

ASSOCIATE EMPLOYMENT GUIDELINES

August 2015

Introduction

Associate Staff are normally appointed to prepare, teach and assess on a regular basis (i.e. each semester or academic year). They provide a valuable service to the University by undertaking activities in order to cover: (i) vacant posts, (ii) staff absence on leave, (iii) specific short term requirements; (iv) specific specialist/ professional contributions/input to academic programmes; (v) other specific short term needs, as set out in the criteria of appointment listed in the *Code of Practice for Associate Tutors, Guest Speakers and Visiting Academics involved in teaching*. Therefore, they enable the University to maintain, as far as possible and practicable, the continued quality of delivery in its teaching activities.

1 Health and Safety

- 1.1 The University is committed to excellence in health and safety performance and to meeting its duties of care to the health, safety and wellbeing of its staff and students, as well as others, including visitors, who may be affected by the University activities.
- 1.2 All new staff should receive information covering general health and safety practices relating to the University and are to be advised of specific practices with their own work area. Staff have a responsibility to familiarise themselves with any health and/or safety procedures that apply to them in their area of work. This particularly applies to emergency evacuation procedures and those related to reporting an incident at work.
- 1.3 All appointments are subject to compliance with the University's Health & Safety policies and standards, and the relevant arrangements for specific area or activities including the requirements to take care for their own health and safety, to take due consideration for the health and safety of others, and not interfere with or misuse facilities that are there in the interests of health and safety.
- 1.4 A copy of the University Health & Safety Policy is available on the Health & Safety website.

2 Recruitment and Selection

- 2.1 Prospective Associate Staff are required to submit an application via SurreyRecruit (including the names and addresses of at least two referees covering the immediately preceding three years of employment), proof of their eligibility to work in the UK, a copy of their highest qualification certificate(s) along with teaching qualification certificates and to participate in the selection process within the relevant Faculty/Central Services.
- 2.2 The associate staff recruitment process is overseen by the Human Resources team. Formal responsibility for the selection of associates rests with the Dean, advised by Heads of Schools/Departments. Associate qualifications and teaching experience are reviewed by HR prior to offer of appointment. All associate appointments are fixed term.
- 2.3 It should be noted that it is not possible for an individual to hold both a Visiting and an Associate appointment simultaneously with the University.

- 2.4 Associate Tutors are expected to be qualified to the same standard required of Teaching Fellows who lead modules within the same subject area, i.e. they must possess an honours degree or appropriate equivalent professional qualification. They must also demonstrate evidence of teaching and presentational skills and evidence of familiarity with current developments in the relevant discipline or profession. A teaching qualification is required. However, where appropriate, for instance in the case of practice-based modules, relevant teaching experience in higher education may be considered following HR review against the UK Professional Standards Framework. [<https://www.heacademy.ac.uk/professional-recognition/uk-professional-standards-framework-ukpsf>]
- 2.5 Associates will be required to meet with Faculty teaching staff for an induction to university processes and regulations. Associate Staff will also be given the opportunity to attend an introduction to teaching in higher education, offered by the Department of Higher Education as part of induction. Details of further training requirements can be found in the *Code of Practice for Associate Tutors, Guest Speakers and Visiting Academics involved in teaching*.

3 Equality & Diversity

The University of Surrey has a general duty, as a public authority, to promote equality. This duty requires, as we carry out day to day functions, to “have due regard to eliminate unlawful discrimination, and promote equality of opportunity and good relations between people of different groups”. All staff members share a part of this responsibility and are required to maintain a positive duty in complying with the various legislations.

4 Staff Development

Associate Staff will have their performance reviewed through classroom observation and student feedback. All associate staff have a departmental mentor who is responsible for providing support and advice covering requirements for teaching, assessment and marking and information about any changes to regulations, processes and procedures, along with agreeing the module plan, descriptors and learning objectives of the unit.

5 Arrangements for Associate Appointments

- 5.1 An Associate appointment to the service of the University is made for a period specified by the University with the first and last required dates being stated. The period of appointment will span the duration of the teaching and assessment required. Each appointment will expire on the date stated in the Principal Statement and carries with it no commitment to any other appointment at the University. The Faculty may vary the content or syllabus of any course or module at any time as may be deemed necessary.
- 5.2 Subject only to the terms of the Principal Statement and the conditions contained in this document, Associate Staff are free to work for any other organisation without seeking permission of the University. Associate staff are not however permitted to undertake private tuition of current students (either at undergraduate or postgraduate level).

