

School of Psychology  
Policy on engagement of external guest lecturers for taught modules

## Background

Over the past few years a number of taught module convenors have engaged external guest lecturers/tutors to present specific lecture topics and/or workshop sessions. No guidance currently exists on what the agreed rate of pay should be or the procedures to follow.

Recent legislation requires that the School has evidence to show that they have checked that all casual employees (paid through the casual fees payroll) have the right to work in the UK before any work is undertaken.

Inland Revenue off-payroll working rules (IR35) may require us to deduct Tax & NI if we are paying via an intermediary (via an invoice).

## Proposed guidelines

- The starting point for the [hourly rate of pay](#) is Grade 7 point 1
- The module convenor can make a case to pay at a higher grade point
- Pay will be for contact hours plus preparation
- Preparation will usually be between 2 and 4 hours per contact hour (depending upon whether the lecture has been delivered previously)
- Travel expenses may be claimed separately using the standard [Visitor Expense Form](#)

## Module Convenor Responsibilities

*In advance of the start of the teaching term*

- Seeking approval from the Director of Teaching and Learning to engage an external guest lecture
- Liaising between the guest lecturer and the School Administrator to determine the appropriate method of payment (casual fees payroll or invoice) and arranging for the appropriate checks to be done in advance (Right to work or IR35 check)
- Completing a Visitor Form, to be authorised by the Head of School, so that the external guest lecturer can be added to the Psychology School Associates Group on the database. *Note: Bench Fees are not applicable to visitors who are undertaking paid work for the School.*

*After the work has been undertaken*

- Arranging for the guest lecturer to complete a [casual fees claim form](#) or submit an invoice
- Signing the Supervisor statement on the casual fees claim form or confirming that the invoice submitted is correct for payment.
- If applicable, arranging for the guest lecturer to submit a [Visitor Expense Form](#)
- Passing claim forms & invoices to the School Administrator for payment