

UNIVERSITY OF WARWICK

Sessional Teaching Payroll (STP) Model 2017-18: Professional and Practitioner Roles Updated January 2021

This framework is applicable to the Sessional Tutor (FA6), Senior Sessional Tutor and Principal Sessional Tutor (FA8) roles. FA4 and FA5 STP roles are covered in a the Postgraduate Teaching Framework which is separate framework and available via the HR webpage, with the exception of those FA5 STP Tutors who are not currently registered as students of the University and as such fall into this framework.

(a) General Principles Applicable to All Departments

(i) Scope of STP Model

The STP is to be used as the mechanism by which academic departments' contract with hourly-paid tutors are governed (with the exception of postgraduate students who teach). Hourly-paid teaching up to and including FA8 roles should be contracted through STP. Postgraduate students who teach should be contracted through a Graduate Teaching Assistant Contract where possible. STP can be used for Postgraduate teaching as per the circumstances described in the [Postgraduate Teaching Framework](#). Some exceptions to using STP for teaching activities must be approved by Academic Resourcing Committee (these exemptions currently cover WBS, WMS and WMG). Non-teaching activity, for example, invigilation, external examining, review panel membership etc. is not within the scope of STP and departments should therefore seek alternative mechanisms for engaging with individuals to undertake these non-STP roles (and if there are any questions about what mechanisms are appropriate, these should be directed to their HR officer in the first instance).

Post-PhD or Professional and Practitioner STP roles (FA 6-8) may be used to contract for teaching activities which may include development of teaching content, delivery of teaching, supervision, marking of dissertations and assignments and other teaching activities as set out in the relevant role profile. It is not expected that sessional tutors necessarily fulfill all the functions sketched out in a role profile.

(ii) Induction and Training

Where STP Tutors are contracted to FA 6-8 roles, it will be expected that they would normally be familiar with the pedagogical principles of their discipline and as such would not require further training in these areas. Where STP Tutors wish to enhance their teaching skills through further training, including accreditation to the Higher Education Academy (HEA), they will be encouraged to access training through the LDC. Attendance at such training courses will not be paid.

Where STP Tutors are required to undertake training on specific policies and/or procedures on teaching or marking adopted by the department (e.g. marking/feedback guidelines etc.), to provide training about technology-enhanced learning (e.g. Moodle, Echo 360, Mahara etc.) and/or student administration specific to the department (e.g. Tabula, Moodle, My.WBS etc.), this training will be paid.

(iii) National Pay Framework and Hay Evaluation

All STP Role Profiles have been developed in consultation with academic departments, Human Resources (HR) and STP Tutors. The roles have been graded through the Hay evaluation process according the nationally recognized criteria in place for salaried posts.

Professional and Practitioner STP Tutors will normally be paid at the lowest spinal point for the grade. Where a tutor is re-engaged in the following academic year after having undertaken a minimum of 10 contact hours of teaching in the previous academic year, the STP Tutor is eligible for an increment on re-engagement. Heads of Departments have discretion to pay at a higher spinal point where justified, subject to approval by HR (up to 2 spinal points above current pay rate) or Academic Resourcing Committee (ARC) (where it is beyond this range).

(iv) Terms and Conditions

All STP Tutors will be issued with contracts detailing the hourly-paid services they are contracted to deliver. STP activity is contracted on the basis of payment for services and therefore fall outside of the scope of departmental workload model norms.

(v) Preparation and Marking

All tasks within an hourly paid role will be paid at the same rate including preparation, marking and office hours.

Norms for marking should be based on a reasonable assessment of how much time needs to be assigned to mark the work and provide appropriate feedback. This can be done based on the number of words that can reasonably be marked within an hour, or the numbers of questions/problems/scripts/similar that can be marked within an hour.

(vi) Attendance

Where an STP Tutor is required to attend a lecture (or equivalent, e.g. performance, presentation, screening, pre-lab talk etc.) this will be paid.

Where an STP Tutor is required to attend departmental meetings (e.g. teaching committee and/or Exam Boards, disciplinary meetings, personal tutor meetings, course team meetings etc.) they will be paid for attendance on the standard hourly rate.

Where STP Tutors are invited to send representatives or spokespeople to departmental meetings, this will not be paid (e.g. departmental STP Tutor Forums).

Attendance at module meetings to discuss how the module is best taught is part of the preparation, and will not be paid separately. Module meetings must not be longer than one third of the overall preparation time that an individual STP Tutor is contracted for relating to the module.

Marking meetings, to determine the final marks of students, are not part of preparation and will be paid.

Compulsory attendance at any meeting or event will be paid for on an hour-for hour basis for external tutors.

(vii) Regular Reports on Student Progress

Where a department requires STP Tutors to provide regular reports on student progress, this should be stipulated in the contractual agreement with appropriate additional paid administration time included.

(viii) Payment Protection for Existing Sessional Tutors (Red-Circling)

Red circling for this arrangement has now concluded.

