

Procedure for Part-Time (Hourly Paid) Lecturers

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Contents

1. Introduction.....	3
2. Administration and Record Keeping	3
3. Cost Control.....	3
4. Justifying the Need for a Part-Time Lecturer	4
5. Accreditation/Recruitment of Part-Time Hourly Paid Lecturers.....	4
5.1 Accreditation Process	4
5.2 Accrediting DMU Research Students.....	5
5.3 Employment of Technical Staff as Part-Time Lecturers	5
6. Induction	6
7. Procedure for Issuing a Contract	6
7.1 Types of Contracts	6
7.2 Action to be taken Before Contract is Issued	7
7.3 Issuing the Contract	7
7.3.1 Action by Faculty/Department.....	8
7.3.2 Action by Payroll	8
7.3.3 Action by Human Resources Team	8
7.3.4 Action by Part-Time Lecturer	9
7.3.5 Record Keeping.....	9
8. Procedure for Making Part-Time Claims.....	9
8.1 Time Table for Submitting Time Sheets	9
8.2 Faculty/Department Procedure for Processing Time Sheets	10
9. Payment for Attending Non-Contractual Activities	10
10. Expenses.....	11
11. Monitoring.....	11
New Part-Time Hourly Paid Academic Staff Contract – Guidance Notes for Recruiting Managers	12
What's New?	12
When Should the New PTHPAS Contract Be Used?.....	12
When Should the Casual Part Time Lecturer CPTL Contract Be Used?	12
What If the Nature of the Work Changes?	13
Workload	13
Training and Development.....	13
Hourly Rate.....	13
Annual Review.....	13
Conversion to an Academic Pro-Rata Contract	14
Next Steps	14
Further Information	15
Appendix 1	16
Appendix 2	17
Appendix 3	18
Appendix 4	18
Appendix 5	18
Appendix 6	18

1. Introduction

This document details the process for part-time hourly paid lecturers at De Montfort University. Faculties/Departments are advised to follow the guidelines below to ensure that:

- a) Qualified individuals with the right skills are recruited as part-time hourly paid lecturers to the University.
- b) The recruitment practices conform to the requirements of equal opportunities and good practice.
- c) The administration and cost control for the part-time hourly paid lecturers' process is efficient.
- d) The University has introduced a new contract for part-time hourly paid lecturing staff with effect from 1 September 2009, following agreement with the academic Trade Union. The new contract is called the "Part-Time Hourly Paid Academic Staff" (PTHPAS) contract and replaces the "blue" contract ("Contract of Employment for Fixed Term, Part-Time Hourly Paid Lecturers").

The contract was reviewed following the implementation of the National Framework Agreement and in accordance with employment legislation.

2. Administration and Record Keeping

- a) Faculties/Departments are advised to assign to a designated person in the work area, the responsibility for the administration and record keeping of the part-time hourly paid lecturers' process. These individuals will manage the paperwork and create a database for the recording and monitoring of part-time hours in their work area. The Human Resources Team will liaise with them on a regular basis in ensuring part-time lecturers' records are accurate and up to date. ([See Section 11](#))
- b) The forms referred to in this document can be obtained from the Human Resources Intranet site or from the HR Services Team.

3. Cost Control

As the Dean has overall responsibility for the budget, s/he will be responsible for determining how the Faculty's part-time lecturing budget is controlled and monitored in the work area. Any cost control measures put in place should take account of timescales in the part-time lecturers' process.

4. Justifying the Need for a Part-Time Lecturer

The need to employ a part-time hourly paid lecturer may arise from any of the following reasons:

- a) The need for a specialist skill that enhances the quality of academic provision but which cannot be met through permanent staff (e.g. where a professional input is required).
- b) The need to fill a skills gap in an academic year.
- c) Cover for absence of permanent staff (e.g. due to maternity leave, illness, buy out staff time engaged in other approved work/projects, sabbatical, etc).

5. Accreditation/Recruitment of Part-Time Hourly Paid Lecturers

The Head of Department/School (HOD or HOS) has overall responsibility for the accreditation/recruitment of part-time hourly paid lecturers in their area.

To attract good quality applicants, the Faculty/Department is advised to advertise for individuals to apply for accreditation as part-time hourly paid lecturers. The advertisement should be supported by a clear job description and person specification. (See HR Recruitment & Selection Policy for links to templates).

