

SESSION STAFF POLICY

1. INTRODUCTION

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.

1.1. Purpose

1.1.1 It is recognised that there will be occasions where there is a need to appoint a sessional staff member to meet short term teaching needs. This policy outlines the process of engaging a sessional staff member.

1.2. Scope

1.2.1 This policy relates to the employment of Sessional Staff i.e. Session Teachers, CPE Tutors and Demonstrators.

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

2. POLICY

2.1. Contracts of employment

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

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

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

2.1.5 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.

2.1.6 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:

- a) 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.
- b) the individual concerned has continuous service since they have completed a series of sessional teacher contracts.
- c) where funding for the post is likely to be available in the medium term.

2.2. Remuneration

2.2.1 Three levels of pay are established as follows:

- a) Level 1: Tutorial Assistant responsible for small group teaching.
- b) Level 2: Teaching Assistant with lecturing contribution, including assessment. Partial responsibility for course design and delivery, under supervision.
- c) Level 3 Associate Lecturer with lead teaching responsibilities.

2.2.2 A separate marking rate is established for Session teachers and CPE Tutors. This is applied on a per student, per module basis.

2.2.3 Rates of pay for Sessional staff will be updated in line with annual pay awards to Keele University Single Spine Staff.

2.2.4 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.

2.3 Procedure for employing Session Teachers

2.3.1 Schools should complete a Sessional Teaching ARF4 four weeks prior to employing any individual on a sessional basis to ensure that approval is given.

2.3.2 The Head of School must sign the request form and forward it to the Executive Dean for approval.

2.3.3 Forms approved by the Executive Dean will be forwarded to the Finance department for onward transmission to the Human Resources Department.

2.3.4 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.

2.3.5 Human Resources are responsible for issuing contracts/letters of engagement following approval.

2.4 Procedure for employing Demonstrators

2.4.1 Schools should complete a casual request form and forward this to the Human Resources Department in order that a letter of engagement may be issued.

2.5 Quality

- 2.5.1** 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.
- 2.5.2** Where Sessional staff are used on a particular programme, a substantive member of staff should be responsible for monitoring the operation of quality management and enhancement procedures.
- 2.5.3** 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.
- 2.5.4** 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.

3 ROLES AND RESPONSIBILITIES

3.1 Manager Responsibilities

- 3.1.1** Managers must comply with University policy and associated procedures and work in conjunction with the Human Resources Department regarding the engagement of sessional staff and demonstrators.

3.2 Sessional/ Demonstrator Staff Responsibilities

- 3.2.1** Individual sessional/ demonstrator staff have a duty to comply with the University policies and procedures in the fulfilment of their duties.

3.3 Human Resources Responsibilities

- 3.3.1** Following receipt of a completed Session Teacher form or casual request for a Demonstrator, to process it promptly.

4 REVIEW, APPROVAL & PUBLICATION

- 4.1** As a general principle, the Procedure will be reviewed by the HR Department, in consultation with recognised Trade Unions, after three years or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable

5 DOCUMENT CONTROL INFORMATION

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Owner	Chief People Officer, Human Resources
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<i>For Office Use – Keywords for search function</i>	Session Staff