For existing sessional tutors already contracted to teach through VAM in 2016/17, on the overall contracted pay rates for the same roles, existing pay for the same activity will be 'red-circled' with payment protected for two years if their pay would otherwise decrease as a result of these changes.

STP Tutors in pilot departments whose pay was already previously protected through red-circling in 2016/17 (to ensure that they would not lose out through the introduction of STP) will be entitled to payment protection for two academic years after they entered STP if they previously taught through VAM.

Where a change to the STP role profiles and/or framework has occurred between the pilot and full University-wide implementation, which would result in a reduction in pay for STP Tutors who previously taught in pilot departments, these STP Tutors will have payment protection through red-circling for two academic years from 2017/18.

(ix) **Training**

The University recognizes that the teaching body contracted through STP is varied and the work diverse. Training is an essential part of the induction of staff at the University. Departments are responsible for ensuring that staff engaged through STP are undertaking all training relevant to the job/ duration of assignment.

Members of staff undertaking all induction training will be paid for 3.5 hours.

Essential Training: (1.5 hours) (Must be repeated every year)

GDPR

Information Security

Standard Data Protection courses for anyone who works predominantly on the computer: (1.15 hours)

Confidentiality, Integrity and Availability-

Data Handling-

Email essentials Training -

Essential Phishing Awareness -

Internet security

Password Safety-

Secure Remote Working-

General: (1h)

Covid-19 Risk Assessment Guidance

Equality Diversity and Inclusion in the workplace

Fire Safety Awareness

Working safely during Covid-19

Where required as part of delivering teaching, a department can request staff to undertake further additional training, including to use of technologies or software. This training will be paid.

(x) **Dispute Resolution Routes**

Where STP Tutors have questions or concerns they should address these to the Module Convenor or the academic they normally liaise with in relation to their teaching role. Should matters not be resolved by them, they can be escalated to the Head of Department. Should all departmental efforts at resolving concerns or complaints fail, then these will be resolved by the PVC Education or nominated representative. All parties should attempt to resolve

issues at the local level in the first instance. STP Tutors have the right to be accompanied to all meetings convened for the purpose of dispute resolution by a Trades Union representative or another work colleague.

Summary Escalation Route:

1. Module Convenor/ academic responsible for the role
2. Head of Department or nominated representative
3. PVC Education or nominated representative
4. University Grievance Policy

(xi) Departmental Feedback Procedures

Departments must ensure that they have effective opportunities for feedback. Where face to face meetings would not be appropriate, provision should be made for tutors to give feedback via email (i.e. a designated resource account) or an online form.

(xii) Notice Periods

The notice period for STP Tutors is one month.

(xiii) Mutual Termination

Early termination of contract may happen by mutual consent between STP Tutor and the contracting department.

(b) Marking and Assessment

(i) Assessments for essay-based modules (Formative and Summative)

- Noting that there will be inevitable differences between disciplines in the time marking will take, but that there will also be differences according to experience (time spent marking will diminish with experience), the University will pay one hour per 3,000 words marked, across the Arts and Social Sciences.

(ii) Assessments for Year Abroad essays written in a foreign language

- These require marking and feedback both on academic content and on language accuracy and quality, thus one hour will be paid per 2,000 words marked.

(iii) Essay Type Exam Marking

Essay type exam questions will be paid at a rate of one hour for every 6 hours of examination time i.e.:

- One-hour will be paid for every 4, one and a half hour scripts marked
- One-hour will be paid for every 3, two-hour scripts marked
- One-hour will be paid for every 2 three-hour scripts marked

Exam moderators will be paid on a reasonable assumption of the time required to undertake the role.

(iv) Non-Essay Based Marking and Assessment

Norms for marking will be based on a reasonable assessment of how much time needs to be assigned to mark the work and provide appropriate feedback.

Where there is no common denominator for time spent on marking, departments arrange their own formula for marking, in a transparent and reasonable way, considering past experience. The number of hours of marking for a specific contracted role will be stated in the contractual agreement and can be reviewed by the STP Tutor prior to commitment to the teaching.

(v) Mixed assessment methods

Where departments use a mix of assessment methods for a course or module, and all assessments are carried out by the same tutor, an alternative model is to pay an amount per student, based upon the size of the module as follows:

- 1 hour per student for each module up to and including 15 credits
- 1.5 hours per student per 20 credit module
- 2 hours per student per 30 credit module
- 3 hours per student per 40 credit module
- 4 hours per student per 60 credit module

(c) Social Sciences and Arts Standard Teaching Model

(i) Advice and Feedback

All departments in the Arts and Social Sciences will develop and communicate clear guidelines what type of feedback is requested from STP Tutors (including the need for office hours to be offered by sessional tutors), and what should properly be undertaken by employed academic staff in the departments; this applies in particular to advice and feedback beyond that given in formal assignments.

