

CONTRACT MANAGEMENT/ HOURLY PAID LECTURERS: Payments menu

INTRODUCTION

The menu below details the agreed hours claimable for activities carried out by hourly paid Assistant, Associate and Specialist Associate Lecturers, in addition to their timetabled teaching hours. All hours claimable will be paid at the appropriate hourly rate, based on the correct grade and spine point for the work being undertaken.

The menu has been designed to support a consistent experience for all hourly paid staff carrying out the above roles, and has been created through consultation with schools, UCU and staff representatives.

GUIDING PRINCIPLES

1. When engaging an individual on an hourly paid lecturing contract, schools/departments should clearly detail the anticipated work requirements being offered; this should include all known preparation, teaching, marking, office hours, and meeting attendance. When hours are being offered, consideration should be given to any restrictions the individual may have to the hours they are able to work (for example, tier 4 student workers).
2. Hours offered will be based upon the menu of payments, which should be provided to the individual at the point of offer. Further information about determining the appropriate grade for the role is available in the Engaging HPLs policy and procedure.
3. Once the hours of work have been discussed and agreed, these should form the guaranteed minimum hours element of the contract, which should be issued to the individual along with the relevant role profile.
4. Staff should submit a timesheet for hours worked on a monthly basis, based upon the agreed activities from the menu of payments.
5. In exceptional circumstances, schools/departments may agree a variation to the menu of payments for specific activity. In these instances justification must be provided to, and agreement gained from the designated member of HR, in advance of any payment being agreed and the reasons for the variation(s) should be clearly communicated to the individual.
6. It is recognised that the menu of payments may be varied by exception on an individual basis, for example to take account of any reasonable adjustments provided under the Equality Act (2010), and in agreement with the designated member of HR.
7. Annual leave will be paid in addition to hours claimed, at a rate of 16.48% per hour.

PAYMENTS MENU

The following duties will be paid in addition to teaching hours at a flat hourly rate. It should be noted that not all activities are applicable to all individuals on HPL contracts and will be dependent on the roles/responsibilities required of them (as determined by the relevant role profile and subsequent grade) and will be agreed in advance with the line manager.

Activity	Criteria	Time Allocation	Guidance Notes
Preparation	HPL teaching a module new to them (either because module is new to them or they are new to teaching).	4 hours	These are one-off payments designed on a per module basis. These pay elements can be added together, e.g. an individual with no prior teaching experience delivering a newly created module would be able to claim 8 hours.
	HPL teaching a newly created module	4 hours	
	Standard preparation: some contribution required by HPL as directed by school/department	1 hour	These are one-off payments; there is no repeat prep time if delivering the same material more than once, unless modifications to delivery are specifically requested/agreed in advance by the school/department (e.g. to take into account a student with an ILP in one of the sessions). These pay elements cannot be added together.
	Standard preparation: no contribution required by HPL, e.g. all materials provided and only requires familiarisation	20 minutes	
	Lecture observation/screenings/meeting with module convenor	Actual time	
	Module convening: per module/per week – up to a maximum of 30 term weeks	1 hour	Only applicable if individual engaged under Associate or Specialist Associate Lecturer role profile.
	Other preparation	15 min increments	Schools/departments to set exact timeframe for other preparation required based on type and complexity of work. Must be in increments of 15 minutes and specific duties clearly defined (e.g. 2 additional hours to read novel in preparation for delivery).
School/ other meetings	Directly or indirectly related to timetabled teaching events	Actual time	Convenors should set the expected number of meetings at the start of the year. The relevant line manager should specify other school meetings where attendance is required.
Training	Attendance at training required by school/department	Actual time	Only applicable where the school/department requests the individual to attend training.
Support for students	When pre-agreed by school/department	Actual time	For example, additional support required for reasonable adjustments for an ILP.
Office hours	Availability for students, as required by school/department	1 hour	Likely to be used for general support and feedback. Claimable at one hour per week regardless of number of modules/seminars being taught.

Activity	Criteria	Time Allocation	Guidance Notes
Administrative tasks	Includes responding to emails, general administrative tasks associated with modules and providing references (where requested by school/department)	1 hour	To be used for carrying out general administrative tasks associated with the module. Claimable at one hour per week regardless of the number of modules/seminars being taught.
Feedback	Where 1:1 feedback required by school/department	15 mins per student	Paid where there is a requirement to give feedback on marking; may be school/department specific.
Fieldwork	Where required by school/department	Actual time	Day events: time includes travel from, and return to University of Kent. Residential events where travel and accommodation is provided: actual time whilst availability is required.
Exam Assessment	Examination essays per script: based on school/department/subject standards	15 minutes	per script (four per hour)
		20 minutes	per script (three per hour)
		30 minutes	per script (two per hour)
	Oral examinations	Actual time	
Other examinations	5 min increments	Schools/departments to set exact timeframe for other examination types based on type and complexity of work required. Must be in 5-minute increments and requirements clearly defined.	
Coursework Assessment	Coursework essays/projects/reports: standard	5 minutes	per 500 words
	Coursework essays/projects/reports: complex	10 minutes	per 500 words. To be used for more complicated essays/PG scripts.
	Extended essays/dissertations	60 minutes	per 5000 words
	Moderation and second marking	5 minutes	per 1000 words. Quicker process so lower than standard marking rate.
	In-class assessment marking	15 minutes	per script (four per hour)
	Presentation marking	15 minutes	per student (four per hour)
	Practical projects: presentation outside of timetabled classes	20 minutes	per presentation (three per hour)
	Practical projects: panel discussions	15 minutes	per group per performance
	Practical Projects: film/media making	60 minutes	per event
Practical Projects: written feedback	15 minutes	per event, per student/group (for group performances), e.g. for exhibitions, performance, panel discussions, seminar participation and film/media making.	

Activity	Criteria	Time Allocation	Guidance Notes
Coursework Assessment	Performance/exhibition/Crit attendance	Actual time	Paid for event time only, e.g. where exhibition/performance includes a pre/post reception this will not be paid.
	Laboratory session tests/workshops/ assignments/short reports	5 minutes	per script (12 per hour)
	Laboratory reports: standard	10 minutes	per report (six per hour)
	Laboratory reports: complex/long	15 minutes	per report (four per hour)
	PC skills/computer coding	5 minutes	per event
	Other Assessment	5 min increments	Schools/departments to set exact timeframe for other assessment types based on type and complexity of work required. Must be in 5-minute increments and requirements clearly defined.
In-class tests	Attending revision or feedback sessions	Actual time	As required by the module convenor or other senior staff.
	Invigilation: standard	1 hour	In-class tests for own Module, plus as requested by school/department for other modules. For standard in-course tests: if standard timing over one hour needs to reflect actual time taken to administer test.
	Invigilation: non-standard	Actual time	Invigilation will be paid at actual time for non-standard tests, either where the test itself is for more than an hour, and/or where a student with an ILP is undertaking a standard test. Must be in claimed in 5 minute increments
	Invigilation: other	Actual time	Any other invigilation for in-class tests, not covered by the above and where required by school/department. Must be agreed in advance.

Addendum/ School-specific activities

The following have been agreed as variants to the above where unique circumstances exist within schools/departments:

School/dept	Activity	Definition	Time Allocation
English	Preparation	Where the reading and critiquing of large novels and other texts is required, then all preparation time would be covered under this element. Preparation time covers all primary and secondary reading and the creation of lesson plans.	33 hours in total per module