



**PART-TIME TEACHING APPOINTMENTS**

<b>New Appointment for Session: 2019/20</b>			
<b>Discipline:</b>	<b>Are these additional hours to add to an existing contract?</b>		
<b>Contract Period:</b>	<b>If employed in previous sessions please provide Staff ID if available</b>		
<b>Appointee Details:</b>			
<b>Name:</b>			
<b>Address:</b>	<b>Date of Birth:</b>		
<b>Email Address:</b> <i>(This will be required to liaise with the employee on their contract and associated documents)</i>	<b>Age:</b>		
	<b>National Insurance Number:</b>		
<b>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.</b>			
<b>Contract Details:</b>			
<b>Course</b> <i>(please input programme name or module name/number)</i>	<b>Rate per hour</b> <i>(see rates and descriptors below)</i>	<b>Reason for Appointment:</b> <i>(please include the role the appointee will undertake, and why this is required)</i>	<b>Total Hours</b>
<b>Costing</b>			
<b>Please complete both old and new code strings</b>			
<b>Old Cost Code</b>	Level 1	Level 2	Level 3
Level 4			
<b>New Cost Code</b>	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 \_\_\_\_\_



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Rates of pay (a description is also included of the types of activities expected at each pay level):

<b>A</b>	£25.31 £28.03)		Delivering lectures including developing new material and with some responsibility for modules
<b>B</b>	£18:80 (£20.82)		Delivering lectures level 3 and above, no new material needs developing
<b>C</b>	£16:63 (£18.42)		Delivering lectures levels 1 and 2, no new material needs developing
<b>D</b>	£9:41 (£10.42)		Tutorials, Demonstrators and Marking
<b>E</b>	£6.70 £7.70 £8.21	age up to 20 min wage for 2019 age 21 - 24 age 25+	All Undergraduate students