

**University of
Northampton**

Associate Lecturers Managers Guide

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1. Introduction

The University of Northampton has a diverse and flexible workforce, required to meet the ever-changing needs of our students and the sector.

We are dedicated to recruiting, retaining and developing high quality colleagues in what is a highly competitive environment.

We value our colleagues and we treat everyone with dignity and respect. We strive to offer equal opportunities and outcomes to all.

This guide sets out the overarching principles of how we employ Associate Lecturers (ALs) to contribute to the Student experience and your responsibilities in the process

The aims of this guide are:

- To ensure that ALs are recruited and rewarded through a transparent process, which is equitable across all faculties and commensurate with the duties of the role.
- To ensure that ALs are fully engaged members of the team, who contribute to and enhance the student experience and are valued for their efforts.
- To ensure transparency in the employment relationship between the University, AL and you, the line manager, ensuring clear expectations from all parties.
- To provide a career pathway for those ALs who wish to pursue a career in academia via the Performance Development Review process.
- To ensure that all employment law and HMRC regulations are complied with before, during and after employment.

2. Use of Associate Lecturers

The University is committed aims to keeping the use of AL contracts to a minimum by ensuring that, as far as practicable, delivery is covered within the Faculty lecturer teaching resources.

However, the employment of ALs is vital to provide the flexibility required to deliver courses and programmes. We also recognise that providing an AL contract gives flexibility to those that want to start a career in academia, those whose main job is working in professional practice or for academic colleagues reaching the end of their careers and want to reduce their work commitment.

Whilst ALs should not normally be relied upon to provide on-going course and programme delivery, they may be offered work in following circumstances to cover:

- temporary colleague absence

- temporary increases in workload
- teaching vacancies in advance of recruiting to permanent appointments
- the need for specialist input into academic programmes
- a new course where its success and longevity are not yet known
- to aid seeing out the closure of a course or module
- budget constraints

You should recruit a fixed term lecturer to cover the full role of someone taking long term planned leave such as parental leave or a sabbatical. Where only part of a role needs to be covered you may recruit an AL for those elements such as teaching delivery and marking for a specific module for the duration of the period.

Associate Lecturers are recruited on a fixed term basis to reflect the duration of the planned work and initially for no more than 12 months.

You should discuss your recruitment needs with your HR Business Partnering contacts.

3. Recruiting Associate Lecturers

You should recruit ALs in line with the full standard Recruitment and Selection Procedure. If you commence down this route, you will need to complete the following – approval, shortlisting and (interview) selection, starting salaries – in its entirety.

However, it is recognised that there will be occasions where this is not practicable. In such cases you may make an appointment of a suitable candidate without following the University's full recruitment and selection processes, providing you have not initially commenced a recruitment campaign, but always with the following being received/undertaken before any offer of work is agreed.

- Approval by the Subject Leader and the Dean/ Deputy Dean of the faculty
- Completion of an application form in the University recruitment system or submission of a current CV for non-advertised posts.
- Interview with two members of the faculty to confirm that the AL has the skills, abilities and knowledge required on the person specification. This may be a telephone or video interview.
- Provision of documentary proof of right to work in the UK (i.e. UK/EEA passport or passport with a valid visa entry, or other acceptable documents).
- Where required, a satisfactory standard or enhanced disclosure through the Disclosure and Barring Service (DBS) should be provided. The University reserves the right to withdraw any offer of employment where an individual is deemed as unsuitable to work in the position offered as a result of an unsatisfactory DBS disclosure.

- Starting salary approval from HR.

Subject to the normal approval to recruit process, former University of Northampton colleagues who left within one year may be appointed without interview in their previous subject area.

You should agree a start date that reflects when they will actually be required to undertake any work, due to pension enrolment. It is expected that ALs will make their first claim for work undertaken within 3 months of their start date in order to ensure pension requirements are met

Associate Lecturers that are utilised in more than one faculty or subject area will have one contract of employment with the University to cover all work undertaken. You should give them more detailed information about their hours at the beginning of the term or start of employment. If they are working in another subject group, you should speak to the Subject Leader to ensure that their wellbeing is considered. Where work in different subject groups warrants different rates of pay this will be detailed in letters to the AL.

On appointment, Associate Lecturers will be issued a University IT username and password to access their university email address. It is imperative that all Associate Lecturers use their University of Northampton email for work undertaken here. For more information, please contact IT Service on 01604 893333.

3.1 Contract renewal

Associate Lecturer contracts will be reviewed each year to identify the need for employment for a further term. Before the end of each Academic year, or within three months of the fixed term contract ending, the HR department will ask Deans of Faculty to review all AL requirements and identify where a continuation of the contract is required, including those on permanent contracts.

