

Policy on Non- Contractual Payments to Part-Time Lecturers Effective from 1 September 2000

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Guidelines

1. Introduction

This policy document details where additional payments may be made to part-time lecturers where these are not covered in the indefinite, fixed term or casual contracts.

2. Items Covered by this Policy

Payment may be authorised for the following items **not contained within the individual contract**:

- Authorised attendance at Departmental/Faculty/Ad hoc meetings.
- Authorised attendance at Elected Committees, i.e. Staff Loading Review, Working Groups etc.
- Authorised attendance at training/development, whether internal or external.
- Authorised attendance at meetings not related to assessment of students, for example preparation for the QAA.

3. Authorisation

Individual part-time lecturers should obtain advance authorisation from the appropriate manager to take part in activities detailed in 2 above, where payment under this Policy is required. The top half of form 'PTFORM' should be completed by the individual and forwarded to the manager for authorisation (see appendix 6 of the Procedure for Part-Time Hourly Paid Lecturers).

4. Level of Payment

The individual part-time lecturer will receive 50% of their current contractual hourly rate for any complete hours of attendance in accordance with the guidelines in 2 above.

5. Claiming Payment

Request for payment within this policy should be made on the lower half of form 'PTFORM'.

Payments within this policy should be managed within the part-time lecturers' budget of the Faculty/Cost Centre.

Agreed by the Academic Joint Negotiating Committee on 15 September 2000.

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