

Fractional Teachers' Policy



(Not applicable to Language Centre and IFCELS fractional teachers)

Fractional teachers at SOAS

Fractional Teaching and Scholarship Staff (“fractional teachers”) provide essential teaching for SOAS and its students.

Fractional teachers supplement the work of full-time teaching staff and the flexible nature of their employment allows the School to meet operational requirements in a number of areas such as delivering teaching outside of core School hours, covering for staff leave to providing specialist knowledge for specific activities or periods.

In recognition that fractional teachers work alongside full-time substantive Teaching and Scholarship staff, they are employed on similar terms and conditions of employment and have similar job descriptions. However, there are some key differences in the terms and conditions for fractional staff, due to the unique nature of their role.

This Policy outlines the principles relating to the key aspects of the employment of fractional teachers including contracts of employment and the methodology for fractional calculations.

The Policy references relevant School procedures which apply to the employment of fractional teachers.

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1. Scope

This policy applies to:

- Staff employed in departments on part-time Teaching and Scholarship fractional contracts of employment.
- Graduate Teaching Assistants (GTAs). This policy should be read in conjunction with the Graduate Teaching Assistant Training Scheme.

This policy does not apply to staff employed by:

- International Foundation Courses and English Language Studies (IFCELS)
- Language Centre

These centres have local arrangements that reflect the different level and pattern of teaching.

2. Calculation of hours

Fractional teachers work part-time and are employed on a fraction (normally 50% or less) of a full-time equivalent.

The hours of work for fractional teachers are calculated by considering two factors:

- Contact teaching hours
- 'Plain time' hours.

2.1 Definition of contact teaching hours

Contact teaching hours are timetabled hours spent with students in lectures and tutorials.

The School recognises that when carrying out classroom teaching, a fractional teacher will need to undertake associated duties, including:

- Class preparation
- Administration
- Responding to emails from students and staff
- Marking not connected to assessment (e.g. weekly language homework)

To remunerate teachers for the additional duties associated with classroom teaching, each contact teaching hour is multiplied by a factor according to the grade of the role. This is known as the 'multiplier'.

2.1.1 The multiplier

To remunerate teachers for the additional duties associated with classroom teaching, each contact teaching hour is multiplied by a factor according to the grade of the role. This factor is known as the multiplier.

For example, if a fractional teacher on Grade 7 carries out 1 hour of direct contact teaching, they will be paid for 3 hours work. This means that for every one hour of teaching, the fractional teacher will be paid for two hours of preparation and administrative work.

Grade	Multiplier
6	2.5
7	3

At grade 7 and above, the multiplier is higher to reflect the additional duties undertaken by fractional staff on higher grades (e.g. acting as lead contact for the course etc.).

2.2 Definition of plain time hours

The School recognises that fractional teachers carry out certain activities which do not require preparation or additional duties and can therefore be remunerated at the teacher's normal hourly rate. These are referred to as 'plain time' hours.

The following duties are paid at 'plain time'¹:

- Initial course preparation at the start of the term;
- Attendance at required department meetings including exam boards;
- Office hours;
- Marking that contributes towards assessment (e.g. essays and exams);
- Lecture attendance where this is stipulated in advance by the Head of Department as a pedagogical requirement for an individual teacher.

¹ This is not an exhaustive list

2.2.1 Multiple contracts on different grades

Where a fractional teacher has two (or more) contracts of employment on different grades, but within the same department, they will be paid plain time as follows:

- Where the plain time relates to a course (for example, course preparation) the plain time will be paid at the rate and grade for the contract of employment relating to that course.
- Where the plain time hours do not relate to a course (for example, attendance at a departmental meeting), the plain time hours will be paid at the higher grade.

2.2.2 Plain time not covered under this policy

It is important to ensure that payments to fractional staff are made in a consistent way across the School.

If circumstances arise where an employing department wishes to pay a fractional teacher additional plain time hours not covered in this policy, the relevant Head of Department should approach the Human Resources Directorate in the first instance. Normally, agreement from all Heads of Department and the HR Director will be needed before any additional plain time payments that are not covered by this Policy can be made.

2.3 Total hours of work

The multiplied contact teaching hours (i.e. the number of contact teaching hours increased by the relevant multiplier) and the plain time hours for each fractional teacher are added together to calculate the teacher's 'total hours'. These are the number of hours for which the fractional teacher will be paid.

Any plain time payments for assessed coursework and exam script marking will normally be paid on submission of an claim authorised by the convenor and will not be included in the total plain time hours in the contract, unless otherwise specified.

2.4 Calculation of the full-time equivalent (FTE)

The 'total hours' of work are included in each teacher's contract of employment and are used to calculate each individual's full-time equivalent (FTE).

A full-time Teaching and Scholarship employee is contracted to work 1524 hours per year.

This calculation is based on the School's standard working week of 35 hours multiplied by 52.143 (weeks per year), totalling 1524 hours per year (inclusive of paid leave).