5.1 Accreditation Process

- a) Faculties/Departments should set up a “register of accredited” part-time hourly paid lecturers to source their part-time lecturing requirements.
- b) Applicants responding to advertisement by the Department or making enquiries should be asked to submit an up to date CV, supported by relevant qualifications and two external references.
- c) A short listing exercise should be carried out, with all applications considered against a:
 - Clear job description which reflects the tasks to be undertaken
 - Person specification.

([See HR Recruitment & Selection Policy for link to Short-listing Summary Sheet](#)).

- d) Arrangements should be made by the Faculty/Department to interview short listed applicants. The selection process should also include a short presentation. (See Appendix 1 for invitation to attend interview).

- e) The interview panel should consist of the HOD/HOS as Chair of Panel and at least one academic colleague (e.g. Course Leader). Members of the Panel must have had training in Equal Opportunities and the Recruitment and Selection process. ([See HR Recruitment & Selection Policy for link to Interview Record Sheet](#)).
- f) Successful applicants should then be notified and placed on the “accreditation register”. (See [Appendix 2](#) for letter confirming accreditation).
- g) When a need for a part-time hourly paid lecturer is identified, the Faculty/Department will look to the register for a qualified individual to undertake the work and make an appointment.
- h) The register should be reviewed annually by the HOD/HOS to ensure that accreditation is still valid. This is particularly important when an individual on the register has not been engaged to teach during the academic year. Where an accredited individual’s skills may no longer be relevant, s/he should be informed and taken off the register.

5.2 Accrediting DMU Research Students

DMU recognises the need to support its post-graduate students as part of their qualification, by giving them practical teaching experience. Therefore, a post-graduate student may be accepted onto the register of part-time hourly paid lecturers if s/he meets the criteria.

Please refer to the document “Rules for Graduate Students engaged in Teaching/Demonstrating Duties” for further guidance on the employment of graduate students as part-time hourly paid lecturers. The document can be found on the Human Resources site of the intranet.

5.3 Employment of Technical Staff as Part-Time Lecturers

A DMU technical staff member may be employed to undertake part-time teaching and s/he will be paid for such duties at the appropriate part-time hourly rate. However, if individuals are employed as technicians/demonstrators, they should not be categorised as part-time lecturers and they should be paid at the demonstrator rate.

The total number of contracted hours for which a technical staff may be employed in another role as a part-time lecturer or technician/demonstrator should not exceed 150 hours in any academic year.

See the document “Principles Governing the Employment of Senior Technical Staff as Part-time Lecturers/Demonstrators/Instructors in the Workshops and Laboratories of the University” for guidelines. This document can be found on the HR site of the intranet.

6. Induction

When individuals, especially those who are new to DMU, have been placed on the Faculty/Department accreditation register, the HOD should arrange for a Faculty/Departmental induction to take place as soon as possible. The information to be given to the individual for induction should include:

- Details of the Faculty/Department, including staff contacts.
- Guidance on student assessment procedure.
- Information on Health & Safety.
- Departmental responsibilities, systems for communication and administration.
- Any specific information relevant to their duties.
- Information on DMU support services available.
- Mentoring and appraisal scheme.
- Details of the Employee Support Helpline.

Where possible, individuals should also be encouraged to attend the University induction arranged by the Human Resources Training and Development team. Details of University induction can be obtained from Human Resources.

7. Procedure for Issuing a Contract

The Faculty/Department should try to establish at least their main part-time lecturing requirements for the coming academic year by 31st July each year.

7.1 Types of Contracts

A part-time hourly paid lecturer should be issued with either a **Casual Part-time Lecturer (CPTL)** contract (previously 'white') or a **Part-time Hourly Paid Academic Staff (PTHPAS)** contract (previously 'blue'). It is important that the correct contract is issued as there may be employment implications for DMU and the individual if the incorrect one is issued.

When should the new PTHPAS contract be used?

The new contract is available for all hourly paid academic staff from September 2009. It can be used for an indefinite period or where objectively justified, for a fixed term in line with the Collective Agreement regarding the use of Fixed Term Contracts for Academic Staff. The new contract will also be used for all renewals of existing 'blue' contracts.

Many PTHPAS contracts will be issued on an indefinite basis.

A PTHPAS contract on a fixed term basis requires objective justification for example:

- Maternity/adoption cover.
- To cover a sabbatical or other substantial period of planned unpaid leave.

When should the Casual Part Time Lecturer CPTL contract be used?

