

# Academic Staff Contact Information

Created: 10 November 2000  
Author:  
Originating Directorate:  
Approved by: JNC  
Date of approval:  
Effective date:  
Due for review:

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## Introduction

Academic staff are employed on a professional contract. It is not appropriate in a professional contract to specify the exact hours of availability for duties or that the performance of those duties necessarily requires attendance at the University. It is the responsibility of professional colleagues to schedule their own work duties and to determine, with the exception of certain responsibilities such as teaching and meetings which have been agreed after consultation, when and where those duties are carried out. This is an important and valued aspect of academic contracts.

Academic staff, therefore, do not need to seek the permission of line managers in order to be absent from the University outside those times scheduled for teaching and meetings which have been agreed after consultation. However, it is recognised that most institutionally-based work is carried out between 9am and 5pm, Monday to Friday inclusive and as a result there might be good reasons why management and/or colleagues would wish to contact staff, if they are available, during those periods. These reasons include:

- Responding to student queries, where advice/information may be urgently required from a professional colleague.
- Supporting team colleagues in achieving their objectives, for which urgent advice/guidance/information may be required.
- Health and safety concerns, i.e. the need to establish the whereabouts of colleagues in the event of an emergency.
- Ensuring urgent information can be passed on as quickly and efficiently as possible by administrative support colleagues.

## Contact Arrangements

Contact information should be confined to the hours of 9am to 5pm Monday to Friday inclusive (those working part-time/pro rata will not be expected to cover days upon which they are not contracted to work) and should comprise contact telephone numbers. It is the policy of De Montfort University to ensure that staff contact numbers are retained confidentially but made accessible to designated colleagues. Arrangements to achieve this objective will be agreed locally. Where staff have decided not to schedule work within the period 9am to 5pm, Monday to Friday, or when staff are performing duties such that in their judgement it is inappropriate that they be contacted, it is only necessary to record 'unavailable' in the contact details.

Holiday and other agreed special arrangements, such as compassionate leave, should also be advised for retention on the contact information.

Signed on behalf of DMU:..... Date.....

Signed on behalf of AUT:..... Date.....

Signed on behalf of NATFHE:..... Date.....