

Handbook for University Tutors, Teaching Fellows and Learning Support Tutors

March 2016

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| Document title | | | |
| Handbook for University Tutors, Teaching Fellows and Learning Support Tutors March 2016 | | | |
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| Approving body | | Date of approval | |
| University Executive Board (UEB) University Negotiation and Consultative Committee (UNCC) | | 21 March 2016 16 March 2016 | |
| Review date | Edition no. | ID Code | Date of effect |
| March 2019 | 2 | 171 | 22 March 2016 |
| EITHER For public access online (internet)? <i>Tick as appropriate</i> | | OR For staff access only (intranet)? <i>Tick as appropriate</i> | |
| Yes <input checked="" type="checkbox"/> | | Yes <input type="checkbox"/> | |
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| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
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The latest version of this document is always to be found at:

www.port.ac.uk/accesstoinformation/policies/humanresources/filetodownload,12899,en.pdf

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Handbook for University Tutors, Teaching Fellows and Learning Support Tutors

Summary

What is this Handbook about?

This document sets out the procedure for employees who are University Tutors, Teaching Fellows or Learning Support Tutors. It describes terms and conditions attached to these roles.

Who is this Handbook for?

This Handbook is for all staff and managers, and applies to staff employed as Support Tutors/Learning Support Tutors (hereinafter referred to as 'Support Tutors'), Teaching Fellows/Senior Teaching Fellows (hereinafter referred to as 'Teaching Fellows') and University Tutors/Senior University Tutors (hereinafter referred to as 'University Tutors').

How does the University check this Handbook is followed?

Human Resources maintain an overview of the terms and conditions of all staff and reports are presented to the Governors' Human Resources Committee.

Who can you contact if you have any queries about this Handbook?

All enquiries should be directed to the appropriate HR Adviser and details are available via the Human Resources webpages at www.port.ac.uk/departments/services/humanresources/contactus/hrbusinesspartnerhradvisers/.

Guidelines for the determination of duties

1. Purpose

These guidelines seek to support the role holders and their line managers to achieve the following:

- a high standard of educational provision;
- recognition of the professional contribution that Support Tutors, Teaching Fellows and University Tutors make to the Higher Education (HE) sector;
- avoidance of unreasonable workloads;
- a framework that enables the distribution of work to be performed fairly, taking into account local circumstances.

2. Principles

The duties and responsibilities are inherently of a professional nature and are wide ranging. They may include, but are not restricted to:

- teaching and/or teaching support;
- supporting the student experience;
- administration;
- participation in the democratic processes of the institution (including committee membership);
- participation in quality assurance procedures;
- recruitment and admission of students;
- participation in Performance and Development Review (PDR);
- representing the University on or to appropriate external bodies;

- professional practice;
- maintaining own professional status;
- curriculum development, management, and leadership (Senior Teaching Fellow and Senior University Tutor only).

The proportion of time devoted to any of these activities is a matter for professional judgement and will vary between individuals. The balance is necessarily determined in consultation with the line manager on an individual basis, and must take account of the personal development needs of the member of staff and both the strategic ambitions and operational needs of the University.

Staff and their line managers have a responsibility to seek to contribute to the achievement of the University's strategic ambitions. To this end there is mutual concern to improve flexibility and to bring about changes in working practices and methods of delivery, supported by a commitment to the professional development of staff.

Workloads that damage performance and that are detrimental to staff and students must be avoided through good management practice in which line managers and their colleagues collectively determine optimum working practices that safeguard standards for all aspects of the role.

3. Working hours and duties

Support Tutors, Teaching Fellows and University Tutors are normally expected to work 37 hours per week, and there may be a requirement for some of these hours to be worked on weekday evenings or at weekends.

The determination of the specific duties for an individual role holder is a matter for discussion and agreement between the member of staff and their line manager and should be linked to the University's procedures for PDR. Allocated duties will be such as to enable the staff member to be effective in the overall discharge of his/her professional responsibilities. In allocating duties, the following factors shall be taken into account:

- the full range and extent of actual duties to be performed;
- personal development needs;
- experience;
- achieving a reasonable balance of activities;
- wider internal and external responsibilities.