Total paid leave for a full-time employee is 301 hours per year and this is subtracted from 1825 to give 1524 working hours per year.

The total paid leave for a full-time employee is calculated as follows:

- 30 days annual leave (multiplied by 7 hours [standard working day]) to give 210 hours annual leave

- 8 days bank holiday (multiplied by 7) to give 56 hours of bank holidays
- 5 days Christmas and Easter School closure days (multiplied by 7) to give 35 hours of closure days

The total is 301 hours of paid leave.

Each fractional teacher's 'total hours' are divided by 1524 hours to calculate their Full-Time Equivalent (FTE). The FTE is used to calculate the individual's salary.

2.5 Salary calculations

The *pro rata* annual salary is derived by multiplying the FTE for each fractional teacher by the full-time annual salary amount.

The *pro rata* London Allowance per annum is derived by multiplying the FTE by the full time London Allowance.

The VT fractional payment system calculates salary instalments by multiplying the hours of work by the hourly salary, then dividing the total payment by the length of the contract to make monthly installments.

The normal monthly payment may be adjusted if there are any variations to the fractional teacher's hours of work (e.g. if they work any additional hours as agreed with the Head of Department).

3. Plain time activities

3.1 Office Hours for Tutorial Groups

Eligible fractional teachers will receive payment for six office hours per term for up to three tutorial groups.

Where a fractional teacher has more than three tutorial groups, they will receive an appropriate plain time payment according to the number of groups taught.

Office hours payments increase by a factor of six.

For example:

Total number of tutorial groups per term ²	Plain time hours
1	6
2	6
3	6
4	12
5	12
6	12
7	18

3.1.1 Eligibility

To qualify for an office hours payment, the fractional teacher must meet the following criteria:

- Deliver tutorials; the tutorial groups do not necessarily have to be on the same course
- Deliver tutorials for at least one term (a term constitutes a minimum of seven weeks)
- Carry out some coursework assessment for the course and therefore be responsible for giving student feedback and responding to student queries
- Schedule and advertise in advance all office hours in line with department regulations
- Deliver all office hours in person at pre-advertised location except, where due to room shortages/unavailability, the Head of Department has agreed that some of the advertised hours can be carried out remotely. In such cases, the teacher must make their contact details known in advance and must be available for the entire advertised period for queries by telephone, email, online-chat, or web conference calling. Normally no more than one office hour per term will be carried out remotely; the other five hours should be carried out on School premises to allow for direct contact with students.

In exceptional cases, and where there are pedagogical reasons to do so, two staff may share the tutorials for one course over one or more terms. In such circumstances, where the course otherwise meets the criteria for office hours, office hours may exceptionally be

² Please note that tutorial groups can be across multiple modules.

shared between the two staff. The Head of Department must agree any such arrangement in advance.

3.1.2 Exclusion from Office Hours Tutorial Payments

Seminars and other forms of small group teaching such as language classes (even where these are designated 'tutorial' which are not supplementary to course lectures) are exempt from payment.

3.2 Office Hours for Lectures

Where a course lecture has no tutorial groups, it is acknowledged that the fractional teacher will be required to give additional feedback and respond to queries.

Eligible teachers will receive payment for six office hours per term for up to three lecture groups.

Where a fractional teacher has more than three lecture groups, they will receive an appropriate plain time payment according to the number of groups taught. Office hours payments increase by a factor of six.

Please refer to the examples above.

3.2.1 Eligibility

To qualify for an office hours payment, the fractional teacher must meet the following criteria:

- Teach lecture groups; the lecture groups do not necessarily have to be on the same course.
- Deliver lecture for a minimum of seven weeks per term (or 14 weeks for two terms).
- There must be no tutorial groups on the course and the fractional teacher must be solely responsible for providing student assessment feedback and for answering student queries.
- Carry out some coursework assessment for the course and therefore be responsible for giving student feedback and responding to student queries.
- Schedule and advertise in advance all office hours in line with Faculty/employing department regulations.
- Deliver all office hours in person at pre-advertised location except, where due to room shortages/unavailability, the Faculty have agreed that the advertised hours can be carried out remotely. In such cases, the teacher must make their contact details known in advance and must be available for the entire advertised period for queries by telephone, email, online-chat, or web conference call. Normally no more than one office hour per term will be carried out remotely; the other five hours should be carried out on School premises to allow for direct contact with students.

In exceptional cases, and where there are pedagogical reasons to do so, two staff may share the tutorials for one course over one or more terms. In such circumstances, where the course otherwise meets the criteria for office hours, office hours may exceptionally be shared between the two staff. The Head of Department must agree any such arrangement in advance.

3.3 Course Preparation

Course preparation covers activities such as updating the virtual learning environment, and planning reading lists and course content across the term.

3.3.1 Eligibility

To qualify for a course preparation payment, all fractional teachers must teach for a minimum of seven weeks.

