

## Summary of Terms and Conditions for Doctoral Tutors

1. A Doctoral Tutor will be employed on a fixed-term contract the duration of which in any one academic year will be specified in the individual's employment contract. The duration of the contract (or any series of contracts) will not exceed the end of the term in which the individual has his/her viva (irrespective of whether corrections or a resubmission for re-examination are required).
2. A Doctoral Tutor's employment will be conditional upon the individual being a registered PhD student of the University at all times on the basis that the individual's primary relationship with the University is as a registered student. If the student intermits, he/she will not continue as a Doctoral Tutor during this time and his/her employment contract will terminate without notice on the date the registration ceases. In such an event, the University's policies and procedures in relation to intermission and relevant student support services will apply.
3. A Doctoral Tutor's duties at a general level will be as set out in the Job Description for Doctoral Tutors at either Grade 5 or Grade 6 of the University's grading structure. The specific duties for a Doctoral Tutor will be set out in his/her contract.
4. At Grade 5, a Doctoral Tutor will be part of a team, e.g. as a demonstrator, and an academic will be available. At Grade 6, the Doctoral Tutor may be the lead demonstrator of a group of demonstrators or deliver small group teaching, e.g. seminar teaching. A Doctoral Tutor will not prepare or deliver lectures.
5. All teaching by a Doctoral Tutor will be compatible with and relevant to his/her programme of doctoral study.
6. A Doctoral Tutor will be qualified at an academic subject level above that which he/she teaches.
7. A Doctoral Tutor will report to the relevant School's Director of Doctoral Studies although on a day to day basis will be guided and supported by the relevant module convener.
8. Hours of work:
  - a. The working hours for a Doctoral Tutor registered as a full-time student will not exceed:
    - i. A cap of 240 hours (average 8 hours per week) in the 2016/17 academic year<sup>1</sup>;
    - ii. A cap of 210 hours (average 7 hours per week) in the 2017/18 academic year<sup>2</sup>;
    - iii. A cap of 180 hours (average 6 hours per week) in the 2018/19 academic year and thereafter.
  - b. For a part-time registered student, the working hours for a Doctoral Tutor will be the pro-rata equivalent of those set out at paragraph 8 (a) above.

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<sup>1</sup> Except in the case of a Doctoral Tutor in receipt of full or part funding from a Research Council who will be limited to a cap of 180 hours in any one academic year.

<sup>2</sup> Except in the case of a Doctoral Tutor in receipt of full or part funding from a Research Council who will be limited to a cap of 180 hours in any one academic year.

- c. The working hours will include time for: teaching and/or laboratory demonstrating; preparation and/or marking; feedback on the above; administration; all or any of which as may be required.
- d. A notional one hour will be paid in respect of a Doctoral Tutor's induction and will be included within the respective caps referred to at paragraph 8 (a) and (b) above.
- e. The cap/s set out in paragraphs 8 (a) and (b) above will not include work outside of a Doctoral Tutor's Job Description, e.g. helping at Open Days or WP events etc.
- f. The total number of hours to be worked will be set out in the Doctoral Tutor's contract.
- g. The scheduling of a Doctoral Tutor's hours will be confirmed by the School, normally prior to the beginning of either each academic year or term. The scheduling of teaching may be varied by the Head of School (or nominee) during a term due to unforeseen circumstances, but without detriment to a Doctoral Tutor's doctoral studies.
- h. Where a Doctoral Tutor is subject to the restrictions of a Tier 4 student visa, the total hours that may be worked in any one week will not exceed 20 hours or other such limit as may be determined by the Government from time to time.
- i. If a School wishes to allocate a Tutor to a different module from the one on which he/she has been contracted to teach and/or demonstrate, this will require the consent of the said Tutor which will not be unreasonably withheld.
- j. A Tutor may make a reasonable request to the Director of Doctoral Studies as his/her line manager for time off to attend an academic conference, where this can be reasonably accommodated by the School within the teaching timetable.

9. Rate of pay:

- a. A Doctoral Tutor will initially be paid at point 1 of either Grade 5 or Grade 6 of the University's single pay spine, according to his/her contract.

