



PART TIME HOURLY PAID LECTURER CONTRACT REQUEST FORM

Please complete one form per part-time lecturer. Must be approved by the SRG before the individual's duties commence.

FOR HUMAN RESOURCES USE ONLY	
Emp No	
Cont. Serv.	
PSE	
Job no/contract	
Date con sent	
Copy to payroll	

Faculty/Directorate:		Department/School:				
Completed by:		Extension number:				
Part Time Lecturer Information						
Title	Forename:	Surname:				
Residential Address:						
Date of Birth:		NI Number:				
Telephone number:		Email Address:				
Type of work (please tick one): Teaching <input type="checkbox"/> Technical Demonstrator <input type="checkbox"/>						
If teaching, please tick type of contract						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Indefinite <input type="checkbox"/> No fixed term end date attached to their employment. Preferred method of employment if the individual has been/is teaching on an ongoing basis. </td> <td style="width: 33%; vertical-align: top;"> Fixed Term <input type="checkbox"/> For temporary periods of employment which typically last for the academic year <u>(ending on 31 August)</u>. If the hours traverse more than one academic year, please state which academic year. REASON: </td> <td style="width: 33%; vertical-align: top;"> Casual <input type="checkbox"/> For one-off teaching/demonstrating assignments, no longer than 2 calendar weeks. If already worked as a casual lecturer in the current academic year or if needed for longer than 2 calendar weeks, please use Fixed term or speak to HR for advice on appropriate contract. REASON: </td> </tr> </table>				Indefinite <input type="checkbox"/> No fixed term end date attached to their employment. Preferred method of employment if the individual has been/is teaching on an ongoing basis.	Fixed Term <input type="checkbox"/> For temporary periods of employment which typically last for the academic year <u>(ending on 31 August)</u> . If the hours traverse more than one academic year, please state which academic year. REASON:	Casual <input type="checkbox"/> For one-off teaching/demonstrating assignments, no longer than 2 calendar weeks. If already worked as a casual lecturer in the current academic year or if needed for longer than 2 calendar weeks, please use Fixed term or speak to HR for advice on appropriate contract. REASON:
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Additional Hours <input type="checkbox"/> Additional part time lecturing hours for an existing contract. The employee must have already received an indefinite or fixed term contract. Signatures and SRG approval must still be obtained.						
<input type="checkbox"/> Tick if a criminal records (DBS) check is required. NB It will be required where the post is exempt from the Rehabilitation of Offenders Act 1974 eg working with vulnerable adults and/or children or in other exempt roles/professions. Please refer to the university's guidance: Disclosure and Barring Service Checks - guidelines for managers and employees . The DBS check assessment form will help you determine whether a check is required.						
Start date: (For new contracts, this should be the date they are due to start teaching as this may have implications for their pension)		Casual contract end date: _____ (no more than 2 weeks)				
		Fixed term contract end date: 31/08/____				
Module Codes (Course/Class)	Number of Hours	Pay	Charge Code (10 characters)			
		PT Lec hourly rate <input type="checkbox"/> PT Lec Meeting rate –used for non teaching activities, such as training and marking <input type="checkbox"/> PT Lec difference rate – to be used when incorporating teaching responsibility within their existing contracted hours <input type="checkbox"/> Tech Dem A <input type="checkbox"/> Tech Dem B <input type="checkbox"/> Other <input type="checkbox"/>				
	TOTAL:					

Approval		
Line Manager signature:	Name:	Date:
Head of School signature:		Date:
SRG Approval:		Date:
Prior to sending to HR		
<ul style="list-style-type: none"> • Has the individual provided the necessary <u>original</u> documentation to demonstrate that they have the right to work in the UK? See Right to Work Checklist. <input type="checkbox"/> • Student visa – no more than 20 hours a week have been allocated, any breach of this will lead to disciplinary action <input type="checkbox"/> • Have the original documents been checked in the presence of the individual and have reasonable steps been taken to ensure the authenticity of the documents? See Right to Work Checklist. <input type="checkbox"/> • Have you made copies of the original documents (See Right to Work Checklist) and noted on each copy the date the original document was seen? <input type="checkbox"/> • Are the copies attached to this form? <input type="checkbox"/> • Previously supplied and copies already sent to HR (Approximate date: _____) <input type="checkbox"/> 		
<p>Please note: These steps are <u>mandatory</u> for ALL staff prior to commencing employment. If the individual fails to provide the necessary documentation to demonstrate that they have the right to work in the UK, they <u>must not</u> be allowed to start work. Failure to comply with this strict requirement could jeopardise our sponsor licence status and affect our ability to recruit international staff. See the university's guidance: Immigration and preventing illegal working.</p>		
<ul style="list-style-type: none"> • PT Lecturer has signed this form and has a copy for their records <input type="checkbox"/> • For new starters – CV attached <input type="checkbox"/> • For new starters - HESA form attached <input type="checkbox"/> 		

MUST BE SIGNED BY THE EMPLOYEE			
<p>I accept the appointment of Part-Time Lecturer for the classes detailed above under the terms and conditions specified in your contract of employment, which I have read and understood. In completing this form, I understand that providing any misleading or false information in support of my application will disqualify me from appointment or, if appointed, will render me liable to dismissal without notice.</p> <p>If you are on a student visa you are responsible for ensuring you do not exceed the maximum hours stated on your visa for any work you undertake. By signing you agree not to contravene the terms of your visa.</p>			
Signature		Date	
<p>Part time lecturers please note:</p> <p>Indefinite contract No fixed term end date attached to your employment. Preferred method of employment if you are teaching on an ongoing basis. You will receive one contract and record form for this fixed term period and then a record form for any subsequent hours worked during this contract.</p> <p>Fixed Term For temporary periods of employment which typically last for the academic year (ending on 31 August). You will receive one contract and record form for this fixed term period and then a record form for any subsequent hours worked during this contract.</p> <p>Casual For one-off teaching/demonstrating assignments, no longer than 2 calendar weeks. If already worked as a casual lecturer in the current academic year or if needed for longer than 2 calendar weeks you will require a fixed term contract.</p>			

IF PRINTING PLEASE PRINT DOUBLE SIDED