The casual CPTL contract should be used for casual employment needs, for example:

- Where Faculties require a “bank” of staff who may be offered work “as and when required”. This means that there is no obligation to offer the work and no obligation on the Lecturer to accept the work
- Emergency cover e.g. to cover sickness absence which may be long term
- Other short term employment needs (typically for no more than 3 months) where the intention at the outset is that the contract will not be renewed e.g. short term vacancy cover, or to work with students on short projects

CPTL contracts will **not be continued** when expired.

7.2 Action to be taken Before Contract is Issued

Before an individual is asked to work as a part-time lecturer, the HOD/HOS, working with the Course/Subject Leader, should:

- a) Ascertain from their Faculty/Department that funds are available to cover the cost.
- b) Hold a detailed discussion on the work to be allocated with the individual. The discussion should include:
 - The work and number of hours the individual is expected to deliver.
 - How individual performance will be assessed.
 - The assessment of students’ work.

7.3 Issuing the Contract

Normally, the arrangements for the issuing of contracts for the new academic year should commence by 31 August.

7.3.1 Action by Faculty/Department

- a) The HOD/HOS should arrange for the following paperwork to be completed within 7 working days of holding the discussion with the individual ([see 7.2 above](#)):
- A Part-Time Records form ([Appendix 3](#))
 - A Part-Time Contract Request form ([Appendix 4](#))
- b) The HOD/HOS should also approve the Contract Request Form within the timescale specified. (Faculties may have other internal procedures for approving the form, however these must take account of the timescales).

An individual should not be asked to work if the Part-Time Contract Request form has not been approved.

- c) The paperwork should then be forwarded to the designated person in the Faculty/Department for recording on the database. This will make it possible to monitor part-time hours effectively.
- d) The designated person should send the documents listed above to Payroll within 3 working days of the receipt of the authorised Contract Request Form. Copies should be taken for the faculty/department's records.

7.3.2 Action by Payroll

The Payroll Office will record on the Payroll system, the contracted hours against the faculty's budget for part-time hours and forward the documents to Human Resources. This action should take place within 3 working days of receiving the paperwork from the faculty/department.

7.3.3 Action by Human Resources Team

On receipt of the paperwork, the Human Resources team will:

- a) Check that the contract type requested by the faculty/department is the appropriate one and raise the contract.
- b) Record the details of the part-time lecturer and the contracted hours on the HR system.
- c) Send to the part-time lecturer:
1. 2 copies of the contract.
 2. Part-Time Lecturer's Records Form.
 3. Covering letter detailing the action required by the individual.
 4. Part-time lecturer's claim form (green PC82 or pink PC83).
 5. HESA form (new employees).
 6. Corporate Induction DVD (new employees).

7.3.4 Action by Part-Time Lecturer

The part-time lecturer will be required to complete and sign the paperwork as soon as possible and as detailed in the covering letter. S/he should retain their copies and return the rest to Human Resources for the record keeping.

7.3.5 Record Keeping

When the returned paperwork is received, The Human Resources Team will update the HR system with the additional information provided on the Part-Time Lecturer's Record Form and HESA form (i.e. ethnicity, disability and emergency contact details).

8. Procedure for Making Part-Time Claims

The part-time lecturer must complete the appropriate claim form in order to be paid for the work done.

The green form PC82 should be completed by part-time lecturers who are not employed in any other capacity at DMU (forms available from the HR Services Team or the [Payroll intranet site](#)).

The pink form PC83 should be completed by part-time lecturers who are already employed at DMU in other capacity (forms available from the HR Services Team or the Payroll intranet site).

8.1 Time Table for Submitting Time Sheets

To avoid any delay in payment, processed claim forms must reach the Payroll Office by the 8th day of the month. The timetable below is a guide to ensure that claims are processed promptly. Faculties may develop internal procedures for processing claims but must ensure that claims reach Payroll by the deadline date.

DETAILS	DEADLINE DATE FOR ACTION
For work done up to 25th of the month, the part-time lecturer must complete their claim form and obtain HOD's authorisation by	30th day of the month or the next working day
The authorised claim form should be sent to the designated person in the Faculty/Department for processing by	4th day of the following month or the next working day
The Faculty/Department must send the processed claim form to Payroll by	8th day of the month
Pay day	Normally the 25th day of the month

8.2 Faculty/Department Procedure for Processing Time Sheets

Claim forms authorised by the HOD/HOS for payment must be submitted to the designated person in the Faculty/Department for processing by the 4th day of the month. The following action should be taken on receipt of the claim form.