Where there is no longer a requirement for the Associate Lecturer across any subject group, regardless whether they are on a temporary or permanent contract, a redundancy consultation process will begin (See Redundancy Policy and Procedure).

It should be noted that if an AL does continue employment for 4 years on a fixed term contract, they will have the right to be moved to an open-ended contract unless there is a valid business reason not to, such as the seeing out of a course. This is a statutory right and does not change the process identified above.

4. Associate Lecturer Duties/Role Profile

The full job description for an Associate Lecturer predominantly involves teaching-related activity and can be found in Appendix 1. All ALs should receive a copy on joining the University. Colleagues employed on this contract are expected to carry out all relevant elements of the job description to an acceptable standard.

The normal range of duties undertaken by an AL will include some or all of the following:

- To undertake allocated teaching requirements:
- to plan, prepare and deliver lectures, seminars, etc.;
- to design and implement assessments in accordance with the module/unit specification, for first sits and resits;
- to deliver assessment outcomes (marks etc.) to relevant academic/professional services team, meeting agreed deadlines;
- to undertake moderation and second marking equivalent to the primary assessment load.
- To attend, as required, course related boards including field/course boards and exam boards.
- To undertake quality assurance processes directly associated with the teaching (these may be in-class e.g. student feedback, or out of class e.g. reviewing a module on an annual basis).
- To liaise with other colleagues, normally regarding teaching and assessment duties.
- To undertake necessary scholarship and personal development to enable the teaching programme to be kept up to date, and to be delivered and assessed according to University policies and quality standards.
- To be involved in curriculum development and the development of marketing materials directly related to the teaching activities.

ALs are not normally expected to be involved in any of the following activities:

- Module or programme leadership
- Personal Academic Tutor
- Research and scholarly activity

5. Offer of work

At the beginning of each term, you should offer to your ALs any hours available for that term, including any additional non-teaching related requirement such as team meetings. The nature of the contract means that there is no obligation to offer hours

nor is there an obligation by the AL to accept hours. We recognise that by offering and accepting hours a commitment is being made, however it should be noted that circumstances may change through the course of the term and therefore should you need to change hours you should try to give two weeks' notice. ALs will also be required to give two weeks' notice if they become unavailable.

6. Pay

You should appoint ALs to a scale point within Grade 6 dependent upon evidence of appropriate experience in teaching and related duties and professional practice. All starting salaries have to be signed off by a HR Business Partner before being offered. ALs will be subject to annual increments and cost of living pay increases in line with the normal University practice and national pay negotiations. However, ALs who have a break in service or do not make a claim for one academic year will not be eligible for an incremental increase for that year.

6.1 Pay rates

There are three rates of pay:

comprehensive scheduled teaching rate - calculated in accordance with the JNCHES Guidance. This rate is enhanced by multiplying the basic hourly rate by 2.5 to include payment for associated duties for each hour's teaching. This may include duties such as preparation, assessment and marking, related course administration and keeping up to date with knowledge of the subject and pastoral guidance, although this list is not exhaustive, and reference should be made to the job description. The comprehensive rate also includes a payment for holiday pay including public and other holidays (15%).

basic hourly rate - for non-teaching duties, including additional marking, moderation, visits not included in any comprehensive hours claimed and training including e-learning.

Meetings rate - where preparation and follow up work is required this equates to 50% of the comprehensive rate and includes an element for holiday pay. Where preparation and follow up is not required flat rate should be applied to claims. This rate of pay includes an allowance for holiday pay.

AL appointments are made according to a formal scheduled teaching. The rate of pay is calculated on the basis of the 'comprehensive scheduled teaching rate'.

The comprehensive rate is calculated as 2.5 x the basic hourly rate, as follows:

- scale point salary divided by 365 (days in year) x 7 (days in week) and divided by 37 (notional full-time working week) = Basic hourly rate
- this basic hourly rate of pay is then multiplied by 2.5 to give the Comprehensive teaching rate.

A breakdown to tasks and rate can be found in appendix 2.

6.2 Marking and Additional Marking

The Comprehensive Rate includes an element within the payment for time spent marking. There may be times when the number of scripts to mark does not reasonably fit in the time allocated to marking, therefore additional marking time may be offered and will be paid at the basic hourly rate.

In addition, you may ask an AL to mark scripts for modules they have not taught or second mark additional scripts. In these cases, marking will be paid in accordance with appendix 2.

All hours claimed for marking must be agreed prior to work being undertaken.

6.3 Other duties

Where other non-teaching related hours are required or where teaching is conducted without the requirement to prepare, mark or provide pastoral guidance (e.g. workshop facilitation) Associate Lecturers will be paid at the basic or meeting rate.