- 5.3 A substitute is not permitted unless previously approved by the Dean of Faculty or other delegated authority.
- 5.4 Associate Staff work under the direction of the person designated as responsible for the course, module or activity and should agree with them the curriculum, syllabuses, and course requirements. They are ultimately accountable to the Executive Dean of Faculty.
- 5.5 The responsibilities of Associate Staff are set out in the *Code of Practice for Associate Tutors, Guest Speakers and Visiting Academics involved in teaching*. In addition, Associate Staff are required to:
- a) to have prepared and made available course material in advance of the sessions and to arrive sufficiently early to allow for any preparation that may be required (not later than five minutes before the class is due to commence);
 - b) to keep class registers in accordance with the regulations for the time being in force;
 - c) to attend meetings of Boards of Examiners and staff meetings, as required by the Head of Faculty or other delegated authority, at times arranged by mutual agreement.
- 5.6 In the remuneration for each appointment, allowance has been made for ancillary duties including preparation, setting and marking of coursework and assessments, and preparation of reports and no additional payment will be made in respect of such duties.
- 5.7 Generally, payment will be made only in relation to attendance at the classes at the scheduled times and in respect of invigilation of examinations. A separate payment will be made for attendance at meetings of Boards of Examiners, staff meetings, approved staff development and induction events etc. provided such attendances are specifically required by the Executive Dean of Faculty or other delegated authority. Where any such requirement forms part of and is specified in the original contract no additional payment(s) will be made.
- 5.8 There is no entitlement to paid sabbatical or study leave. Where an Associate Tutor is required to attend a course specifically to meet the obligations of the appointment, an additional payment will be made in accordance with the terms of 5.7 above. Associate staff may also be invited to attend optional workshops for pedagogical skills development.
- 5.9 No payment is made by the University for travelling expenses.

6 Payment

- 6.1 All Associate Staff are paid in arrears by BACS.
- 6.2 Payment is made only for duties actually performed and for annual leave pay, sick pay, and maternity/paternity/adoption pay, where applicable.
- 6.3 All Associate Staff are responsible for completing and submitting Associate Staff Payment Forms (Pay 003) at the end of each month.
- 6.4 Associate Staff Payment forms must be received in the Payroll Office by the 10th day of the month in which payment is required (please note, this date may be earlier due to Easter and

Christmas closures). If the 10th falls at the weekend then the deadline is the Friday before the 10th. The form must have been completed in full and authorised by the budget holder prior to submission. Payment will then be actioned by the end of the month. Copies of the form are available from the pay section of the HR website.

6.5 **Income Tax.** The Associate Staff member should provide Payroll a P45 form. If a P45 form is not available/applicable then a 'starter checklist' should be completed and sent to Payroll, who will apply the relevant coding. Starter checklist forms can be obtained from the GOV.UK website or the Payroll Office. If no forms are received by the Payroll Office then Basic Rate Tax Code OT will be applied.

6.6 For information, the University Tax Office details are as follows:-

Tax Ref: 581 / MU23

Telephone: 0300 200 3300 8am – 8pm Mon to Fri and 8am – 4pm Sat

Address: PAYE, HM Revenue & Customs, BX9 1AS, United Kingdom

6.7 **National Insurance** contributions at the standard full Class 1 rate will be deducted from payments where the monthly earning exceeds the current lower earnings limit, unless the Associate Staff member is able to provide a valid exemption certificate or relevant documentation to confirm their date of birth when state pension age is attained. The only acceptable exemptions are Certificate of Election (CF383), or should the individual have agreed with HMRC, a Certificate of Deferment (CA2700), which the Associate Staff member will have asked HMRC to issue to the University directly. When state pension age is attained, the University will require proof of the Associate Staff member's date of birth and Payroll will therefore need sight of the original passport or birth certificate.

6.8 Where there is formal agreement for expenses to be paid, it should be noted that in accordance with the Inland Revenue and HMRC regulations, we are obliged to deduct tax and National Insurance from the payment of expenses towards the cost of travelling from home to the place of work.

6.9 Queries should be addressed to the University's Payroll Office: 01483 689017.

7 **Maternity Leave**

Please refer to the Maternity policy.

8 **Paternity Leave**

Please refer to the Paternity policy.

9 **Adoption/Surrogacy Leave**

Please refer to the Adoption Leave policy.

10 **Parking**

10.1 Associate staff can purchase an Annual Permit. Any enquiries should be addressed to Security.

- 10.2 In order to obtain an Annual Permit, Associate staff must complete an application form, available from the Security office. Payment for the Annual Permit will be taken in full once the first 'Associate Staff - Payroll Claim Form' is received. The price for the Annual Permit will be pro rata to the full time equivalent salary. Any refund due will be paid upon return of the Permit to Security.
- 10.3 The University will not reimburse parking expenses nor is it able to provide visitor parking spaces for Associate staff.