- a) Ensure the claim form is completed in full, has all the required signatures and the charge code. It is essential that all claims are signed by the HOD/HOS as they will not be processed without the authorised signature.
- b) Check the database to ensure that the claim has not exceeded the contracted hours for the part-time lecturer. If the claim has exceeded the contracted hours, refer the claim to the HOD/HOS for the matter to be resolved. A written justification from the HOD/HOS should accompany the claim to Payroll for it to be processed.
- c) Enter the details of the claim on the Faculty/Department database.
- d) Send the claim form to Payroll for processing.

9. Payment for Attending Non-Contractual Activities

- a) Part-time lecturers will be entitled to claim for attending faculty/departmental activities not contained within the individual contract. See Policy on Non-Contractual Payments to Part-Time Lecturers on the Human Resources site of the intranet.

The individual part-time lecturer will receive 50% of their current contractual hourly rate for any complete hours of attendance.

- b) Payment may be authorised for the following:
 - Authorised attendance at Faculty/Departmental/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.
- c) The part-time lecturer should complete the form “PTFORM” and obtain advance authorisation from the HOD/HOS to take part in any of the activities detailed above. “PTFORM” is attached to the Policy referred to above. ([Also see Appendix 6](#)).
- d) The hours claimed for non-contractual activities should be recorded separately on the Faculty/Department’s database and should not be added to the individual’s contracted hours.

10. Expenses

- a) Before raising the Part-time Contract Request form, it should be clarified whether the part-time lecturer will be reimbursed for expenses incurred (e.g. travel expenses).
- b) The reimbursement of expenses will be at the discretion of the Dean.
- c) The reimbursed expenses may be taxable.
- d) Please refer to Policy on Reimbursement of Business Expenses for DMU approved rates. This Policy applies to all employees regardless of whether they work full time or part-time.

11. Monitoring

The Human Resources Team will on a regular basis liaise with the designated person in the Faculty/Department to ensure that the information on part-time hourly paid lecturers held on the HR system is up to date.

The Human Resources Team

- Request information from the designated person in the Faculty/Department
- Compare data held on the HR system with that provided by the Faculty/Department.

Where there are differences in the data, the HR Resources Team will co-ordinate the required action.

New Part-Time Hourly Paid Academic Staff Contract – Guidance Notes for Recruiting Managers

What's New?

The University has introduced a new contract for part-time hourly paid lecturing staff, following agreement with the academic Trade Union. The new contract is called the “Part-Time Hourly Paid Academic Staff” (PTHPAS) contract and replaces the “blue” contract (“Contract of Employment for Fixed Term, Part-Time, Hourly Paid Lecturers”).

The contract was reviewed following the implementation of the National Framework Agreement and in accordance with employment legislation.

The new PTHPAS contract is modelled on the Academic pro rata contract and incorporates the following features:-

- An explicit statement about how holiday pay (which is included in the hourly rate) is calculated.
- Sick pay and contract termination provisions consistent with other academic contracts.
- Addresses patent and inventions, copyright and confidential information.
- The obligation to participate in ADRs.
- A probationary period of an academic year.

When Should the New PTHPAS Contract Be Used?

The new contract is available for all hourly paid academic staff from September 2009. It can be used for an indefinite period or where objectively justified, for a fixed term in line with the Collective Agreement regarding the use of Fixed Term Contracts for Academic Staff. The new contract will also be used for all renewals of existing “blue” contracts.

Many PTHPAS contracts will be issued on an indefinite basis (see review below).

A PTHPAS contract on a fixed term basis requires objective justification for example:

- Maternity/adoption cover.
- To cover a sabbatical or other substantial period of planned unpaid leave.

When Should the Casual Part Time Lecturer CPTL Contract Be Used?

The casual CPTL contract (formally referred to as a “white” contract) should be used for casual employment needs for example:-

- Where Faculties require a “bank” of staff who may be offered work “as and when required” – this means that there is no obligation to offer the work and there is no obligation on the Lecturer to accept the work.
- Emergency cover e.g. to cover sickness absence which may be long term.

- Other short term employment needs (typically for no more than 3 months) where the intention at the outset is that the contract will not be renewed e.g. short term vacancy cover, or to work with students on short projects.

What If the Nature of the Work Changes?

If a casual contract is used and the nature of the employment need subsequently changes, consideration should be given to changing the contract to a PTHPAS contract.

