**Edinburgh Napier University**

Guiding Principles for Associate Lecturers

1. **What are Associate Lecturers on Guaranteed Hours Contracts**

1.1. Associate Lecturers are employed by the University to complete flexible and short- term or unexpected academic requirements e.g. research buyout, sickness absence cover or the requirement for short-term teaching to deliver a short-term module.

* 1. Associate Lecturers are only permitted to work between 1 to 300 hours per academic year, (1 August – 31 July).
  2. Associate Lecturers must be treated in an equitable manner with regard to contractual hours, for example in terms of activity planning and workload allocation, my contribution, communication, development and performance management where relevant.

1. **What are Associate Lecturers on PhD Student Experience Contracts**

2.1 Associate Lecturers employed on PhD Student Experience Contracts are current PhD students.

2.2 The University has set out guidelines for PhD students under the Research Degree Framework.

* Any student undertaking any work for the University must be paid at the appropriate hourly rate. Any such work must have the agreement of the student’s Director of Studies and School Research Degrees Programme Leader.
* Students who are receiving a stipend should not be expected to undertake teaching duties as a result of receiving that stipend.
* Full-time students should not undertake more than six hours of demonstrating or teaching work per week.  These six hours would include preparation time as well as contact time.
* Supervisors should monitor student progress carefully and work with them to ensure that paid work does not interfere with their progress.  Where a student’s financial circumstances require them to take on paid work, and it is likely that that work will impede their progress, a period of suspended study is recommended.
* Schools should endeavour to give equal teaching opportunities to all students, although it is recognised that where there are no taught programmes that align with a student’s expertise, this may not be possible.

2.3 The PhD Student contract will stipulate a maximum amount of hours as 20 per week however; this is to take into consideration potential part time situations. PhD student must always comply with the guidance as set out in the Research Degree Framework

1. **Recruitment of Associate Lecturers**

3.1 An approved Staffing Authorisation Form (SAF) is required prior to the appointment of a new Associate Lecturer. A SAF is not required for PhD students. Line Managers should consider the existing pool of Associate Lecturers before appointing someone new. All right to work checks must be completed by a named contact in advance of any work taking place.

1. **Payment**

3.1 Associate Lecturers are placed on Grade 5, usually commencing at point 34 of the University’s 51 point pay scale.

3.2 Associate Lecturers hours must be planned out by the hiring manager as far as reasonably possible. The hiring manager must determine a range of hours the Associate Lecture will work over the period. The minimum number of hours will be guaranteed in the contract. E.g. it is believed that the individual may work between 100 – 200 hours of a set period. In this instance, the Guaranteed Hours contract should be for 100 hours. An Associate Lecturer must [claim the hours](file://napier-mail.napier.ac.uk/staff/Human%20Resources/Departmental%20Data/humanres/HR%20Services%20Team/Guaranteed%20Hours/Toolkit/Academic%20Guaranteed%20Hours%20Claim%20Form.xlsx) by submitting a claim form on a monthly basis.

3.3 Please note there is a restriction on working hours for staff on Tier 4 visas. No more than a maximum of 20 hours per week can be worked during term-time if studying at a UK Higher Education institution at degree level or above. A ‘week’ means a 7 day period beginning with a Monday. A member of staff sponsored on a Tier 2 visa by an external organisation can complete a small amount of supplementary work (no more than 20 hours per week) if the work meets certain criteria: the work must be in the same profession or at the same level as the role for which they hold their current Tier 2 visa, must be completed outside normal working hours for their sponsored position, and they must continue to work in their sponsored role. Please contact HR prior to recruiting anyone on a non-Napier sponsored Tier 2 visa

**4. How to Claim Hours**

**4.1** It is the Associate Lecturer’s responsibility to accurately record all hours worked for the University, and claim for any hours worked. If hours are not claimed for accurately and in a timely manner the University will be unable to make historical payments.

**4.2** Each month the Associate Lecturer must complete an [Associate Lecturer Claim form](file://napier-mail.napier.ac.uk/staff/Human%20Resources/Departmental%20Data/humanres/HR%20Services%20Team/Guaranteed%20Hours/Toolkit/Academic%20Guaranteed%20Hours%20Claim%20Form.xlsx) detailing their hours worked. To comply with UKVI guidelines, it is also important that we keep an accurate breakdown of dates, days and hours worked per day for all staff who have restrictions on their working hours (those on Tier 4 visas, and Tier 2 visas who are completing supplementary work). This must be authorised by the relevant budget holder. The completed form must then be forwarded to the relevant School contact by no later than the 5th of every month to ensure payment.

**5. Workforce Planning**

5.1 It is important that Associate Lecturers on guaranteed hours contracts only complete short-term and flexible or unexpected work for the University. These contracts should not extend over a year. If planning indicates that an Associate Lecturer on this type of contract works in excess of 300 hours in any given Academic year, the School should consider an alternative contractual relationship, details of which can be found in the contract toolkit.

5.2 At the end of each Academic year, Deans of School are expected to review the usage of Associate Lecturers in their area with their HR Partner particularly focusing on Associate Lecturers who have worked close to or above the 300 hour limit. Again at this time, consideration should be given to whether part-time / full-time, fixed term / permanent positions are more appropriate.