



Keele University

Sessional Staff Policy

Human Resources Department

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| Lead Director: Director of Human Resources, Organisational Development and Student Support |
| Policy issue date: |
| Policy to be reviewed every 2 years. Date of next review: |

KEELE UNIVERSITY

Sessional Staff Policy

1. Introduction

This policy relates to the employment of Sessional Staff i.e. Session Teachers, CPE Tutors and Demonstrators. Sessional staff provide flexibility to the University in terms of bringing skills and expertise to meet a specific, often short-term need and as such their duties are closely defined in terms of time and teaching responsibility.

The employment of GTAs is dealt with in a separate policy document.

2. Contracts of Employment

2.1 Session Teachers to be employed for less than one month will be issued with a letter of engagement from the Human Resources Department.

2.2 Session Teachers to be employed for one month or more will be issued with a Session Teacher contract from the Human Resources Department.

2.3 Demonstrators will be issued with a letter of engagement from the Human Resources Department.

2.4 In certain agreed circumstances (e.g. for people engaged to work on the Academic Summer School, Education Tutors in the School of Education and CPE Tutors) contracts/letters of engagement may be issued by the School. In all cases, copies of contracts and letters of engagement should be forwarded to the Human Resources Department.

2.5 Where a Session Teacher undertakes work at Keele under a collaborative arrangement with another university they remain an employee of that university and do not therefore receive a Keele contract of employment.

2.6 In cases where it is difficult to distinguish a Session Teacher from a standard member of academic staff, consideration should be given to whether the individual should be engaged on a fractional academic contract.

This is likely to be the approach where:

- expectations of the individual are loosely defined as is the case of a standard academic contract e.g. the individual is asked to perform duties as required by the Head of School.
- the individual concerned has continuous service since they have completed a series of sessional teacher contracts.
- where funding for the post is likely to be available in the medium term.

3. Remuneration

3.1 Session teachers will be paid an hourly rate commensurate with the level of work they are employed to do.

- 3.2 Three levels of pay are established as follows:
Level 1: Tutorial Assistant responsible for small group teaching.
Level 2: Teaching Assistant with lecturing contribution, including assessment.
Partial responsibility for course design and delivery, under supervision.
Level 3 Associate Lecturer with lead teaching responsibilities
- 3.2.1 A separate marking rate is established for Session teachers and CPE Tutors.
This is applied on a per student, per module basis.
- 3.3 Rates of pay for Sessional staff will be updated in line with annual pay awards to Keele University Single Spine Staff.
- 3.4 Only in exceptional cases will flexibility be granted with respect to rates of pay or “package deals”. Schools should discuss with Human Resources and must not enter into any verbal agreements regarding pay if authorisation is still pending.

4. Procedure for employing Session Teachers

- 4.1 Schools should complete a Sessional Teaching ARF4 four weeks prior to employing any individual on a sessional basis to ensure that approval is given.
- 4.2 The Head of School must sign the request form and forward it either to:
- a) the Director of Academic Affairs for approval where teaching contracts have not previously been issued, or
 - b) directly to the Finance Department for approval and onward transmission to the Human Resources Department if the applicant has previously been issued with teaching contracts or is an ex-member of staff at Keele.
- 4.3 Forms approved by the Director of Academic affairs will be forwarded to the Finance department for onward transmission to the Human Resources Department.
- 4.4 The Finance Department are responsible for ensuring that the necessary finance is available from the School session teacher budget to fund the sessional teaching contract. The Finance Department will advise Human Resources of whether the proposed contract can be funded.
- 4.5 Human Resources are responsible for approving and issuing contracts/lettersof engagement within the agreed budget.

5. Procedure for employing Demonstrators

- 5.1 Schools should complete a Demonstrators Contract Request Form and forward this to the Human Resources Department in order that a letter of engagement may be issued.

6. Quality

- 6.1 The quality of teaching carried out by Sessional Staff should be open to the same level of external scrutiny as full-time teaching and should be of the same high quality.

- 6.2 Where Sessional staff are used on a particular programme, a permanent member of staff should be responsible for monitoring the operation of quality management and enhancement procedures
- 6.2 Schools are responsible for ensuring that support is provided to Sessional Staff in order for them to carry out their duties effectively. This support should include, where appropriate, induction into the School, mentoring, involvement in School meetings and training and development.
- 6.3 Under normal circumstances no more than 25% of teaching input to a programme should be delivered by Sessional Staff. Any exceptions should be presented to the Staffing Sub-Group for approval