In recognition of the trainee status of Graduate Teaching Assistants, the School pays an enhanced rate for course preparation to Graduate Teaching Assistants who are teaching a course for the first time.

3.3.2 Payment rate

Role	Half unit course	Full unit course
GTA teaching on a course for the first time	5 hours plain time	10 hours plain time
GTA teaching on a course for the second or third time	2.5 hours plain time	5 hours plain time
Teaching Fellow	2.5 hours plain time	5 hours plain time
Senior Teaching Fellow	2.5 hours plain time	5 hours plain time

3.4 Marking

Plain time payments for assessment will normally be paid on submission of an authorised claim.

3.4.1 Assessed coursework

Script length (word count)	Number of scripts paid per hour	Rate per script (plain time hours)
1499 or less	3.5	0.29
1500-4000	2.5	0.4
4001 or greater	1.5	0.67

3.4.2 Exam marking

Exam scripts will be remunerated at the rate of 2.5 scripts per hour (0.4 hours per script).

3.4.3 Dissertation marking

Level	Activity	Plain time rate
Postgraduate	Supervising a dissertation	8 hours
Postgraduate	Marking a dissertation	1 hour
Undergraduate	Supervising a dissertation	6 hours
Undergraduate	Marking a dissertation	1 hour

3.4.4 Exam setting on another teacher's course

Three hours of plain time will be paid for setting an exam paper on another teacher's course.

3.4.5 Presentation marking for another teacher's course

Two hours of plain time are paid for marking a presentation for a course taught by another teacher.

4. Recruitment and Appointment

All fractional teaching posts over six months duration must be advertised in line with the [School's Recruitment Policy](#).

Departments may also choose to advertise such vacancies using all-faculty emails, notice boards, the careers service and other relevant media.

Departments should select applicants for fractional posts using the selection criteria from the relevant fractional job description and person specification.

Written documentation recording the reasons for selection decisions must be recorded and retained by the Department for one year.

Confidentiality must be maintained for all candidates throughout the selection process. Documentation should be processed and retained in a confidential and secure manner.

In some instances, fractional vacancies may constitute a possible redeployment opportunity (e.g. for a fixed-term Teaching Fellow or Senior Teaching Fellow whose contract is about to expire) and in such cases, may be exempt from the School's Recruitment Policy depending on the circumstances of the case. In these instances, the post should be recruited in line with the School's protocol for redeployment.

Graduate Teaching Assistant appointments are training roles rotated between PhD students and therefore are exempt from the Redeployment Policy.

4.1 Appointing a Tier 4 visa holder

Non-EEA students who are Tier 4 visa holders are limited in the number of hours that they can work.

Provided that the expiry date of the Tier 4 visa has not passed, a student on a Tier 4 visa can work:

- a maximum of 20 hours paid or unpaid work per week during term time for degree students;
- a maximum of 10 hours paid or unpaid work per week during term time for students studying courses below degree level;
- full time outside of term time only i.e. during vacations and following completion of their course

During term time, Tier 4 students must not undertake paid or unpaid work which would bring their total hours to more than 10/20 per week across all the work being undertaken.

This includes paid, casual work, volunteering, acting as a student ambassador/invigilator, and any other type of paid or unpaid work both for the School and elsewhere. Tier 4 students must sign a declaration stating they understand this policy before undertaking work for SOAS.

All work undertaken by Tier 4 fractional staff counts towards the working hour limit. This includes multiplied hours, all marking etc.

Given the limitation on working hours, it is recommended that a **Tier 4 visa holder with a 20 hour working limit should not normally be given more than five hours per week of contact teaching**. This is because once the multiplier is applied and additional activities such as office hours and marking are included, this is likely to reach the 20 hour limit. However, this is a general guideline, and precise calculations of the person's working hours based on their grade and the requirements of the module should be done before making a final determination.

Working hours are calculated on a weekly basis (Monday- Sunday) rather than a monthly average.

PhD students are required to book leave from their PhD studies, and have this confirmed by their supervisor, in order to take advantage of working full time.

5. Payment instalments

All permanent fractional teachers are paid over twelve months, in line with other permanent employees.

Fixed-term fractional staff will be paid in monthly instalments, as set out in their contract of employment.

6. Graduate Teaching Assistants

The School maintains a number of teaching posts to help with the training of SOAS PhD students who may wish to pursue an academic career.

Recruitment of new staff each year to Graduate Teaching Assistant (GTA) positions is a recognised priority so that as many PhD students as possible can benefit from the scheme.

GTA posts are normally held for a maximum of two years, although in exceptional cases a contract for a third year may be offered after approval by the Head of Department. Further details are available in the Graduate Teaching Assistant Training Scheme.

6.1 Training requirement for Graduate Teaching Assistants

No PhD student will be eligible to teach at the School without having completed the necessary three day core units of the [Professional Development in Higher Education Programme \(PDHEP\)](#).