Workloads should be organised such that:

- Support Tutors, Teaching Fellows and University Tutors should not normally be expected to undertake more than three continuous hours of formal scheduled teaching duties.
- Early and late formal scheduled teaching duties should not normally be required on the same day and neither should a late duty on one day normally be followed by an early duty the next day* (where this occurs there must be a minimum break of no less than 11 hours between the late duty ending and the early duty commencing).
- Support Tutors, Teaching Fellows and University Tutors should not normally be required to undertake formal scheduled teaching duties after 6.00pm on more than two evenings per week.

*For the purposes of the above, an early teaching duty is one that starts before 10.00am and a late teaching duty is one that ends after 7.00pm.

The following activities are recognised as 'formal scheduled teaching': lectures, tutorials, seminars, practicals, workshops, laboratory projects, studio work, fieldwork, professional practice, other formal pedagogic activities (including engagement in distance learning) and direct supervision of projects, dissertations and higher degrees.

Different arrangements may apply to staff engaged specifically to support courses which have been arranged to facilitate the attendance of part-time students.

It is important that line managers maintain an ongoing review of workloads to allow adjustment to changing circumstances if needed. To these ends:

- an overview of workloads should be available to staff within each Department (or equivalent);
- the University will maintain an overview of workloads to ensure a measure of consistency across the institution.

Implications for workloads should be taken into consideration as part of the planning process of the University.

4. Salary scales, grading provisions and allowances

Salary shall be by monthly instalments paid on the last day of the month.

4.1 Salary scales

Current salary scales are available at www.port.ac.uk/intranet/humanresources/payrewardandbenefits/downloads/filetodownload,192341,en.pdf.

4.2 Placement on scales

On first appointment to any scale, the incremental point will be determined by the University.

4.3 Incremental progression

Support Tutors, Teaching Fellows and University Tutors, whether full-time or part-time, will be entitled to one increment on 1 September following appointment and each year until the maximum of the grade is reached. No increment will be withheld unless performance has been deemed unsatisfactory by the University.

The University may count periods of secondment, sabbatical or unpaid leave from a post as 'continuous service' where appropriate.

4.4 Progression, regrading and promotion

Where there has been a substantial change in duties discussed and agreed by the line manager, posts will be evaluated in line with role profiles. More information is available at www.port.ac.uk/intranet/humanresources/gradingofroles/.

4.5 Sick leave and sick pay

If you are sick, your line manager must be informed as soon as possible on your first day of absence, indicating the likely length of the absence and outlining the reasons for it. It is your responsibility to ensure that your manager is kept well-informed. Your line manager is also responsible for maintaining contact with you during a period of absence. If you are absent on grounds of sickness for up to and including seven consecutive calendar days you are able to self-certificate this period of absence by completing the relevant form, copies of which should be held within your Department/Service or equivalent. Should you be absent for more than seven consecutive calendar days, you will be required to submit a doctor's fit note to cover your absence from the eighth day onwards. Further information can be found in the **Managing Sickness Absence Procedure**.

4.6 Family friendly entitlements

For information about maternity leave, paternity leave, shared parental leave, adoption leave and pay, parental leave, time off for dependents and your right to request flexible working arrangements, follow the relevant links from www.port.ac.uk/intranet/humanresources/conditionsofemployment/familyfriendlyentitlements/.

Other policies and procedures can be found via the A to Z on the HR website at www.port.ac.uk/departments/services/humanresources/atoz/.

5. Annual leave arrangements

Support Tutors, Teaching Fellows and University Tutors are entitled to 35 days annual leave; *pro rata* for fractional contracts. The annual leave year runs from 1 October to 30 September (with effect from 2016). Staff that join or leave during the course of the academic year are entitled to leave on a *pro rata* basis.

With the agreement of the line manager and budget holder, financial adjustment will be made in respect of leavers who have taken less or more than their *pro rata* leave.

Annual leave continues to accrue during periods of absence when sick pay is paid and/or during absences on account of maternity, adoption, and shared parental leave or other qualifying absences.

Line managers are encouraged to ensure that staff take their annual leave entitlement.

The procedures necessary for members of staff and line managers to record and approve annual leave have been drawn up bearing in mind:

- teaching staff are professional people who exercise a degree of autonomy in fulfilling their duties;
- that line managers are accountable for the proper organisation and use of the staff and financial resources for which they are responsible and must approve all requests for annual leave;
- that approval to take leave will not be unreasonably withheld (see Appendix 1).

As set out in the contract, requests for the carrying forward of leave from one academic year to the next will only be possible with the express agreement of the line manager. However, a maximum of five days' leave may routinely be carried forward from the previous academic year to the new leave year.

