

UNIVERSITY OF ULSTER

PART-TIME LECTURERS AND RECOGNISED TEACHERS

The purpose of this paper is to clarify the status, duties and responsibilities of a) part-time lecturers and b) recognised teachers; to propose procedures for their appointment or designation which will assure quality of teaching, supervision, assessment and examining; and to suggest a revised scheme of remuneration.

Appendix 1 contains relevant extracts from Statutes, Ordinances, Regulations, and Senate and Council minutes.

1. Status, Duties and Responsibilities

The current position is that:

- 1.1 neither part-time lecturers nor recognised teachers are included in the statutory definition of members of Academic Staff;
- 1.2 "recognised teacher" status is granted (normally for an unspecified period) upon persons invited to engage in teaching, supervision, assessment and examining; part-time lecturers are appointed on a semester or annual basis and remunerated at an hourly rate;
- 1.3 recognised teachers engage in teaching, supervision, assessment and examining; part-time lecturers were originally (1985) regarded as having a teaching only function but notes issued to new appointees were subsequently revised to include examining (assessment of coursework and marking of written examinations) in their duties;
- 1.4 part-time lecturers must be responsible to a designated member of Academic Staff; there is no similar requirement for recognised teachers;
- 1.5 recognised teachers are automatically members of the appropriate Course Committee and Board of Examiners; part-time lecturers may be appointed to both the Course Committee and the Board of Examiners at the discretion of the faculty board.

In summary, recognised teachers are designated as such for the purpose of engaging in teaching, supervision, assessment and examining while part-time lecturers are employed to teach, supervise and where appropriate to contribute to assessment and examining, subject to the overall responsibility of a member of Academic Staff.

2. Procedures for the Designation of Recognised Teachers and Appointment of Part-time Lecturers

2.1 Recognised Teachers

It is recommended that:

- a) Recognised teacher status should be reserved for persons who are to be engaged over a significant period in the teaching, supervision, assessment, and examination of students outwith the University in settings, eg clinical practice, placement etc, in which members of Academic Staff of the University cannot be accessible to students on a day-to-day basis.
- b) Recognised teacher status should be accorded only to persons whose qualifications and experience of their discipline and practice are comparable to those of members of Academic Staff of the University.
- c) Recommendations for the granting of recognised teacher status should be submitted by the faculty board to Senate in the first instance. Recommendations should be accompanied by a CV and a detailed statement of the duties and responsibilities, which has been discussed at a meeting of the nominee, the Dean of the Faculty, and the relevant Head of Department.
- d) The period for which recognised teacher status is granted should be not more than 4 years in the first instance, and may be extended at intervals of not more than 4 years thereafter on the recommendation of the faculty board.
- e) Subject to the overall responsibility of the Head of Department, the Course Committee, and the agreed University procedures, a recognised teacher may be designated as the person responsible for the delivery of specified parts of a course, and for the internal moderation of candidates' performance in associated coursework and examinations.
- f) Recognised teachers shall be subject to the same quality assurance processes as the University applies to its members of Academic Staff.
- g) Recognised teachers shall report as required to the Head of Department, Course Committee, Board of Examiners, Faculty Board, or other body specified by the University.

- h) Recognised teachers shall be members of the relevant Course Committee and Board of Examiners.

2.2 Part-time Lecturers

It is recommended that:

- a) Part-time lecturers may be appointed where necessary to supplement the teaching and/or supervision, and/or to contribute to the assessment and/or examining activities of a member of Academic Staff.
- b) Unless in exceptional circumstances the number of hours for which part-time lecturers may be appointed should not exceed 100 in any academic year or 120 in a calendar year including preparation, lectures and tutorials, marking, coursework and written examination scripts.
- c) Appointees should have qualifications and experience comparable to those of members of Academic Staff of the University.
- d) Unless in exceptional circumstances part-time lecturers should be drawn from a short list prepared following public advertisement and interview. They shall be issued with a contract and a detailed statement of duties and responsibilities, in advance of taking up appointment.
- e) Unless in exceptional circumstances (eg where the part-time lecturer will be accessible to students on a day-to-day basis for the duration of the module(s) concerned) a member of Academic Staff of the University shall be designated, subject to the overall responsibility of the Head of Department, Course Committee, and the agreed University procedures as the person responsible for the content, delivery, and internal moderation of candidates' performance in coursework and examinations. The member of Academic Staff shall ensure that the part-time lecturer is performing his or her duties in a satisfactory manner and, particularly where the part-time lecturer is involved in assessment and examining, shall be responsible for double marking the assignments and scripts.
- f) Part-time lecturers shall be subject in the performance of their duties to the same quality assurance processes as the University applies to its members of Academic Staff.

- g) Part-time lecturers who are appointed for more than 50 hours in any academic or calendar year shall be appointed as members of the Course Committee and Board of Examiners.

3. Scheme of Remuneration of Part-time Lecturers

It is recommended that the scheme of remuneration of part-time lecturers be as follows:

- a) Teaching and supervision, including preparation:
hourly rate, specified by the Finance Committee¹
- b) Contribution to assessment and examining:

additional hourly payment as for teaching and supervision, based on the following:

1-15	scripts or assignments equivalent to 2 hours teaching	
16-30	3
31-50	4
51-80	5
> 80	6

4. Administrative Notes and Procedures

Revised administrative notes and a pro-forma for use by faculties in requesting the appointment of a part-time lecturer from the approved short list are attached at Appendix 2.

¹ £29.46/hr(Grade A)/£21.88/hr(Grade B) for 1993/94.

Statute I

Academic staff are defined as:

- "a) all persons who are full-time employees of the University and are employed as Professors, Readers, Senior Lecturers, and Lecturers of the University;
- "b) other persons or categories of persons holding such appointments as shall be designated for this purpose by the Council on the recommendation of the Senate."

