**Line Manager Checklist - Associate Lecturer**

This checklist has been developed to help relevant line managers follow the steps required to ensure that Associate Lecturer staff at the University are treated fairly and transparently.

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| **Recruitment and Selection** |  |
| Is your business need a short-term / flexible academic requirement ie: sickness absence cover or short term teaching to deliver a specialist / short-term module (10 – 300 hours per academic year)? |  |
| A SAF must be raised and authorised for any new Associate Lecturer prior to advertising/engaging with an Associate Lecturer. Provide a range of hours on the SAF the guaranteed hours will be the minimum amount. (Exeption of PhD Students) |  |
| Has a selection process taken place (advertising and / or an interview process with a properly constituted [appointment panel](http://staff.napier.ac.uk/services/hr/recruitmentandselection/Documents/PANEL%20CONSTITUTION%2004022015.docx))? Dean must be on panel. (Exeption of PhD Students) |  |
| Right to work check must be carried out before any work is carried out. |  |
| Appointment form completed and returned to Recruitment Team |  |
| **PhD Students** |  |
| Has any paid work being agreed by the students Director of Studies and School Research Degress Programme Leader? |  |
| Students who recieve a stipend should not be expected to undertake teaching duties as a result of receiving that stipend. Teaching activities should be seen as additional work |  |
| Full-time students are not undertaking more than six hours of demonstrating or teaching work per week. |  |
| **HR Connect** |  |
| Have you checked that the Associate Lecturer(s) you line manage are correctly aligned to you on HR Connect? If line management responsibilities changes, please ensure that the system is updated by HR with the correct line manager (as this can impact WAM). |  |
| **Support and development** |  |
| Ensure that all Associate Lecturer(s) are only being given tasks aligned with the University’s Associate Lecturer role profile |  |
| Advise Associate Lecturers of their teaching requirements as far in advance of the beginning of the trimester as reasonably possible? |  |
| Meet with all Associate Lecturers you manage to discuss objectives and workload or to complete a My Contribution (where possible / relevant)? |  |
| If there are any changes to teaching requirements have you communicated these to the Associate Lecturers affected at the earliest opportunity in line with other staff members? |  |
| Have all Associate Lecturers you manage been introduced to relevant colleagues in your School, including School Support Staff and the module leader for each module that they are involved in? |  |
| Have the Associate Lecturers you manage attended the ‘Working at Edinburgh Napier’s Induction session (and been recorded for the hours for attendance on the time sheet?) |  |
| Have the Associate Lecturer that you manage been offered a ‘module buddy’ for each module that they are teaching on? |  |
| **Payments** |  |
| Are Associate Lecturer Claim Forms being submitted in a timely manner for processing, by 5th of the month? |  |
| Are the Associate Lecturer(s) you manage being paid for all the work they complete on behalf of the University, including; teaching, preparation, class contact, assessment and administration? |  |
| **Review** |  |
| Are Associate Lecturers hours’ regularly monitored and future business requirements reviewed on a regular basis? HR Partners review Associate Lectures on a annual basis during workforce planning |  |
| If any performance issues arise have you addressed these with the Associate Lecturer? |  |
| If the Associate Lecturer resigns, has a [Leavers’ Form](http://staff.napier.ac.uk/services/hr/Documents/HR%20Forms/LeaversForm%20August%202015.doc) been completed and sent to the [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk) |  |