All GTA fractional teachers will have access to an accredited programme of training, which will enable them to apply to become an Associate Fellow of the Higher Education Academy.

6.2 Training payment

Graduate Training Assistants will be paid a one-off payment of £200 (£11.12 per hour), if they have fully attended all three days of the PDHEP core units.

Remuneration for this activity will be made as a one-off payment, following confirmation from the [Learning and Teaching Development Office](#) of attendance on the course.

Payment will not be made to Graduate Teaching Assistants who have only partially completed the course.

PhD students who complete the core units of the PDHEP but do not become fractional teachers, will not qualify for the training payment.

7. Market Rate Supplements

The grading of posts, and therefore the salary range, are determined by job evaluation.

The School's Market Pay Policy recognises that recruiting and retaining key staff may be difficult where the grade determined for a specific post through job evaluation is lower than the market rate of pay.

In some cases, the School's ability to attract students to programmes of study relies on recruiting teachers from professions outside Higher Education (e.g. law) and in such cases a market rate supplement may need to be paid to ensure pay parity.

A market rate supplement may be paid for a fixed-period to attract and retain staff who qualify under the policy.

[The Fractional Teaching and Scholarship Staff Addendum to the Market Pay Policy](#) provides further information on the use of market supplements for fractional teachers.

When an employing department or faculty wishes to pay a market rate supplement, they should make an evidenced decision about why the supplement is justified in a particular case in accordance with the School policy.

The Convenor should make a full case to the Head of Department by email to justify why academically and/or professionally, the individual should qualify for a market rate supplement. The case should be verified by supporting evidence in the form of the individual's CV, list of publications, etc. The case must be made in writing and should be retained confidentially at department level.

All market pay supplements for fractional teachers are for fixed-periods of normally one year but up to a maximum of two.

If the employing department wishes to extend the supplement beyond the initial period, another formal application must be submitted by the Convenor to the Head of Department.

Any market pay supplement paid to a fractional teacher should normally equate to the difference between their base pay and the bottom point of the appropriate grade (e.g. Lecturer, Senior Lecturer/Reader or Professor).

8. Grading and job evaluation

In common with other SOAS teaching staff, the grade and salary range for all fractional teachers is determined through analytical job evaluation using the HERA (Higher Education Role Analysis) scheme.

When recruiting fractional staff, the employing department should use the agreed standard job descriptions for fractional posts, selecting the role profile which best describes the duties of the post. If the selected job description needs modifying other than in permitted sections or none of the standard job descriptions meet the role requirements, employing departments should seek advice from their designated Recruitment and Operations Officer.

If a fractional teacher is undertaking work on different job descriptions (e.g. is convening for one course but not another), the teacher must be issued separate contracts on different grades and job descriptions for the relevant courses. They must be paid at the appropriate rate/grade for the different duties/job description.

Employing departments who wish to regrade a fractional teacher or pay them at a higher grade, must submit a Grading Review Request in accordance with the School's Grading Review and Appeals Procedure.

When requesting a Grading Review for a fractional teacher, departments must submit the following information electronically to Rewards@soas.ac.uk

- A GR2 Grading Review form
- A structure chart showing how the role fits into the department and the overall departmental structure
- A nationally agreed Role Profile with the grading review statement indicating why it is more appropriate than that used to currently grade the post.

9. Job Descriptions and Person Specifications

Template job descriptions and person specification exist for Fractional teaching staff at grade 6 and grade 7.

Job descriptions and person specifications should only be varied where indicated. Any other variations must be discussed with your designated Recruitment and Operations Officer as other changes to the role may require job evaluation.

Job descriptions should be used during recruitment, probation, and staff development review (SDR) and performance management.

10. Terms and conditions of employment

Fractional teachers are employed on largely the same terms and conditions of employment as substantive Teaching and Scholarship staff; such as Teaching Fellows and Teaching English for Academic Purposes Teachers.

Due to the nature of their work, the contracts of employment for fractional teachers do vary in a number of key ways appropriate to the different nature and circumstances of their work, such as annual leave and payment method.

Fractional teachers should refer to the *Terms and Conditions for Fractional Teachers at SOAS University of London* for further details.

10.1 Annual leave

Annual leave is covered under the Terms and Conditions for Fractional Teachers at SOAS University of London.

Fractional teachers should note that they are not permitted to take annual leave on days in which they are scheduled to teach and may only take annual leave during the School recess periods.

Payment for annual leave is normally paid during School's recess periods: December, March and July.

10.2 Performance Management

Each fractional teacher should have a line manager (e.g. Head of Department or Course Director etc.) to provide supervision, guidance, support and monitoring.

Line managers should help provide guidance to fractional teachers and use the individual's job description to set performance objectives during probation and staff development review (SDR) (if applicable – see Section 11, Staff Development below). Performance objectives for many fractional teachers will be identical, but they will still be important in helping the employee work to the required level.

