

**EMPLOYMENT OF ASSOCIATE  
LECTURERS AND HOURLY-PAID  
LECTURERS: POLICY AND PROCEDURE**



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<b>Indicate whether the document is for public access or internal access only</b> <b>Indicate whether the document applies to collaborative provision?</b> <i>(Strikethrough text, as appropriate)</i>	<b>Public Access</b> <del><b>Internal Access Only</b></del> <b>Applies to Collaborative Provision</b>
<b>Summary:</b> This document sets out the University’s policy on the employment of Hourly-Paid Lecturers (HPLs) and Associate Lecturers (ALs), including the criteria for transfer from HPL to AL and the criteria for consideration for a fractional academic post.	

# **POLICY AND PROCEDURE FOR THE EMPLOYMENT OF ASSOCIATE LECTURERS AND HOURLY-PAID LECTURERS**

## **1. APPOINTMENT OF HOURLY PAID LECTURERS**

The University employs Hourly Paid Lecturers (HPLs) on a part-time basis for a variety of reasons including:

- short-term cover required for sickness and other absence;
- specialist (often practicing professional) input to academic programmes.
- teaching cover in advance of full-time appointments being able to take up post
- the viability of an activity is being tested or a programme is being run down
- budget constraints

HPLs are appointed on a fixed term basis, often for the duration of a single semester.

Where a longer term need is identified at the outset it is permissible to make an appointment straight to an Associate Lecturer role, rather than initially as an HPL.

Please refer to the Recruitment and Selection Manual for details on the appointment procedures to follow. Associate Lecturers and Hourly Paid Lecturers are covered in the section so entitled.

## **2. APPOINTMENT OF ASSOCIATE LECTURERS**

Where Faculties identify the need for individual HPLs to be employed on a recurrent basis an assessment will be made by the Dean of Faculty in each case at the end of the academic year as to whether they meet the criteria to be offered an appointment as Associate Lecturer - an indefinite contract to undertake hourly-paid academic work with a minimum of 36 hours work to be offered each year.

The criterion to be offered an Associate Lecturer appointment is that he/she has accumulated a minimum of 36 hours academic work\* in the capacity of Hourly Paid Lecturer for each of the previous three academic years, in which case, he/she will be offered the minimum or above for the subsequent year, provided there is continuity of need.

\*Academic work in this context comprises teaching, student interviewing and assigned marking (additional to that associated with the teaching undertaken by the hourly paid lecturer).

Before the end of each academic year, the HR Department will ask Deans of Faculty to review staff who have been employed as Hourly Paid Lecturers over the academic year, in order that HR will determine whether any meet these criteria.

There will also be an annual review at the end of the second semester where the Deans of Faculty will be asked to identify whether there are any Associate Lecturers who will need to be notified that they are at risk of redundancy, following which the redundancy procedure will be followed (see section 4).

## **3 ELIGIBILITY OF HOURLY PAID ACADEMIC STAFF FOR CONSIDERATION FOR TRANSFER TO A FRACTIONAL OR FULL-TIME ACADEMIC POST**

The HR department will, in consultation with Dean of Faculty and Heads of Departments, during semester two:

- (a) Identify any staff who by the end of semester two will have undertaken a minimum of 150 hours teaching in each of the last three years.
- (b) Establish that the Faculty staffing budget is sufficient to upgrade the post to a full-time or fractional appointment.
- (c) When (a) and (b) are satisfied, invite the Associate Lecturer or HPL to submit a commentary as to how they would fulfil the responsibilities set out in the Lecturer role descriptor to demonstrate their capability to undertake the broader role of an established academic post. The normal expectation will be that those staff who achieve the eligibility thresholds,, and where (b) above is satisfied, will receive an offer of transfer to a fractional post. Where a decision is made not to do so, the Dean will set out in writing the objective reasons why this decision has been made and will agree a developmental process to assist the individual in question to meet the criteria for a future application'

In order to protect quality of educational provision the University will keep under review the proportion of teaching undertaken by full time and fractional academic staff and by hourly paid academic staff respectively. It will not normally be acceptable for more than 20% of a department's teaching to be undertaken by hourly paid academic staff. Any exceptions to this will require the agreement of the appropriate Deputy Vice-Chancellor.

#### 4 TERMINATION OF AN ASSOCIATE LECTURER CONTRACT

##### 4.1 Individual consultation

- Before the end of the academic year, and no later than the end of July, Deans of Faculty will review their need for hourly paid staff for the forthcoming year in the light of the staffing needs (as outlined in paragraph 1) for the next academic year. This will be prompted by a reminder from HR, with a list of Associate Lecturers and HPLs currently employed.
- Deans of Faculty will advise whether any AL staff are at risk of redundancy.
- Where the AL has been identified as not being required for a minimum of 36 hours when combining the needs of all Faculties the HR Department will contact the lecturer to establish that they are in fact still available for further work. Where confirmation is received that they are available for further work the Redundancy and Redeployment Policy will be followed. As the exact requirements for hourly paid work may not be known until the commencement of the next academic year, the consultation period may be extended, by agreement with the recognised trade union.

##### 4.2 Collective consultation

- The University of Winchester will inform UCU of all cases at the earliest possible time as they arise. The University will inform UCU in writing, at the earliest opportunity, of the names, numbers, description and reasons for all proposed redundancies, by Faculty. The University will arrange a consultation meeting with UCU branch officers in respect of the proposed redundancies.
- The University will provide a summary of those redundancies which, following individual and collective consultation, ultimately take place. This will include information on whether the lecturer was eligible for a statutory redundancy payment.