

## UNIVERSITY OF SUSSEX

### TERMS AND CONDITIONS OF EMPLOYMENT FOR ASSOCIATE TUTORS

#### 1. GENERAL

You will work under the general direction of the Head of School or his/her nominee and must conform to the School's requirements, for example regarding attendance, teaching methods, examination and assessment methods and procedures, course evaluation methods, and the keeping of appropriate records.

#### 2. LOCATION

Your principal place of work is the University of Sussex campus at Falmer, Brighton. However you may be required to serve at any location used by or in association with the University of Sussex. Any change in your location will be determined following reasonable consultation with you or your representative.

#### 3. DUTIES

As an Associate Tutor you will be responsible for the preparation of teaching materials, the teaching and assessment of undergraduate, postgraduate and/or short course students and associated essential administration. The Associate Tutor role does not include, for example, responsibility for course or curriculum development<sup>1</sup>, pastoral care of students<sup>2</sup>, research, or administrative duties that are not directly related to the teaching undertaken.

Your duties will normally fall into one or more of the following categories:

##### (i) Teaching and related duties

**Preparation:** determining the structure and style of the learning experience; preparation of supporting teaching materials (handouts, visual aids, exercises, practicals, reading lists etc.); liaison with colleagues to ensure the learning experience fits appropriately with the overall context of the programme.

**Teaching:** delivery of lectures, seminars, tutorials and equivalent classes, as appropriate, and providing feedback to students in relation to assessed work.

**Assessment:** to undertake the necessary assessment activity associated with the teaching.

**Associated administration:** participation in essential meetings; completion of all necessary administrative requirements, for example, student attendance records, assessment records, reporting on students' academic progress.

##### (ii) Additional assessment or assessment only

Where the amount of assessment would otherwise be unreasonable in relation to the teaching hours, or where an Associate Tutor is employed to undertake assessment only, as in project marking, s/he will be paid at the appropriate assessment rate.

##### (iii) Other additional duties

Examples of such duties would be: office hours, observation of lectures in order to deliver associated seminars, interviewing prospective students where an academic judgement is required, attendance at additional meetings, required staff development.

Associate Tutors with a substantial amount of teaching should normally be expected to provide office hours to the students concerned, as appropriate, and in agreement with the Head of School.

#### 4. HOURS OF WORK

You will be notified separately of your contracted hours, and this notification will form the basis for your payment. Teaching hours should not normally exceed 18 hours per week (or six hours per week for post-graduate students) except where reasonable in relation to the teaching concerned, e.g. block teaching or short courses.

#### 5. RATES OF PAYMENT

Associate Tutors are paid on hourly rates based on the University's single pay spine, according to the grade specified in your letter of appointment. These are increased in line with the nationally agreed pay award and are published on the Human Resources website.

Multipliers apply to certain Associate Tutor activities, in particular teaching (seminars, lectures, tutorials and demonstrating). These are set out on the Human Resources website. The multipliers may be varied as appropriate.

In addition, you will be paid the statutory annual holiday entitlement, equivalent to 28 days. This will accrue during each term at the rate of 12.1% of your hourly rate, and will be paid separately after the end of each academic term.

Travelling expenses to the usual place of work are not normally payable. If you are required to travel on University business, you may be eligible to claim travelling expenses in accordance with the University's Travel Expenses scheme, <http://www.sussex.ac.uk/finance/documents/expense-form-rules-regs.pdf>.

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<sup>1</sup> Except CCE tutors employed to teach open courses, and Brighton and Sussex Medical School (BSMS) tutors, who are required to undertake course and curriculum development

<sup>2</sup> Except BSMS Personal Tutors who are paid a separate rate for these additional duties

## **6. METHOD OF PAYMENT**

The total pay due for the contracted hours will be divided into a number of equal monthly payments equivalent to the number of calendar months covered by the relevant period of teaching. These payments will be made by Human Resources (Payroll) upon receipt of a completed Personal Details Form, and authorisation by your School Office. Payments will be made monthly in arrears by direct credit transfer into a bank or building society account. Unworked or additional hours must be reported promptly to the School Administrator (or nominee) in order that payments may be adjusted accordingly. You will be required to repay any overpayments made to you.

## **7. CONTINUOUS SERVICE**

Your continuous service date shall be the date from which you have been employed by the University without a break. For the purposes of determining continuity of service, breaks for vacation periods at Christmas, Easter and in the summer shall be ignored. Further information can be obtained from Human Resources (Personnel).

## **8. DURATION OF CONTRACT (POST-GRADUATE STUDENTS ONLY)**

For post-graduate students, the appointment will terminate when the individual ceases to be a post-graduate student with the University of Sussex.

## **9. NOTICE PERIODS**

In situations other than 8 above, the appointment may be terminated at any time by notice in writing on either side, or on the part of the University by payment in lieu of notice. The length of such notice is three months or the remainder of the course, whichever is less but subject to the statutory minimum periods of notice. The University reserves the right to cancel individual classes with reasonable notice at any time should circumstances warrant this (e.g. low enrolment). In such cases, payment will be made only for sessions delivered.

## **10. PENSION**

You are entitled to participate in the Universities' Superannuation Scheme, details of which are available from Human Resources (Personnel). Please then contact Human Resources (Payroll) if you wish to join the Scheme.

## **11. MATERNITY/PATERNITY/ADOPTION ENTITLEMENTS**

You will be entitled to the appropriate University or statutory maternity, paternity and adoption pay and leave provisions provided you meet the eligibility criteria. Further details are available on the Human Resources family friendly pages at <http://www.sussex.ac.uk/humanresources/personnel/familyfriendlypolicies>.

## **12. OTHER ABSENCES**

If you are unable to take a class due to unavoidable circumstances you must notify the Head of School or other appropriate person in advance and as soon as possible. With the exception of sickness, payment will only be due for hours actually worked.

In cases of sickness, you will be eligible for Statutory Sick Pay provided you meet the eligibility criteria. Further details are available from Human Resources (Payroll).

Absence due to sickness must be reported to your Head of School in accordance with the University's sickness policy.

## **13. GRIEVANCE AND DISCIPLINE**

The University's grievance, disciplinary and capability procedures will apply to this appointment and further details are available from Human Resources (Personnel). If you have a grievance relating to your employment, in the first instance you should apply in writing to your Head of School or nominee for the purpose of seeking redress. If your grievance concerns the Head of School then you should write to the appropriate Pro Vice-Chancellor.

## **14. INDUCTION, STAFF DEVELOPMENT AND APPRAISAL**

Associate Tutors who make a significant contribution to a School's teaching will be included in the School's staff development plans, and, if appropriate, in the appraisal process.

Associate Tutors who have less than three years' teaching experience in higher education and who have not previously received relevant training are required to satisfactorily complete the University's Associate Tutors' Training Programme delivered by the Teaching and Learning Development Unit, details of which are at <http://www.sussex.ac.uk/tldu/associatetutors/attraining>. There is no cost to participants, and those attending the programme will be paid at their hourly rate.

## **15. SOURCE OF OTHER TERMS AND CONDITIONS**

Your terms and conditions are also prescribed by collective agreements made between the University and its recognised trade unions. You are also expected to abide by University policies relating to such matters as Health and Safety, Equal Opportunities, Data Protection, Insurance, and Intellectual Property Rights.

## **16. VARIATION**

Your contracted hours of work may be subject to variation by the University in response to changes in circumstance. Such variations will be made in consultation with you.

This contract may be varied and agreements reached as a result of national or local negotiations between the employer(s) and the recognised trade unions shall, where adopted by the University, be automatically incorporated into your contract.