10. Incremental Pay Progression:

- a. Progression through either Grade 5 or Grade 6 up to the non-discretionary threshold for that grade will normally be based on automatic annual increment on 1 October (subject to the Doctoral Tutor, exceptionally, being denied incremental progression under established procedures for dealing with performance issues).

11. Holiday:

- a. The holiday entitlement for a Doctoral Tutor will be the pro-rata equivalent of: 20 days per annum; rising to 21 days at three years' service; rising to 22 days at four years' service; rising to 23 days at five years' service.
- b. Additionally, the pro-rata equivalent of the normally eight public/bank holidays and the University's six minimum service days will apply.
- c. A Doctoral Tutor's accrued holiday entitlement will be paid at the end of his/her contract.

12. Maternity, Paternity and Adoption Pay:

- a. Maternity Pay: The University will pay the higher of: (i) any Statutory Maternity Pay that may be due to the individual or (ii) Occupational Maternity Pay as specified in the University's Maternity Guide which will be calculated using the individual's average weekly pay earned over the 12 months preceding the Qualifying Week or over the duration of the Doctoral Tutor's contract if shorter.
- b. Paternity Pay: The University will pay two consecutive weeks at the higher of: (i) the applicable rate of any Statutory Paternity Pay that may be due to the individual; or (ii) the individual's average weekly pay earned over the preceding 12 months or over the duration of the Doctoral Tutor's contract if shorter.
- c. The University will pay Adoption Pay on the same basis as: (i) Maternity Pay for the primary adopter; or (ii) Paternity Pay for the partner of the primary adopter.

13. Shared Parental Leave:

- a. Entitlement to Shared Parental Leave will be in accordance with statutory provision.

14. Sickness Benefit:

- a. A Doctoral Tutor will be eligible for occupational sickness benefit of up to:

Length of service	Full pay ( <i>against which statutory sick pay will be offset</i> )	Half pay
During first 3 months	One week	-
After 3 months	Two weeks	-

- b. A week's pay for occupational sick pay purposes will be calculated as the Doctoral Tutor's actual salary as averaged over the duration of his/her contract.
- c. A Doctoral Tutor will be required to follow the University's notification procedure for sickness absence as set out in Appendix 4. He/she will not be entitled to receive any sickness benefit if the absence notification procedure is not so followed.

15. Pension:

- a. A Doctoral Tutor will be eligible to join the Universities Superannuation Scheme (USS), subject to the rules of USS which may be amended from time to time, with effect from the individual's first day of employment.

16. Teaching qualifications:

- a. A Doctoral Tutor will be required to satisfactorily complete the University's introductory course on teaching and learning, delivered by the University. The Doctoral Tutor will not be charged for this introductory course and will be expected to undertake it in his/her own time.
- b. A Doctoral Tutor thereafter will be offered the option by the University of registering on a 15 credit teaching and learning programme delivered by the University which, on successful completion, will entitle him/her to apply for Associate Fellowship of the Higher Education Academy (HEA). The Doctoral Tutor will not be charged for

this 15-credit programme and will be expected to undertake it in his/her own time. However, on 1 October following successful completion, the Doctoral Tutor will be awarded an increment in addition to that referred to in paragraph 10 above.

17. Renewal of contract:

- a. On or before the expiry of a fixed term contract as a Doctoral Tutor and while the Doctoral Tutor remains a registered PhD student, the University may offer a renewed contract as a Doctoral Tutor, subject to: satisfactory progression with the individual's doctoral studies as confirmed by the relevant Director of Doctoral Studies; satisfactory outcome from the annual appraisal process and business need.

18. Fixed-term Teaching Fellow opportunity:

- a. Subject to the requirements of a School, a School may create a fractional, Teaching Fellow post at Grade 7.1, for a fixed-term of up to one year, which will be ring-fenced to PhD students who have: recently completed and passed their PhD; held a Doctoral Tutor contract with the University; and attained Associate Fellowship of the HEA.
- b. Any such post will be advertised to the relevant pool of individuals and subject to a fair selection procedure.

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