Workload

As part of the national framework agreement, the PTHPAS role was assimilated to bottom of the Academic role profile level 2 (grade F - Lecturer) on the basis that they could be asked to carry out a subset of this role profile (nationally it was agreed that the Post 1992 Universities would not have “teaching only contracts”).

Whilst the Faculty’s needs for each individual hourly paid lecturer will differ and may be limited to the preparation, teaching and marking, staff employed on PTHPAS contracts can be asked to perform duties such as tutorial guidance, research and other forms of scholarly activity (to be construed in the light of the common understanding of the phrase in higher education), examining, curriculum development, administration and related activities.

Training and Development

The ADR process should be used for all staff employed on PTHPAS contracts which should include offering appropriate developmental training.

Hourly Rate

- The hourly rate for staff employed on PTHPAS and CPTL contracts is based on spinal point 31.
- There is no automatic entitlement to annual increments.

Annual Review

The annual collective consultation process for reviewing the hours worked under PTHPAS contracts will continue. The contract provides that the hours of formal scheduled teaching specified in the first year of the contract and in subsequent years, will not vary without agreement by more than 25% above or below this base figure.

Any possible redundancies will be reviewed with reference to the appropriate pool of relevant post holders.

Conversion to an Academic Pro-Rata Contract

On an annual basis, the line manager in conjunction with the HR Adviser will review PTHPAS contracts issued for an indefinite period (since September 2009), to determine whether a recommendation could be made to the Dean for individuals to transfer to a pro rata Academic contract using the following guidelines and principles:

- The PTHPAS member would normally have been employed on a basis of at least 190 hours for each of the previous 3 academic years (since September 2009).
- The work undertaken by the PTHPAS member is work which will be undertaken by DMU in the following academic year and which will require a similar or greater number of staff hours in the following academic year (within this context, similar means more or less hours within a 25% variance).
- The PTHPAS member must have been undertaking an appropriate subset of the Academic role profile level 2.
- The PTHPAS member will be able to demonstrate that s/he has actively engaged in training and development opportunities offered by the University and participated in the Achievement and Development Review process for academic staff.

HR will produce an annual report for Faculties identifying the PTHPAS contracts where the designated hours are equal to or greater than 190, for a period of 3 academic years with effect from September 2009.

Next Steps

- ✓ Review all staff currently employed on “blue” contracts and transfer them to the new PTHPAS contracts on an indefinite or fixed term basis – using the new HR paperwork provided – objective justification should be provided for a fixed term contract.
- ✓ Ensure that new staff employed on a casual basis, are identified as “casual staff” so that the CPTL contract is issued – clear rationale for the use of a casual staff should be provided.
- ✓ Ensure that all new PTHPAS and CPTL staff are employed using the “Procedure for Part-Time (Hourly Paid) Lecturers”.
- ✓ Ensure that staff employed on PTHPAS contracts are appropriately managed, with consideration to the allocation of work and hours and the eligibility for conversion in 2012.
- ✓ Ensure that all PTHPAS staff engage in the processes of probation and ADR.
- ✓ In the event that a PTHPAS member requests to transfer to a pro-rata Academic contract, prior to the agreed timescale or 3 years from September 2009, to review the request sympathetically in conjunction with the HR Advisor and in line the above principles.

Further Information

If you have any queries about the new process, please refer them to your HR Advisor or Senior HR Assistant.

Dear

Accredited Part-Time (hourly paid) Lecturers: *subject*

I refer to your application for accreditation as a Part-time Lecturer with this department and pleased to invite you for an interview on

Day and date
Time
Venue.

The selection process will include a ten-minute presentation on ***topic*** followed by a panel interview, chaired by ***Head of Department / School name.***

You will need to bring the following documents with you to the interview for verification:

- Certificate or other proof of educational qualifications
- An original document (and a photocopy) confirming your eligibility to work in the United Kingdom. This is to comply with the legislative requirements of the Prevention of Illegal Working, Immigration, Asylum and Nationality Act 2006. Examples include full birth/adoption certificate combined with document showing permanent National Insurance Number, your passport, Biometric Immigration Document, or permanent residence card. Human Resources will check the documentation against lists A and B in Appendix 1 of the Civil Penalties for Employers Code of Practice February 2008.

