

**University of
Northampton**

Associate Lecturers Handbook

UoN

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Introduction

Welcome to the University of Northampton!

At UON, we have a diverse and flexible workforce, to enable us to meet the ever-changing needs of our students and the sector.

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

We value our staff 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 our Associate Lecturers to contribute to the Student experience at UON.

1. How we employ our Associate Lecturers

We employ Associate Lecturers ('ALs') to give us the flexibility we need to deliver our courses and programmes. We also recognise that an AL contract can give you flexibility if for example, you want to start a career in academia, your main job is working in professional practice, or you are an academic who is reaching the end of your career and want to reduce your work commitments.

We do not normally use ALs for on-going course and programme delivery, but we do use them to cover situations such as temporary staff absence or the need for specialist input into academic programmes, amongst other reasons.

Where only part of a role needs to be covered, we might recruit an AL for elements such as teaching delivery and marking for a specific module for a set duration.

Associate Lecturers are recruited on a fixed term basis initially, and for no more than 12 months.

Before we can offer you any work as an AL, we may need you to:

- Complete an application form in UON's recruitment system or submit your cv (unless you have worked for us before)
- Have an interview with UON staff - this may be a telephone or video interview
- Provide documentary proof of right to work in the UK (i.e. UK passport, proof of settled status or passport with a valid visa entry, or other acceptable documents).

- Provide a satisfactory standard or enhanced disclosure through the Disclosure and Barring Service (DBS) (we reserve the right to withdraw an offer of employment as a result of an unsatisfactory DBS disclosure).

You will be given a start date that reflects when you will actually be required to undertake work for us (i.e. not before you will be starting work) – this is due to pension enrolment and the need for enrolment to be timed with the start of your work.

We expect you to make your first claim for work undertaken within 3 months of your start date.

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

2. How we will allocate your hours

If you will be working in more than one faculty or subject area you will have one contract of employment with UoN to cover all work undertaken however, you may have different pay rates depending on experience in that subject. This will be confirmed in writing.

You will be provided with more detailed information about your hours by the Subject Leaders for the areas you will be working in at the beginning of the term or the start of your employment.

At the beginning of each term, the Subject Leaders will offer you any hours available for that term, including any additional non-teaching related requirement such as team meetings.

The nature of your AL contract means that there is no obligation to offer you hours nor is there an obligation on you 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 during the term and therefore changes to hours can be made by either you or us, by giving two weeks' notice.

3. How we will review your contract

Your AL contract is initially offered on a fixed term basis. If your employment is continually for 4 years on a fixed term contract you will have the right to be moved to a

permanent contract, unless there is a valid business reason not to, such as the seeing out of a course.

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

3.1 If we need to end your AL contract

If there is no longer a requirement for your AL role across any subject group, regardless of your contract status (i.e. whether you are permanent or not), we may need to begin a redundancy consultation process with you. If that does happen, we will talk with you individually and will provide you with full details of our redundancy process which can be found in our Redundancy Policy and Procedure.

4. The role of an Associate Lecturer

The full job description for an AL predominantly involves teaching-related activity and can be found in Appendix 1. You 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:

- undertake allocated teaching requirements
- plan, prepare and deliver lectures, seminars, etc
- design and implement assessments in accordance with the module/unit specification, for first sits and resits
- deliver assessment outcomes (marks etc.) to relevant academic/professional services staff, meeting agreed deadlines
- undertake moderation and second marking equivalent to the primary assessment load
- attend, as required, course related boards including field/course boards and exam boards
- 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)
- liaise with other staff regarding teaching and assessment duties

- 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
- be involved in curriculum development and the development of marketing materials directly related to the teaching activities.

You are not normally expected to be involved in any of the following activities as an AL unless there are exceptional circumstances:

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

5. How we pay our Associate Lecturers

All our ALs are appointed to a scale point within Grade 6.

Where on that scale you are appointed will depend on your experience in teaching and related duties, and professional practice. Our decisions are always evidence based.

As an AL you will receive annual increments and cost of living pay increases in line with normal UoN practice and national pay negotiations. However, if you have a break in service or do not make a claim for one academic year, you will not be eligible for an incremental increase for that year.

5.1 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, 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 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 enhanced rate and includes 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.