Statute XVI

The Council shall have the following functions:

- "D On the recommendation of the Senate, to designate persons, not being members of the Academic Staff, as recognised teachers of the University whose functions shall be prescribed by Regulation."

Regulation on Recognised Teachers

The term "Recognised Teacher" will apply to persons who, not being members of the Academic Staff of the University, may be invited to engage, in the teaching, supervision, assessment and examination of students on University courses (notably those which involve an element of practice placement as part of a professional qualification).

Proposals from faculties for the appointment of such persons together with their duties and responsibilities, shall be considered by the Senate which may make recommendations to the Staffing Committee. The granting of "recognised teacher" status shall be approved by the Staffing Committee on behalf of Council.

Regulations Governing Examinations in Courses of Study

- "3 Boards of the faculties shall appoint annually, on behalf of the Senate, members of the course committee as internal examiners on the board of examiners for the course ..."

Senate Minute

The membership of a course committee includes:

- "a) all members of the Academic Staff of the University, and persons designated as Recognised Teachers of the University, who make a significant contribution to the course;

...

"c) at the discretion of the board of the faculty;

...

"ii) persons, whether members of the University or not, who make a significant contribution to the teaching and/or supervision and/or assessment of students on the course."

Senate and Council Minutes

Definition of Part-time Lecturers (who are not members of the Academic Staff as defined by Statute)

"Part-time lecturers may teach on a regular basis throughout a session but for not more than 100 hours in any year. A member of the academic staff shall be designated as having responsibility for the teaching and examining of the course or unit concerned. Appointments, which will be made on a termly or annual basis, will be made by the Vice-Chancellor or Pro-Vice-Chancellor on the recommendation of a Dean and will be reported to the Staffing Committee. Remuneration will be at an hourly rate."

Visiting Staff

"Full-time Visiting Professors or other staff who may be specifically appointed for a specified period with the approval of the Staffing Committee will be members of the Academic Staff for the period of their visit."

Appointment of Part-time Lecturers

1. Duties and Responsibilities

The part-time lecturer shall:

- a) be responsible to the Head of Department of the Department in which he or she is employed or such other member of Academic Staff as may be designated by the Head of Department;
- b) undertake to the satisfaction of the designated member of Academic Staff and the Head of Department such duties as shall be specified by the University. Such duties shall include teaching in lectures, seminars, tutorials, associated preparation, student supervision, attendance at meetings, and may include contribution to marking of coursework, written examinations and other forms of assessment;
- c) be responsible for all equipment etc, used by the class and will ensure that all procedures set out in the safety regulations shall be followed. Damage or deficiency must be reported immediately to the Head of Department or other authorised persons and in the event of an accident appropriate report forms must be completed;
- d) keep records for each class and comply with such procedures associated with teaching and examining as may be specified;
- e) undertake such training as may be specified by the Head of Department.

2. Payment

2.1 Part-time teaching duties are expressed as an hourly commitment in the letter of appointment. The hourly rates of pay are fixed by the University from time to time for the various levels of work.

2.2 Where a part-time lecturer is required to contribute to assessment of coursework and written examinations, an additional hourly payment, as for teaching and supervision, based on the following scheme, shall be made:

1-15 scripts or assignments equivalent to	2	hours teaching
16-30	3	
31-50	4	
51-80	5	
> 80	6	

This additional payment covers all examination work, including setting of examination papers, marking of scripts, attendance at examiners' meetings and completion of necessary documentation.

- 2.3 Payment will be made monthly in arrears on the basis of submissions made by the lecturer and duly confirmed by the Head of Department. Payment will NOT be made for additional hours unless those hours are authorised in advance by the Dean/Head of Department and approved by the Staffing Committee of the University.
- 2.4 Since the appointment is hourly-based, no payment can be made for absences for whatever reason and there is no holiday entitlement. Superannuation does not apply.
- 2.5 Travelling expenses are payable for mileage in excess of six miles (return) at the public transport mileage rate.

3. Variation

The University reserves the right to vary these conditions.

UNIVERSITY OF ULSTER

FORM:

REQUEST FOR PART-TIME LECTURER 199 /199

FACULTY :

DEPARTMENT:

COST CODE FOR PART-TIME LECTURERS:

REASON FOR REQUEST: _____

DETAILS OF PART-TIME LECTURER

1. PERSONAL DETAILS

NAME (in full): _____

ADDRESS : _____

POST CODE : _____

TEL. NO. : _____

DATE OF BIRTH : _____

NATIONALITY : _____

NATIONAL
INSURANCE
NUMBER : _____

2. QUALIFICATIONS AND EXPERIENCE:

Please attach recent curriculum vitae.

3. DUTIES AND RESPONSIBILITIES:

Please attach statement of duties and responsibilities under the following headings:

Teaching and Supervision:

Module title and Code (state whether teaching module in full or part)

Campus

Start date

End date

Number of teaching weeks

Number of hours/week

Contribution to Examining:

Module title and Code (if different from above)

Campus (if different from above)

Nature of examining (coursework, written examinations etc)

Percentage contribution to total assessment of module

Number of scripts

Other:

4. NAME OF MEMBER OF ACADEMIC STAFF TO WHOM PART-TIME LECTURER WILL BE RESPONSIBLE:

5. MEMBERSHIP OF COURSE COMMITTEE : YES/NO

6. MEMBERSHIP OF BOARD OF EXAMINERS: YES/NO

Signed: _____ Date: _____
(Head of Department)

Signed: _____ Date: _____
(Dean of Faculty)

This form, with the attached curriculum vitae and statement of duties of responsibilities, should be forwarded to the Staffing Office at least three weeks in advance of the start date of appointment.