

## School of Mathematical and Physical Sciences

### Policy on engagement of external guest lecturers for taught modules

#### **Background**

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.

No guidance currently exists on what the agreed rate of pay should be for external guest lecturers or what the procedures are to follow. Therefore, this policy aims to offer guidance on the steps to follow when engaging a guest lecturer.

#### **Module Convenor Responsibilities**

##### *In advance of the start of the teaching term*

- Seek approval from the Director of Teaching and Learning to engage an external guest lecturer.
- Liaise between the guest lecturer and the School Administrator to determine the appropriate method of payment (casual fees payroll or invoice) and arrange for appropriate employment checks to be done in advance of work (Right to work or IR35 check).
- Complete a Visitor Form ([formal](#) or [informal](#) visit), to be authorised by the Head of Department and Head of School, so that the external guest lecturer can be added to the MPS 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*

- Arrange for the guest lecturer to complete a “Claim Form for Fees, Casual Payments and Related Expenses” from [the HR Payroll Documents page](#) or submit an invoice.
- Sign the Supervisor statement on the casual fees claim form or confirming that the invoice submitted is correct for payment.
- If applicable, arrange for the guest lecturer to submit a [Visitor Expense Form](#).
- Pass signed claim forms & invoices to the School Administrator for payment.

#### **Rate of Pay Guidelines**

- The starting point for the hourly rate of pay is [Grade 7 point 1](#).
- The module convenor can offer a higher grade point if they feel there is a strong case.
- 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](#).

#### **Unpaid work /Volunteering**

Guest lecturers may be working a voluntary basis and not need to be paid. However, volunteer or unpaid work may still need employment checks to be completed by the School Office. An activity classed as volunteering generally should meet the following criteria:

- There should be no payment, other than reasonable travel and meals expenditure actually incurred (not an allowance for the same).
- There should be no contractual obligations on the volunteer and they should not enjoy any contractual entitlement to any work or benefits in kind.
- Volunteering is not a substitute for employment that is fulfilling a role that a salaried/paid worker would normally fulfil.

If all the above is met then a Right to Work check is not necessary as this is not work. Volunteering must not amount to unpaid work, or job substitution. Unpaid work would still require a Right to Work.

**Further advice**

For further advice or guidance, please contact the School Administrator or Deputy School Administrator.