It is important to tackle any areas of poor performance or misconduct promptly to avoid difficulties escalating.

Fractional teachers are covered by the following performance management policies and guidelines:

- [Probation Procedures for Support, Research and Teaching and Scholarship Staff](#),
- [Disciplinary Procedure for Support, Research and Teaching and Scholarship Staff](#),
- [Poor Performance Guidelines](#)
- [Misconduct Guidelines](#)

Any areas of poor performance or misconduct should be dealt with in accordance with the relevant procedure.

Advice and support on tackling misconduct or poor performance can be obtained from your designated [Employee Relations Consultant](#).

10.3 Sickness Absence

Fractional employees are covered by the School's [Sickness Absence Policy and Procedure](#). This policy covers both physical sickness and mental health issues.

All fractional teachers must report sickness absence in accordance with the terms and conditions of their employment and the Sickness Absence Procedure. Fractional teachers should confirm the date of their return to work on the School's HR Self-Service system MyView.

GPs' Fitness for Work Medical Certificates are required for all absences of more than seven days.

Employing Departments and Faculties must report all sickness absence for fractional teachers to the HR Directorate using the online Departmental Sickness Absence Report.

If a fractional employee is unable to teach due to short-term sickness absence and the course convenor/coordinator decides that any classes missed need to be taught by the employee, the employee should reschedule these classes on their return to work where practicably possible, without receiving additional payment.

Cases of frequent short-term sickness absences or long-term sick leave should be managed in accordance with the Sickness Absence Procedure.

10.4 Fixed term Staff Policy and Procedure

The School's [Policy on the Employment of Fixed-Term Staff](#) applies to any fractional teacher with a fixed-term contract of employment.

Any fixed-term fractional contract of employment must contain an 'objective justification' (or reason) to explain to the individual why their post is fixed-term.

10.4.1 Objective justification

Objective justification reason	Appropriate use
The post requires specialist expertise or recent experience not already available in SOAS	Where a course requires expertise or recent experience which is not held by any current employee, this reason could be applied to a new fractional teacher who has such expertise, whilst efforts are made to obtain such expertise or experience in the longer-term (e.g. through recruiting a permanent member of staff or training existing staff)
To cover staff absence such as research leave, maternity leave or long-term sickness absence	If a fractional teacher is recruited to cover staff absence such as research leave, maternity leave or long-term sick leave.
The contract is to provide a secondment or career development opportunity	The Graduate Teaching Assistant scheme is designed to provide career development opportunities for SOAS PhD students.

Where input from specialist practitioners is required for a limited period or for a project/activity lasting for a limited duration.	If a course requires specialist input from practitioners for a limited period (e.g. lawyers teaching a few lectures or a module) and not on a permanent basis; or a course (or work associated with the course such as development of a new course) is just for a limited period and is not on-going.
Where student or other business demand can be clearly demonstrated as particularly uncertain, such as the development of a new course or service.	<p>If the department can demonstrate (through student record statistics over a number of years) that student numbers for a course fluctuate considerably and in some years a course has not run due to poor recruitment, it may be possible to justify a fixed-term contract for a fractional teacher OR Where a new course is being developed and it is difficult to predict whether the course will successfully attract sufficient student numbers, it may be possible to initially justify a fixed-term contract.</p> <p>However, if and when the course becomes established and student numbers are no longer uncertain, this objective justification should no longer be used.</p>
Externally funded posts where there is no reasonably foreseeable prospect of short-term funding being renewed nor other external or internal funding becoming available.	<p>If a course is externally funded for a fixed period and there is no foreseeable prospect of this funding being renewed or other funding becoming available (e.g. the course being funded by SOAS or another external source).</p> <p>Where short-term funding has already been renewed, continuing use of the fixed-term contract would need to be justified by an objective reason.</p>
Where the post is wholly or largely supporting a specific business or academic function/activity which the School has decided to cease in the future.	If the Department is planning to end a course in the future, but still is required to teach the course at the current time until it ceases

Further guidance and additional examples can be found in the Fractional Teacher's Frequently Asked Questions.

If none of the listed objective justifications in the School's Policy on the Employment of Fixed-Term Staff apply but there is a genuine reason for the post being fixed-term, the Employing Department should contact their designated Employee Relations Consultant.

Any objective justification for a fixed-term contract not listed in the Policy on the Employment of Fixed-Term Staff, must be approved by the HR Director, following consultation with the School's recognised trade unions.

If there is no objective justification for a post being fixed-term, the appointment should be made on a permanent basis in line with the [Policy on the Employment of Fixed-Term Staff](#).

10.4.2 Expiry of fixed term contracts

Employing Departments should consult all fixed-term fractional teachers about the expiry of their fixed-term contract in accordance with the School's Procedure for the Expiry of Fixed Term Contracts for Support, Research, Teaching and Scholarship Staff Groups.

