

Lecture Start and End Times

Morning Lectures:

9.15am to 1.15pm

Afternoon Lectures:

2.00pm to 6.00pm

Split Afternoon Lectures:

2.00pm to 4.00pm

The start and end times of lectures cannot be changed. Please check your timetable carefully.

Comfort Breaks

It is expected that during a 4 hour session students and staff will take 2 comfort break. Please ensure that comfort breaks do not impact negatively on valuable teaching time.

Timesheet Claims

All hours worked within a calendar month, must be claimed in the same month*.

Claims from previous terms will not be accepted. Please ensure that all claims are submitted promptly.

*with the sole exception of Module Lead hours, which should be claimed at the end of a term.

Statutory Breaks and Working Hours

To ensure that the university complies with Health and Safety regulations, all UWTSD staff must follow guidance regarding working hours and take statutory breaks.

UWTSD staff should not be working more than **8** hours per day. If you are teaching for a full day, it is expected that you will take a 45min break between lectures. You **WILL NOT** be able to claim for other activities during this break.

Consolidated Hours

You are paid a consolidated hourly rate, which means for each face-to-face teaching hour, you are paid for one hour of preparation, assessment and administration.

It is expected that you will use this time to adhere to the **IICL Academic Quality Standards for Academic Staff**, which is sent out to all staff at the start of each term.

Academic Support

Academic Support is pre-arranged session with a group of students or one-to-one with a student. HPLs can provide up to 30 minutes per module, per week, per group from week 3 to week 11 of term.

You will need to negotiate how you will provide your Academic Support sessions with your Programme Manager and Students.

Why you need to submit your Timesheet on time.

Each month at IICL Birmingham we receive over **100** timesheets. To ensure that there is enough time to check and process all these timesheets, we ask that you submit your timesheet to birminghamtimesheets@uwtsd.ac.uk by 5pm on the last working day of the month.

Timesheets have to be with Payroll by the 10th of each month for payment to be processed for the end of the month. This gives the Timesheets Officer, on average, **6** working days (**3** working days for Tier 2&4 timesheets) to:

1. Check timesheets and contact the sender to correct common issues (missing signature, missing information, clashing claims, etc...).
2. Share timesheets with the Dean, Academic Directors, Programme Managers, Admissions, Quality Assurance and Assessments to confirm claims.
3. Check timesheets against timetables and the lecture cover record.

Timesheets are then added to a summary document, which is sent to Payroll.

IICL Birmingham cannot guarantee that late timesheet submissions will be processed, so help us to help you and submit your timesheet on time.

Attendance Registers

To ensure that student attendance can be monitored accurately, you are required to mark your registers on CELCAT at the end of each lecture.

Repeated failure to take registers may result in a reduced timetable or no work allocation.

Non-Teaching Rate (NTR): £40 per hour (inc. holiday entitlement)

Please remember that **ALL** non-teaching activities should be pre-agreed by your Academic Director or Programme Manager. If an activity has not been pre-agreed, you will not be paid for your time.

A. Module Delivery

	Activity	Rate
1a	Preparation of teaching materials (slides, case studies, supporting materials, etc...) for a completely new module or a full revamp of an existing module.	Up to a maximum of 20 hours at NTR pre-agreed by the Programme Manager and Academic Director.
2a	Update of teaching materials (slides, case studies, supporting materials, etc...) for an existing module.	Up to a maximum of 6 hours at NTR pre-agreed by the Programme Manager and Academic Director.
3a	Module Leadership (only for modules with more than 1 group and more than 1 lecturer)	6 hours at NTR per term, to be claimed at the end of term.

B. Assessments (Marking of scripts)

	Activity	Rate
1b	20 credit modules	£10 per student
2b	40 credit modules	£20 per student
3b	60 credit modules	£30 per student
4b	Double marking dissertation (Undergraduate)	£20 per dissertation
5b	Double marking of dissertation (Postgraduate)	£40 per dissertation
6b	Moderation	£5 per script

C. Assessments (Non-marking of scripts)

	Activity	Rate
1c	Presentation partner. For presentations taking place outside of a timetabled lecture.	NTR per hour pre-agreed by the Programme Manager.
2c	Invigilation of a practical or theoretical examination taking place outside of a timetabled lecture.	NTR per hour for the duration of the examination, pre-agreed by the Programme Manager.
3c	Writing a new assessment (exam, coursework, etc...)	Up to 3 hours at NTR pre-agreed by the Programme Manager.
4c	Internal verification of a new assessment (exam, coursework, etc...)	Up to 1 hour at NTR.

D. Academic Support

	Activity	Rate
1d	Academic Support. These are pre-arranged sessions with a group of students or one to one with a student.	30 minutes per week, per module, per group at NTR (from weeks 3 - 11) pre-agreed by the Programme Manager.

E. Academic Misconduct

	Activity	Rate
1e	Attending viva (including preparation)	Up to 1 hour at NTR.

F. Training & Meetings

	Activity	Rate
1f	IICL 'mandatory' staff training for HPLs & All Staff Meeting	NTR per hour for attendance. You cannot claim for watching recordings.
2f	Module Meetings/Team Meetings	NTR per hour for attendance, pre-agreed by the Programme Manager. You cannot claim for watching recordings. Evidence of these meetings may be requested.
3f	All Other Training.	This must be pre-agreed by your Academic Director. NTR per hour for attendance. You cannot claim for watching recordings. Evidence of training may be requested.
4f	Other Pre-agreed Meeting	This must be pre-agreed by your Academic Director and Programme Manager. NTR per hour for attendance. You cannot claim for watching recordings. Evidence of these meetings may be requested.