To allow for feedback to be given in person and by email, the University will pay two hours per week advice and feedback time (beyond that provided through marking) for up to two seminar groups taught, and two further hours per week per up to two additional seminar groups taught by the same STP Tutor. Seminar groups are assumed to comprise no more than 25 students each. If a group is larger than 25, it should be treated as two seminar classes in terms of payment for advice and feedback. Where no teaching takes place in a particular week (e.g. reading week), no payment will be made to STP Tutors for Advice and Feedback for that week.

For departments that do not operate the traditional lecture / seminar model, an allowance is to be added calculated at pro-rata to 6 hours per 30-credit module.

It should be noted that there is no requirement for an STP tutor to respond to student queries after their term of engagement has come to an end and would not be expected to check their warwick.ac.uk email account for this purpose. If a tutor is required to give feedback after the end of their teaching period, time for this should be allocated by the department and paid accordingly.

(ii) Seminars

The University will pay three hours of preparation time per week at the seminar rate for each non-language based module taught, in addition to the contact time.

Where an STP Tutor is giving the lecture and the seminar on the same topic, only the preparation time for the lecture will be paid as the seminar will be following up what has been raised already (by the same STP Tutor) in the lecture.

(iii) Groupwork

The University will pay one hour of preparation time for each contact hour of groupwork activity

(iv) Credit-bearing courses which do not follow the traditional lecture/seminar model and non-credit-bearing professional/CPD courses

Language Classes

Payment will be made for an additional 2 hours per contact hour for a credit-bearing language class (to cover preparation and marking).

Payment will be made for 1 hour per contact hour for Oral Classes, in addition to the contact time.

CLL accredited courses and modules

For all new accredited courses or modules: 2 hours preparation for every classroom lecture hour

For existing accredited courses or modules: 1 hour preparation for every classroom lecture hour

Where an accredited course or module is repeated within an academic year the preparation time is reduced to 30 minutes per lecture hour

Existing or repeated courses/modules re-developed for bespoke cohort - 2 hours preparation per classroom lecture hour

(v) Non-credit bearing open programme / leisure and language courses and modules

Language Classes

In practice these classes tend to require less marking than for-credit language classes. As a result, payment will be made for 1 hour per contact hour for a non-credit bearing language class, in addition to the contact time.

CLL non-accredited open programme/leisure short courses and dayschools/workshops

For all new non-accredited open programme/leisure courses or modules: 1 hour preparation for every classroom contact hour

For existing non-accredited open programme/leisure courses or modules: 30 minutes preparation for every classroom contact hour

(vi) Lectures including Lifelong Learning Keynote Speakers and Guest Lecturers

Payment for 5 hours preparation time per lecture (in addition to the contact time) where this is the first time the lecture is given. If the lecture was delivered before by the same STP Tutor in a previous year, two hours are given for preparation, in addition to the contact time. Where an STP Tutor is delivering both a lecture and a seminar on the same topic that they have delivered previously, three hours total preparation time are given in addition to the contact time.

(vii) Team-Teaching (more than one tutor teaching the same class)

Team-Teaching will be paid in the same way as individual teaching, per STP Tutor. Rates for office/advice/feedback hours will be divided by the number of team tutors delivering a class/module (where applicable).

(vii) Workplace visits and classroom observations

To be paid on an hour per hour basis (in addition to travel expenses and, where appropriate, travel time)

(viii) Facilitators

Payment will be for contact-time only.

(d) Laboratory Sciences Teaching

(i) Preparation Time and Administration

For each laboratory class (which may be taught multiple times), STP Tutors will be able to claim for preparation and administration up to the length of a single laboratory class. If a department requires an STP Tutor to undertake preparation beyond this length, it will be stated in the contract and will be paid. The total preparation time and administration for a specific contracted role will be stated in the contractual agreement and can be reviewed by the STP Tutor prior to commitment to the teaching.

(ii) Laboratory Class Overruns

Where students of a laboratory class takes longer to complete the work than the time contracted, STP Tutors should speak to the academic responsible for the class to authorize that they should continue to work for the remaining hours and these will be paid. Where no responsible academic is available, the STP Tutor should report the additional hours to the STP Coordinator at the earliest possible opportunity.

NOTE: Tier 4 visa holders cannot work beyond contracted hours and departments must manage this when allocating teaching.

(e) Mathematical Sciences Teaching

(i) Preparation Time and Administration

This will be paid as appropriate to the role. The number of hours of preparation and/or advice and feedback for a specific contracted role will be stated in the contractual agreement and can be reviewed by the STP Tutor prior to commitment to the teaching.

(ii) Standard Warwick Mathematics Institute Classes Preparation

Preparation and/or marking will be paid for standard Maths classes at the following rates (noting that some exceptions will be required where the class requires additional time):

- Supervision Classes
Combined marking, preparation and advice and feedback paid at a minimum of 1.5 hours per hour of class time.
- Support Classes
Combined preparation and advice and feedback paid at 1 hour per hour of class time in addition to marking time.