

## **FAQs for Language Tutors being converted to annualised open ended contracts and have more than 4 years continuous service.**

- *What happens if I am 'over-convened' or 'under-convened' in the autumn term?*  
It's probably more helpful to think of teaching hours on an annual basis. The teaching load may not be exactly the same in the autumn and spring terms for ML Tutors and for EL Tutors, hours may be allocated across the four teaching periods. Wherever possible, in the latter case, Tutors will be allocated their preferred working pattern.
- *Who will manage my workload/allocated teaching?*  
Line managers (Deputy Directors).
- *If I (as an EL Tutor) teach on the 10-week summer Pre-sessional, does this mean my hours across the rest of the year will be significantly lower?*  
Yes. Teaching hours on the summer Pre-sessional are 210 so this will mean significantly lower hours in the rest of the year.
- *Across what 'year' will teaching hours be allocated?*  
1 September – 31 August.
- *What will my 20% 'admin hours' consist of?*  
For example, essential meetings, CPD events, appraisal. Exceptionally also marking, though marking will normally be accounted for in the 'teaching and teaching related' hours.
- *Will I be expected to be 'on site' when I have no teaching or meetings?*  
No.
- *Will SCLS align with PAW (the University-wide workload model) in the future?*  
The intention is for SCLS to align with PAW with effect from 2021/22 to ensure consistency wherever possible with working practices in the other constituent parts of the School of Media, Arts & Humanities (HAHP, MFM and SoE).
- *Will the required teaching hours be the same for EL and ML Tutors?*  
Yes.
- *Will I be required to deliver teaching hours above those derived from my FTE?*  
This would only happen by mutual agreement and if any extra hours are required, these would be paid at the standard hourly rate (with relevant multiplier applied).
- *What happens if I do not work all the contracted hours in line with my FTE over the Academic Year and my FTE is reduced?*  
It is recognised that because of uncertainties in budget and student numbers / planning cycles, work patterns for the forthcoming academic year are not always clearly established by the end of an academic year. The Director of SCLS (or nominee(s)) will estimate, as soon as practicable, the Language Tutors' staffing requirements for the coming academic year.  
  
If SCLS management believes that it is possible that Language Tutors may not be required, or will be offered an FTE which is reduced, they will write to the individual concerned, as soon as reasonably practicable, explaining the background and specific reasons for the

proposed reduction and will give them the opportunity, informally, to ask questions and make representations. (The written communication may be via e-mail).

A meeting with the Director of SCLS (or nominee) and a member of HR may be requested, if required, in respect of any reduction in FTE or a redundancy. The individual may be accompanied at this meeting by a work colleague or trade union representative.

- *What do I need to do if I wish to reduce my FTE after agreeing to my agreed FTE as of 30 September 2020?*

Please refer to the University's Flexible working procedure

<http://www.sussex.ac.uk/humanresources/business-services/flexible-working>

- *What happens to my pay if I decide to move onto an open ended contract*  
A Language Tutors FTE and pay will be divided over 12 months, rather than over a teaching period.
- *What is the methodology for calculating my Teaching and Teaching related hours based upon my FTE?*  
A Language Tutor's FTE has been calculated based upon an average of the total hours worked over annually the last two academic years they have worked, which includes accrued holiday.

The FTE is then multiplied by 1898 (the equivalent of 1.0 FTE in hours) which equals the Language Tutors "Contracted Hours"

To calculate the Language Tutors "Working hours", the Language Tutors holiday entitlement is deducted (this is 16.6%, based upon length of service). Therefore "Contracted Hours" are divided by 1.166 and this gives the Language Tutor their "Working hours"

To then calculate "Teaching and Teaching related hours", the "Working Hours" are divided by 80% for "Teaching and Teaching related" and "20%" for "Administration.

- *What happens if I leave during the academic year, what happens to my pay and holiday entitlement?*  
Depending upon what time of the year the Language Tutor leaves the University and how much Teaching they have undertaken, this may result in the Language Tutor being paid extra for the teaching they have undertaken, or they may owe the University monies because they have not taught enough hours over the academic year.
- *When is the anniversary date for calculating holiday on these annualised open ended contracts*  
The anniversary date is from 1 September to 31 August each year.

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