If a fractional teacher is unable to attend a consultation meeting in person, the meeting still can be conducted via telephone or video-calling. In such cases, the FT2 form should still be completed by both parties.

If a fractional teacher wishes to decline the opportunity to be consulted on the proposed expiry of their fixed-term contract, this should be confirmed in writing to the Department and copied/forwarded to HR.

10.5 Leaving Employment

10.5.1 Retirement

If a fractional teacher wishes to retire from employment, they will need to resign from their position in accordance with the School's [Voluntary Retirement Policy and Procedure](#).

A Fractional Resignation Notification form must be completed for retiring under this procedure.

10.5.2 Resignation

If a fractional teacher resigns from their position, the employing Department must complete the Fractional Resignation Notification form and submit it to the Payroll Section of the HR Directorate as soon as possible and by no later than the 10th of the month on which the last day of service falls. Overpayments will be caused by the failure of Departments to complete the form or to send the form to the Payroll team in a timely fashion.

10.5.3 End of fixed term contract

Where a fractional teacher's contract is due to expire, the employing Department must complete the FT2 form to demonstrate that they have consulted the fractional teacher on the potential expiry of their fixed-term contract and the options available to them (e.g. opportunities for renewal, redeployment etc.) in line with the provisions of the Fixed Term Contract policy.

11. Staff Development

With their line manager's agreement, Fractional teachers are entitled to attend any course or activity on the School's Staff [Calendar of Events](#) providing they have applied using the 'My Training' tab in [MyView](#).

Fractional teachers can also use the Staff Learning and Development [Self-study](#) resources, apply for funding for courses external to SOAS in accordance with the [Staff Development Policy](#) and access advice on personal development from the Staff Learning and Development Team.

All Fractional teachers are entitled to have a [Staff Development and Review \(SDR\)](#) meeting in accordance with the School's [SDR Scheme Procedure](#). Those working 0.4 FTE or above will be expected to have this meeting each year.

12. Staff Benefits and Loans

Fractional teachers are entitled to access [staff benefits](#) including:

[Pension](#)

The School operates the Universities Superannuation Scheme (USS) Career Revalued Benefits (CARE) pension scheme.

The School will contribute a sum equal to 18% of your salary while you pay 8%.

All employees are automatically entered into the relevant pension scheme for their salary grade; for fractional teachers the pension scheme is USS. If an employee does not wish to join the scheme, s/he should complete an opt-out form (available on the USS website) and send it to the Payroll and Pensions Manager

Cycle to Work Scheme

The School promotes a greener approach to travel by encouraging the use of a bicycle as transport to and from work, and supports the Government's Cycle to Work scheme.

Computer Loan

The School offers an interest free loan up to a maximum of £1,500, to purchase a computer.

Travel Season Ticket Loan

Interest-free loans are available for staff to purchase annual season tickets.

Childcare Voucher Scheme

Childcare vouchers can enable parents to pay for childcare from pre-tax and National Insurance income.

Childcare Allowance

The School provides some financial assistance to employees who are required to pay childminder or nursery fees for their children.

24/7 confidential support

Staff and their household members have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year. Staff also have access to telephone counselling.

Eye tests

Employees using display screen equipment (DSE) such as VDUs are entitled to an eye examination funded by the School.

12.1 Eligibility

To be eligible for some benefits such as child care vouchers and the cycle to work scheme, a fractional teacher must have a contract of employment of over one year, in accordance with the regulations governing these schemes.

Where breaks in employment are due to a temporary cessation of work, fractional teachers may accrue continuous service, even where they do not work continuously for a full calendar year. The pattern of employment will be important in determining continuous service. Please contact [Human Resources](#) for advice.

In the case of loans, an individual employee is not permitted to borrow more in total than their annual salary. This is the cumulative total, i.e. when a teacher may have more than one loan. This is to ensure that the employee can afford to repay the loan(s).

In addition, the deduction of any loan(s) from a fractional teacher's salary cannot reduce their pay to a level below the National Minimum Wage. The re-payment period for any loan cannot exceed the duration of the fractional teacher's contract of employment with the School.

12.2 Travel to work

As with all School employees, fractional teachers are not entitled to receive expenses for travel to work. Furthermore, their base salary or other payments such as allowances, should not be adjusted to cover any costs of travel to work.

