



PART-TIME TEACHING APPOINTMENTS

New Appointment for Session:			
School	Are these additional hours to add to an existing contract?		
Discipline:			
Contract Period:	If employed in previous sessions please provide Staff ID if available		
Appointee Details:			
Name:			
Address:		Date of Birth:	
Email Address: <i>(This will be required to liaise with the employee on their contract and associated documents)</i>		National Insurance Number:	
Please advise tutors that they will collect their contract from HR, Level 7, The Tower Building. On collection they will be required to bring their original passport and Visa (if applicable) and also their UK bank details.			
Contract Details:			
Course <i>(please input programme name or module name/number)</i>	Rate per hour	Reason for Appointment: <i>(please include the role the appointee will undertake, and why this is required)</i>	Total Hours
Costing			
Please complete both old and new code strings			
Old Cost Code	Level 1	Level 2	Level 3
	Level 4		
New Cost Code	Project	Project Type	Budget Group
	Funding Source	Budget Centre	Nominal

Approved by Programme Leader _____ Date _____

Approved by Dean of School _____ Date _____

Approved by School Manager _____ Date _____

Finance _____ Date _____