6. Undertaking paid external work

When considering the principle of paid external work it is important that the legitimate interests of the University and the member of staff can be fairly balanced within the terms of the contract of employment.

The majority of externally funded work undertaken by staff is administered either through faculty/departmental (University) accounts or through a subsidiary company of the University of Portsmouth: subsidiary companies are used for activities that do not conform to the primary purposes of The University of Portsmouth Higher Education Corporation. Determination of whether or not a specific activity falls within the definition of a primary or non-primary purpose requires detailed knowledge of the scope of the activity itself, the terms and conditions that apply to its performance and a sound understanding of **HM Revenue and Customs** rules and Charity Commission guidance.

The decision as to whether an activity should be undertaken via the University or a subsidiary company must be made by the Finance Department in consultation with faculties and contract specialists in Research and Innovation Services. It should be noted that activities routed through a subsidiary company of the University of Portsmouth do not necessarily result in staff being eligible for additional payments. Further information is available from the Research Team in the Finance Department.

The procedure described here only covers paid external work that is agreed not to be undertaken under the auspices of either the University of Portsmouth or through a subsidiary company of the University. Staff should also ensure that they have taken into consideration the requirements of the Declaration of Interests Policy which can be found at www.port.ac.uk/accesstoinformation/policies/officeofthedirectorofcorporategovernance/registerofinterests/filetodownload,87834,en.pdf.

The University's principal objectives are to:

- encourage external work where this is supportive of a member of staff's responsibilities;
- ensure that this external work enhances teaching and/or scholarship and/or research;
- ensure that external work does not conflict with the University's interests.

Permission to undertake external work will not normally be withheld for the following activities:

- external examining;
- acting as an assessor or moderator;
- occasional lectures or seminars;
- occasional media appearances;
- occasional newspaper articles.

For all other paid external work, Support Tutors, Teaching Fellows and University Tutors must ensure that they do not give the impression that they are acting for or representing the University through, for example, the use of University letterheaded paper or a University of Portsmouth email address. Furthermore, staff undertaking private work should ensure that they have obtained the appropriate insurance indemnification, as the University's provisions do not cover such activities.

An obligation to undertake any external work, including consultancy, must be approved by your line manager and might necessitate a contract variation. To inform this decision, Support Tutors, Teaching Fellows and University Tutors seeking to undertake external work, should provide the following information to their line manager:

- the nature of the work;
- the person(s) or organisation(s) for whom it is undertaken;
- the relationship, if known, of the above person(s)/organisation(s) to the University or its clients;
- the amount of the time the work will take, including the phasing;

- any proposed use of University resources;
- a statement about whether or not the work was obtained through the agency of the University of Portsmouth.

Where the use of University of Portsmouth resources is necessary for the proposed work, prior approval must be obtained from your line manager and appropriate charges will be levied by the University.

Should your line manager decide that the proposed work will either interfere with the performance of your professional duties, or improperly compete or conflict with the interests of the University of Portsmouth, permission for you to undertake the work may be refused. You will be informed of this decision within five working days of submitting the original request, or an alternative mutually agreed timescale. Agreement will not be withheld unreasonably, and only after consultation with you: the reasons for withholding permission (see Appendix 1) will be provided in writing and will be subject to appeal. Any appeal must be made in writing to the Dean (or equivalent) within ten working days of the original decision.

Approval for external work will normally be limited to a period of one year. Further approval from your line manager must be obtained before any continuation or extension of external work is undertaken.

Appendix 1

Withholding permission to take annual leave or undertake paid external work

The following list provides examples of circumstances that could lead to line managers turning down requests to work off-site, take annual leave at a particular time or undertake paid external work. The list is indicative rather than exhaustive:

- Where granting permission to be absent would reduce overall staffing levels such that core activities could not be safely delivered.
- When the request has a detrimental impact on scheduled activities, e.g. when colleagues are not available to cover programmed undertakings.
- Where the proposed activities would create a conflict of interest.
- When pre-scheduled undertakings, such as accreditation events or exam boards, require staff to be present on a particular day.
- When the request is made on the basis of University policy/guidance, such as family friendly policies and procedures, but the line manager deems the request falls outside of those policies and procedures.
- Where the requested absence is detrimental to the support of students and colleagues, or the delivery of other departmental duties and responsibilities.
- For paid external work, where the requested absence would lead to an unmanageable workload on the individual member of staff or colleagues.

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