Examples of other duties claims

- Induction and mandatory induction related training (up to a maximum of 5 hours)
- Training undertaken directly relevant to role and authorised by line manager
- Short-course delivery
- Dissertation supervision
- Exam supervision
- Extra administration
- Flexible and distance learning preparation
- Meetings e.g. departmental meetings, team meetings,
- Student placement visits

- Membership of faculty boards and committees
- Attendance at Examination Boards
- Applicant open days and visit days
- Departmental away days

Rates for these activities are detailed in appendix 2.

6.4 Travel

Travel to and from the University will not be reimbursed. Where travel is required in order to undertake duties, travel expenses may be claimed in accordance with the University Expenses Policy. You should ensure that your ALs are aware of this.

7. Method of Payment and submitting claims

ALs will be paid on receipt of the appropriate claim form detailing the hours worked. They should submit their claims to you each month for approval. You must ensure you check the claims against the work allocated and that the correct rates have been used. You should then forward to Payroll for payment by the month deadline. Late claims will not be made until the following month. Deadline dates can be viewed on the [staff intranet](#).

ALs should claim their hours no later than the month following when the teaching/ work took place. Delays in submitting claims may result in a delay in payment. You should ensure your ALs are aware of deadlines and follow up any missing claims you are expecting.

Incomplete or unclear claim forms will be rejected by payroll and returned to the AL and to you for clarification.

8. Holiday Pay

ALs will receive a pro rata leave entitlement according to the number of hours worked which equates to 15% of the comprehensive rate.

Where hours have been claimed at basic rate an annual leave contribution will be accrued at 17.5%.

Holiday pay will be paid at the end of each term unless an AL requests for any accrued and untaken holiday pay to be paid in the interim.

9. Sickness Absence

Sickness absence will be managed in line with the Absence Management Policy and Procedure. ALs should report any absence in line with the University and local requirements.

Providing appropriate medical certification is supplied, ALs will receive sick pay at the average rate of pay over the previous 12 worked weeks prior to the first sickness absence date.

You should remember that ALs are employees of the University and all policies and procedures still apply, therefore you should ensure that you complete a return to work with the AL as soon as possible on their first day back to ensure they are fit to work.

10. Induction and Training and Development

10.1 Induction and orientation

To ensure that new ALs are fully integrated into the Faculty and University, you should ensure that all new ALs receive an appropriate induction. ALs will be paid for their participation in induction and mandatory induction-related training (up to a maximum of 5.5 hours) at the basic hourly rate.

Mandatory induction training includes the following which must be completed within the first 3 months of employment:

- Equality and Diversity in the Workplace
- Anti-Bribery and Corruption
- Data Protection
- Fire Safety
- DSE: Desk Assessment
- General Safety, Health & Environment Awareness
- The Prevent Duty
- Information Security Essentials

- Protecting Students' Consumer Rights
- Whistleblowing

It is also advised that ALs complete the following. Before they attend please agree their claim for hours:

- General IT Induction
- Essential Technology for Academics
- Assessment and Student Policy @ UON
- The Team Around the Student
- Supporting the Student Experience
- HE Survival Plus (for those new to HE/ teaching)

10.2 Staff development

Where you require your ALs to undertake training relevant to their role they will be paid at the Basic Rate.

There is no formal obligation for ALs to undertake developmental activities or to participate in the annual PDR process. However, any AL who wishes to participate is encouraged to do so and you should arrange time to discuss this with them.

The PDR is the opportunity to discuss and agree their development needs and opportunities. If they are involved in substantial teaching, we encourage them to participate in the PDR process and where relevant, to consider a development plan that could lead to teaching qualifications or HEA Fellowship.

11. Progression

There is no automatic right to transfer from an AL to a fractional or full time Lecturer post, however all ALs are encouraged to seek progression opportunities as and when they arise, and you should discuss these opportunities with them.

All new posts including Lecturer and Senior Lecturer positions are advertised when positions become available. ALs with expertise in the subject area are encouraged to apply for these posts, should they wish to. All normal recruitment and selection procedures will be followed in order to ensure a fair and equitable appointment.

12. Visiting Lecturer

A Visiting Lecturer is defined by HMRC as an external specialist who is invited to lecture for the University on no more than three sessions in three consecutive months or as an external specialist who is invited to speak at a lecture which is open to the public. This is not the same as an Associate Lecturer.

Only one-off lectures as defined above should be claimed on the Fees and Expenses Claim Form. A visiting lecturer must not undertake any duties other than giving a lecture.

For further information please speak to your HR contact.

