on the Employment of Staff on Teaching-Only Contracts

### Background

The normal expectation is that teaching activity will be undertaken by academic staff who engage in both teaching and research. Teaching only contracts of employment will therefore be limited to:

#### 1. Employment of Students

Teaching opportunities are provided to registered students, normally PGRs, as a means of providing additional sources of income and career development. The pattern of teaching activity will be casual or irregular in nature.

Students will be employed on an underlying variable hours contract which will terminate at a pre-determined point, normally the expiry of a course of study. No indication will be given that employment may continue following termination of a course of study.

The underlying contract of employment will not guarantee employment and students will be engaged to undertake teaching activity on an "as and when basis". Individual letters of engagement will be issued for each activity.

Such opportunities are linked to an individual's student status and employment will not continue beyond that point (unless 2 or 3 apply).

#### 2. Persons engaged to deliver specialised courses which cannot be undertaken by conventional academic staff (e.g. CETAD or MDD)

Where posts are full-time or part-time with a regular working pattern, they will be advertised on the University website and filled on either a fixed term or indefinite basis.

Where the pattern of teaching activity is casual or irregular in nature, a variable hours contract will be used (similar to 1 above) but the underlying contract will be indefinite. Such contracts provide flexibility but do not guarantee on-going work.

#### 3. Temporary arrangements covering for the absence of academic staff

Such posts will be advertised on the University website and individuals will be employed on "event only" contracts of employment which lapse when the individual being covered returns to their duties.

Where absence is covered by a student(s), the arrangements in 1 above will apply

#### 4. Transferring Academic Staff to Teaching Only Contracts

In the event of an academic staff member failing to adequately perform teaching and research duties, this will normally be managed under the capability procedure. Only exceptionally will existing academic staff be transferred to teaching only contracts.

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