13. Definitions

	Definition
Fractional teacher	A member of teaching and scholarship staff employed on a small fraction of a full-time equivalent (FTE) member of staff. Fractional teachers are normally employed on 0.5 FTE or less.
FTE	Full-time equivalent
Contact teaching hours	<p>Any hour of work spent delivering teaching directly to students in a lecture, tutorial or seminar. When carrying out classroom teaching, a fractional teacher will need to undertake associated duties, including:</p> <ul style="list-style-type: none"> • Class preparation • Administration <p>To remunerate teachers for these additional duties, each contact teaching hour is multiplied by a factor according to the grade of the role. This factor is known as the multiplier.</p>
Multiplier	<p>The factor (either 2.5 or 3, determined by grade) by which a teacher's contact teaching hours are multiplied. The multiplier is used to calculate payment for the additional duties that a fractional teacher undertakes for every hour of teaching, including administration and class preparation.</p> <p>For staff on Grade 6, contact teaching hours are subject to a multiplier of 2.5.</p> <p>For staff on Grade 7, contact teaching hours are subject to a multiplier of 3.</p> <p>For example, if a fractional teacher on Grade 7 carries out 1 hour of direct contact teaching, they will be paid for 3 hours work.</p>
Lecture	A learning event lead by the teacher, in which teaching materials are delivered in a 'one-way exchange' of information, e.g. through the delivery of a lecture or presentation. According to the SOAS timetable definition, a lecture is any event which all members of a course have to attend. However, in some cases, all members of a course also have to attend tutorials or seminars. There is no maximum size for a lecture group.
Seminar	A seminar is normally a discussion-based group, facilitated by a teacher, with substantial student involvement in the learning event. Normally 30 – 40 students make up a seminar group.
Tutorial	A student-lead learning activity, facilitated by a teacher. A tutorial will normally be up to a maximum of 15 students.

<p>Class preparation and administration</p>	<p>Class preparation and administration may include any of the following activities:</p> <ul style="list-style-type: none"> • Preparing teaching materials required for classroom teaching, including audio-visual aids, notes and hand-outs; • Updating the Virtual Learning Environment (In language-based subjects): Finding text or other materials suitable for translation • Maintenance of class registers • Liaison with the Head of Department, Course Director or Convenor as required • Marking formative assessment (e.g. weekly homework) <p>In addition to class preparation which is remunerated in the multiplier, teachers will receive additional plain time hours for Course Preparation (see definition below).</p>
<p>Course preparation</p>	<p>Additional payments are made for course preparation at fixed rates, which may include the following duties:</p> <ul style="list-style-type: none"> • Making teaching materials available on the Virtual Learning Environment • Becoming familiar with the course materials and reading list, updating these if required • Planning the content of lessons across the term/course
<p>Assessment</p>	<p>Assessed coursework and exam marking are paid at the rates as set out in this policy.</p> <p>Marking for assignments that do not form part of assessment (e.g. weekly homework) is not paid in addition, unless agreed in advance by the Head of Department.</p>

<p>Office Hours</p>	<p>A scheduled and pre-advertised period when a teacher is available in a pre-designated location to answer student queries and provide feedback on coursework.</p> <p>As Fractional Teachers do not have dedicated office space, office hours may often be carried out more flexibly than for substantive Teaching & Scholarship staff, for example, at the end of classes. Often office hours may be held 'remotely' with the teacher giving feedback and responding to queries by telephone, email, online chat or web conferencing.</p> <p>Students should be able to access the teacher in person either by making a prior appointment or by 'dropping in' at the appropriate time.</p> <p>Availability of teachers for their office hours should be communicated to students by other appropriate means (e.g. in tutorials, lectures or by emails or School website as appropriate according to departmental regulations).</p>
<p>Plain time hours</p>	<p>Any hours of work paid at the fractional teacher's standard hourly rate. Fractional teachers carry out certain activities which do not require any preparation or associated duties and therefore can be remunerated at the teacher's normal hourly rate without the multiplier.</p> <p>Plain time is any hour of work paid at the fractional teacher's standard hourly rate. Work paid at plain time includes attendance at departmental meetings, examination board attendance and office hours.</p>

Plain time meetings	<p>Where a Head of Department has directly stipulated that a fractional teacher's attendance is required, such meetings will normally be paid at plain time rate. If a fractional teacher is required to attend any of the following, they will normally be remunerated at plain time rates:</p> <ul style="list-style-type: none"> • Departmental meetings • Attendance at Examination Board meetings • Participation in any training courses/events which have been agreed by the Head of Department. • Lecture attendance where stipulated in advance by the Head of Department for pedagogical reasons. <p>Any meetings that a fractional teacher will be required to attend will be stipulated in advance to them by their Head of Department.</p> <p>The School will not pay for a fractional teacher to voluntarily attend meetings at their own discretion (e.g. the Director & Principal's Annual address, union meetings etc.).</p>
Total hours	The total hours for which a teacher will be paid (e.g. a total of the multiplied contact teaching hours and plain time hours).
Objective Justification	<p>This is a legal definition which largely means a good operational/organisational reason which justifies certain treatment. Any objective justification has to be aimed at achieving a legitimate objective (e.g. a genuine operational or organisational objective) and must be a necessary and appropriate way of achieving that objective. The Joint Negotiation Committee for Higher Education Staff (a national negotiating body representing HE employers and recognised trade unions) has agreed a list of circumstances which constitute objective justifications which are used by SOAS when justifying the use of fixed term contract.</p>

14.