13. Appendix 1

Job Description

Associate Lecturer

Responsible to: Subject Leader

Accountable to: Dean of Faculty

Overall Purpose

To make a full, proactive and flexible contribution to the Faculty through:

1. Delivery of an outstanding learning experience for students;
2. Effective and timely implementation of established quality assurance processes;
3. Proactive contribution to quality enhancement initiatives;
4. Representation of the Faculty in a positive and professional manner to students, partner institution(s) and other key stakeholders;
5. Adoption of a reflective approach to practice.

Each Associate Lecturer will have a different set of responsibilities drawn from one or more of the following categories. The responsibilities listed below are indicative of the role and can change from year to year to reflect Faculty priorities.

Principal Duties and Responsibilities

A – Delivery of teaching

Familiarise self with modules being delivered (e.g. learning outcomes, content, assessment).

Develop and/ or incrementally enhance high quality learning and teaching materials.

Plan and deliver high quality teaching sessions (lectures/seminars/workshops).

Maintain regular contact with each module cohort to support student progress.

Provide academic and study skills advice to students on an individual and/or collective basis.

Apply scholarship and/or industry practice to add value to the student learning experience.

Make effective use of the VLE in support of module delivery.

Write assessment items.

Assess student work and provide high quality feedback to students.

Participate fully in relevant quality assurance processes.

Plan and deliver high quality workshops in location(s) outside the UK, adapting materials and teaching style as necessary to meet the needs of different audiences.

B – Dissertations/Business Projects/ Doctoral Supervision (Associate Supervisor)

Familiarise self with dissertation / business project module(s) and Tutor Handbook.

Maintain regular contact with each supervisee to support and monitor progress.

For each supervisee, maintain a record of contact and advice provided.

Provide subject- and process-based advice to supervisees as required.

Provide formative feedback on draft work at project milestones, following guidance from module leaders.

Assess the final dissertation / business project for each supervisee.

Participate fully in relevant quality assurance processes, including the second-marking of an equivalent number of scripts or dissertations as the primary assessment load.

Generic Duties and Responsibilities

Completion of mandatory training during the initial three months of employment and at the appropriate refresh points as specified by Staff Development.

All post holders are expected to work flexibly, and to undertake any responsibilities and tasks reasonably requested by the Subject Leader.

The post holder will be responsible and accountable for ensuring all employment-related legislative requirements are adhered to. Examples include: equality and diversity, health and safety.

This job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements and the growing dynamic environment of the Faculty. Any changes will be made in full consultation with the post holder.

14. Appendix 2

Associate Lecturer and Hourly Paid academic rates

Activity	Hourly rate	Agreement
Training	Basic	
Meetings	Meeting rate	
Dissertation Supervision	Basic	No. of hours to be determined as per the Guidance for populating Academic Workplans
Dissertation marking (where no supervision provided e.g. second marking)	Basic	No. of hours to be determined as per the Guidance for populating Academic Workplans
Marking only (where no input on teaching, feedback given, by exception only)	Basic	No. of hours to be determined in advance of work commencing. (As a guide typically 1 hr per 20 credit assignment of 4000 words or equivalent, adjusted pro-rata depending on credits and wordcount)
Student interviews	Basic	No. of hours to be determined in advance of work commencing
Moderation	Basic	No. of hours to be determined in advance of work commencing e.g. 1 hour per student
Placements/ Workbased learning visits	Basic	No. of hours to be determined as per the Guidance for populating Academic Workplans
Administrative work	Basic	No. of hours to be determined in advance of work commencing
Open days	Basic	No. of hours to be determined in advance of work commencing
Personal Academic Tutoring	Meeting rate (Includes meetings and emails)	No. of hours to be determined as per the Guidance for populating Academic Workplans

ITT Specific		Time Allocated
Moderation Activities (including placement visits)	Comprehensive Hourly Rate	As indicated in the ITT Moderation Allocation Table
Personal Tutor activities and additional Support	Meeting Rate (Includes meetings and emails)	As indicated in the Personal Tutor Additional Support Table
Reference Writing and NQT profile checking and writing	Meeting rate (Includes meetings and emails)	One hour per student (Year 3 and PGCE)

Ofsted Meetings, Ofsted Training sessions	Meeting Rate	
Admissions Interviews (Ofsted)	Meeting Rate	

HLTA Specific		
HLTA Preparation	Comprehensive hourly rate	22 hours per cohort
HLTA Assessment	Comprehensive hourly rate	up to 5.5 hours per student
HLTA Partial Reassessment	Comprehensive hourly rate	up to 2 hours per student
HLTA Moderation Event	Comprehensive hourly rate	up to 3 hours
HLTA Half-Day Development Meeting	Meeting rate	up to 3 hours
HLTA Team meeting	Meeting rate	up to 3 hours

FDLT Specific		
Student visits and support	Comprehensive hourly rate	up to 2 hours, includes assessment and marking
Meetings	Meeting rate	up to 2 hours