Could you please confirm your attendance by telephoning ***name*** on ***telephone number*** or by email ***?@dmu.ac.uk*** by ***date*** at the latest. ***(2/3 days prior to interview day).***

Arrangements may be made for candidates with disability on request. If you are disabled would you please inform me if there are any other necessary adjustments we may make to enable you to participate in the selection process.

Due to the very limited number of car parking spaces available on campus, please let me know as soon as possible if you require a space and we will attempt to book one for you. If we are unable to reserve a space you will be able to find information on the nearest public car parks in the enclosed map.

Yours sincerely

Head of Department/School

(letter confirming accreditation)

Dear

Accredited Part-Time (hourly paid) Lecturers: Subject

I am pleased to confirm that you were successful in your application to become “accredited” as a part-time Lecturer with the Department of_____. Your name has now been added to our register, from which we meet our part-time lecturing requirements. You will remain on our register for this academic year. We will then review the pool of accredited part-time lecturers to ensure a close match between our academic requirements and skills available.

Although at this stage we are not able to offer you any work, we will contact you if and when the need arises. In the meanwhile I enclose further information about the University and department, which I hope, will be of interest to you:

(The list should include the following)

- Information on the Faculty/ Department
- University Health & Safety Handbook
- Communications within the Department
- Outline of Student Services, including help offered with study skills within the Faculty
- Details of Employee support Helpline.

Yours sincerely

Head of Department / School



PART-TIME LECTURER'S RECORD FORM

SECTION A: COURSE DETAILS (TO BE COMPLETED BY FACULTY/DEPARTMENT)

Faculty/Dept	Course & Year	Module	No. of Hours	Day & Times	Rate/Hour
Total No. of			Contract End		
Completed by				Ext.	

SECTION B: TO BE COMPLETED BY EACH INDIVIDUAL

Full Name			
Address	Home Tel.		
	Business Tel.		
	Email Address		

SECTION C: TO BE COMPLETED IF NEW EMPLOYEE

Emergency Contact	Name: Relationship to You: Contact Number(s):	Teacher's Pension	Previous Election? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous/Current Employer Name & Address		Job Title	Date From dd/mm/yyyy	Date To dd/mm/yyyy
Are you employed by DMU in any capacity other than as a Part-Time Lecturer?			Yes	No
Do you have permission to work in the UK?			Yes*	No
* Please enclose evidence (e.g. your passport, Biometric Immigration Document, or Permanent residence card).				
Have you ever been convicted of a criminal offence?			Yes*	No
* Please give details (disclosure is not required where a conviction is spent under the Rehabilitation of Offenders Act 1974, subject to excepted classes)				
I have completed and enclosed an Academic HESA Form				

TO BE SIGNED BY NEW OR CURRENT EMPLOYEE

I accept the temporary appointment of Part-Time Lecturer for the classes detailed above under the terms and conditions specified, 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.	
Signature	Date

Please take a copy for your records and return to the HR Department when complete.



PART-TIME LECTURER CONTRACT REQUEST

Must be approved by the SRG before the individual's duties commence

PLEASE COMPLETE ONE FORM PER PART-TIME LECTURER

Faculty _____

Department _____

Type of work (please tick as appropriate)

Teaching Teaching/Demonstrator

If teaching, please tick type of contract

Indefinite Fixed Term Casual

Tick if CRB required

Campus
LEICESTER
CHARLES FREARS

Form completed by (print name) _____

Tel. Ext. _____

FOR HUMAN RESOURCES USE ONLY	
Employee Number	
Continuous Service Date	
PSE/Contract Number	
Date Contract Sent	
Date Contract Returned	
Eligibility/Quals Received	
CRB Received	

State reason for casual/fixed term contract:

Please arrange for the following part-time contract to be issued:

Name & Address	Module Codes (Course/Class)	Number of Hours	Inclusive Dates	Cost/Hour	Charge Code (10 characters)
Date of Birth					
NI Number					
Email Address					
Home Telephone Number					
Job No.			Start Date	Contract Cost	
Reports To		Total Number of Hours	End Date (casual/fixed term)		

Head of Dept/School/Cost Centre Manager (Signature) _____ Date _____

Payroll Office use only

The above hours have been certified by the Payroll Office

SRG Approval Signature _____

Signature _____ Date _____

**DE MONTFORT UNIVERSITY
PROCEDURE FOR PART-TIME HOURLY PAID LECTURERS**

PLEASE SEE “*PROCEDURE FOR PART-TIME (HOURLY PAID) LECTURERS*” FOR FULL DETAILS AND TIMESCALES