Responsibilities

Heads of Department

- Ensuring all staff in the Department comply with the terms of this Policy.
- Overall responsibility for fractional budgets and ensuring fractional appointments remain within budget.
- Ensuring that there is a genuine need for each fractional position. This will include ensuring that there is no current teaching capacity before creating fractional positions (e.g. Teaching and Scholarship staff or academic staff who are not teaching their required number of contact teaching hours and therefore could undertake additional teaching).
- Ensuring fractional vacancies (of over 6 months' duration) are advertised and all selection decisions are based on criteria listed in person specification and the reasons for such decisions are recorded.
- In line with the Fixed Term Contract Policy, to identify the objective justification if a fractional teacher is appointed on a fixed-term contract. In consultation with HR, dealing with requests for fixed-term fractional teachers to transfer to permanent contracts.
- Authorising or providing delegated authority to appropriate colleagues (e.g. Departmental Managers) for the approval of fractional contracts
- Considering cases for market rate supplements and approving Market Rate Supplement applications.
- Determining which meetings and activities fractional staff are required to attend as part of their plain time, and ensuring that both the individual teachers and administrative staff are informed of this.
- Acting as, or providing delegated authority to others (e.g. Module or Programme Directors) to act as line managers for fractional staff.
- To carry out probation and Staff Development Reviews (if applicable) and ending of fixed-term consultation meetings for fractional teachers.
- Approving GTAs to teach for a third year in circumstances noted in this policy.
- Ensuring that arrangements are in place for new teachers to provide proof of their eligibility to work at interview. The HR directorate will be responsible for verifying eligibility once documentation is received from the department.

Module and Programme Convenors/academic staff responsible for appointing fractional teachers

- Providing information to administrative staff to enable VT [the Fractional Teacher's Payment system] to be accurately updated in time to ensure fractional teachers are issued with accurate contracts of employment and paid in a timely manner.
- To advise administrative staff of any changes in the employment of fractional teachers and to ensure they are informed promptly of any resignations/ending of fixed-term contracts.
- Using template job descriptions and person specifications appropriately to ensure that fractional teachers are carrying out all the duties required at their appointed

grade; likewise ensuring that fractional staff are not asked to take on duties for which they are not paid.

- Accurately completing all appointment and variation of contract forms and ensuring these are sent to the fractional administrator or HR Directorate according to agreed deadlines to ensure that fractional staff are paid in a timely manner.

Department administrative staff

- Sending documents verifying eligibility to work to HR for new teachers/re-joiners with completed VT Candidate application forms.
- Liaising with fractional teachers over the details of their appointment and acting as first point of contact.
- Informing the HR Directorate when any fractional appointments should be terminated (e.g. by reasons of resignation, retirement or expiry of fixed-term contract), including completing the relevant form.
- Informing the HR Directorate of any absences for fractional teachers (e.g. maternity leave, paternity leave, sick leave, jury service etc.)
- Working closely with HR and Payroll colleagues on any fractional staff queries to actively address any possible errors or overpayments, including making fractional staff aware where a reduction of hours will result in reclaiming of salary.
- Liaising with fractional teachers on their contracts of employment and associated processes, including advising staff when deadlines have been missed which could result in delays in payments (e.g. where VT has not been updated in time for Payroll deadlines, fractional teachers have not provided proof of their right to work, completed their VT Candidate application form or returned signed acceptance of contracts/variations, etc.).

Payroll and Pensions Team

- To make accurate and timely salary payments to fractional teachers based on the data entered in VT.
- To enter all fractional teachers into the relevant pension scheme unless an opt-out form has been received; and to provide further information on the pension scheme as requested.
- To issue payslips in a timely manner for fractional staff.
- To respond to queries relating to the payment of fractional teachers and PAYE queries

HR Recruitment and Operations Team

- To verify the eligibility to work in the UK for new fractional teachers/re-joiners on receipt of documentation from employing departments
- To maintain right to work information, re-joiner data and HESA data on fractional teachers to allow new employee records to be created in VT
- To send timely reminders about the expiry of fixed-term appointments in advance to employing departments.
- To advertise any fractional posts on the School's vacancy website or external media if requested.
- To administer any leave of absence for fractional teachers on receipt of relevant information from employing departments (e.g. maternity leave, paternity leave, adoption leave, unpaid leave) and to liaise with the HR Business Partner Team

where a referral to Occupational Health may be necessary (e.g. for any fractional teachers on long-term sick leave etc.).

- To evaluate the role of any fractional teacher following a Grading Review Request in line with the School's Grading Review & Appeals Procedure, and arrange Grading Review Panels to approve any change in grade.
- To provide advice, training and guidance on this policy, associated procedures to employing departments.
- To set up and maintain fractional posts on the HR-Payroll System, ResourceLink/VT

Staff Learning and Development Team

- To provide any training for fractional staff teachers on this Policy as requested.
- To provide advice and guidance on the Staff Development Review scheme (SDR).

Human Resources

Last updated July 2018