Our AL appointments are made according to scheduled teaching. The rate of pay is calculated based on 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.

5.2 Marking and additional marking

The comprehensive rate includes an element within the payment for time spent marking. However, 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 agreed with your Subject Leader and will be paid at the basic hourly rate.

In addition, you may be asked to mark scripts for modules you haven't taught or to second mark 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.

5.3 Other duties and hours

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) you will be paid at the basic hourly rate.

Examples of such basic hourly rate claims:

- Induction and mandatory induction related training (up to a max 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

5.4 Travel

Travel to and from UoN won't be reimbursed but if you need to travel to undertake your duties, we will pay you travel expenses in accordance with our Expenses Policy.

6. Submitting a claim for payment

To make a claim for payment for work that you've carried out, you will need to submit the appropriate claim form to your Subject Leader each month for them to approve. You will need to detail the hours you have worked and once your Subject Leader has approved your claim form, they will forward it to the Payroll team. They will need to forward it by the [deadline date](#) for that month otherwise it will not be processed and paid until the following month.

You should claim your hours no later than the month after the work took place.

Incomplete or unclear claim forms will be rejected by Payroll and returned to you and the Subject Leader for clarification, which may result in you receiving your payment late.

7. Holidays

You will receive a pro rata holiday entitlement according to the number of hours that you have worked. The comprehensive rate and meeting rate already include an element for holiday pay.

Where you have claimed hours 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 you request for any accrued and untaken holiday pay to be paid in the interim. If you would like to request holiday pay, please email payroll@northampton.ac.uk.

8. Absence due to sickness or injury

If you are absent from work due to sickness or injury, your absence will be managed in line with UoN's Absence Management Policy and Procedure. Please review the procedure and speak to your Subject Leader so you are clear on who you should report any absence to and by when.

Providing appropriate medical certification is supplied (where necessary), you will receive sick pay based on your average rate of pay over the 12 worked weeks prior to the first sickness absence date.

9. Other benefits available to you

You have access to all our benefits and facilities, including:

- Teachers' Pension Scheme
- Enhanced maternity, paternity and adoption leave entitlement (subject to terms and conditions)
- Excellent training and development opportunities
- Employee Assistance Programme
- Professional and friendly environment
- Lifelong learning culture
- Excellent learning resources
- IT facilities including video conferencing facilities
- Discounts at local businesses
- Ability to purchase an NUS card for further discounts

Full details can be found on the UoN intranet.

10. Induction and training and development

We encourage you to engage with the staff development opportunities that we offer all our staff. However, because of the nature of hourly paid work there are some special procedures that you need to be aware of.

10.1 Induction

You will be paid to complete all our mandatory e-learning (which form part of your induction) during the first three months of your employment and at the appropriate refresh point/s.

The **mandatory** e-learning sessions are:

- 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

The time allocated to complete all the mandatory e-learning is 5.5 hours which will be paid at the basic hourly rate.

The following elements of the induction are not mandatory but are highly recommended to enable you to get off to the best possible start in your AL role:

- 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

All our internally offered training is free and you are encouraged to participate, however, please ensure you understand the arrangements for pay for time spent in training before you attend a training event.

In order to be paid for time spent in training or e-learning, you must agree it in advance with your Subject Leader. If training time is agreed, it will be paid at the basic hourly rate and should be indicated as such on your time sheets submitted to Payroll.

You may have agreed training time with your Subject Leader as part of the annual 'PDR' ('personal development review') process. The PDR is the opportunity to discuss and agree your development needs and opportunities with your Subject Leader. If you are involved in substantial teaching, we encourage you 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, but if a Lecturer or Senior Lecturer vacancy is advertised and you have the relevant subject area expertise and you wish to apply, we encourage you to do so.

All normal recruitment and selection procedures will be followed to ensure a fair and equitable process.

12. Further Information

Further information about working for us, including about our campus, our policies and procedures and health and wellbeing can be found on the Staff Intranet. There you will find a dedicated section for new starters as well as ongoing information and support.

Should you have any questions please get in touch through the following channels:

General HR queries : your dedicated HR Advisor can be found on the [HR pages](#) of the staff intranet, alternatively email: HR@northampton.ac.uk

Your offer and contract: hrresourcing@northampton.ac.uk

Payroll: payroll@northampton.ac.uk

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