**CUCD Protocol on Academic Staffing**

Preamble

CUCD Bulletin 37 (2008) published a 'CUCD protocol for the employment of salaried Academic Staff on short-term contracts' and it has remained [on the website](https://cucd.blogs.sas.ac.uk/archive/) ever since. This laid out what CUCD considered good practice in relation to duties, appointment procedures and staff development, and made a number of other suggestions generally advocating that temporary staff not be treated unfairly relative to those on permanent contracts.

At its meeting on 7th October 2017 CUCD standing committee had a discussion based on an article published by Dr Katherine McDonald (Exeter) in CUCD Bulletin 46 (2017) entitled [Employment and Casualization in Classics Departments in UK Universities](https://cucd.blogs.sas.ac.uk/files/2015/01/McDONALD-Casualisation.pdf). That article was partly based on a survey conducted by Dr. McDonald as part of her PCAP course at Exeter which revealed wide-spread casualization and documented a range of negative consequences. CUCD’s discussion was also informed by a number of recent articles in the Bulletin and on [the website of the WCC](https://wcc-uk.blogs.sas.ac.uk/) on general issues of precarity among early career researcher in classics and by the recently revised [SCS Statement on Professional Ethics](https://classicalstudies.org/about/scs-statement-professional-ethics). It is apparent that new problems have emerged since 2008 when the main concern was the treatment of temporary as opposed to permanent staff. The worsening employment system, changes in employment law and in university employment practice meant that the 2008 protocol needed revision.

This New Protocol is intended to address this by extending coverage to include casualization, zero hours contracts, and fractional posts as well as the full time temporary ones with which the 2008 protocol was most concerned. A first draft of this Protocol was considered by Council on 4 November 2017; this draft incorporates revisions suggested in discussion and was approved by Standing Committee on 9 December 2017.

GDW December 2017

**The following protocol sets out what the Council of University Classical Departments considers good employment practice.**

It is recognised that individual universities have policies which impose constraints on what departments can achieve, but CUCD urges academic staff when possible to work within the following broad guidelines. The terms 'department' and 'head of department' are used throughout although it is recognised that universities organize themselves in different ways. It is recognised that much of what follows has particular relevance to Early Career Researchers but CUCD considers it is also more widely applicable.

1. **CUCD considers that teaching and research in classics departments should as far as possible be conducted by staff on open-ended contracts and by research students whose work should be properly remunerated**.
2. **CUCD recognises that there will be circumstances when this cannot be achieved.** 
   1. Temporary staff are legitimately employed to replace staff on externally funded research leave, on external or internal secondment, on sick leave, parental leave, or during other career breaks.
   2. Temporary staff are also legitimately employed when external funding is available for research projects.
   3. CUCD does not consider it legitimate to employ staff on rolling or discontinuous contracts to increase the flexibility of a department's staffing, nor to reduce the cost of salaries or other benefits.
   4. CUCD encourages departments to be inclusive, welcoming and enabling in respect of temporary staff and those on fractional contracts, and to show proper regard for their immediate welfare and long-term aspirations.
3. **CUCD considers that all academic employment should be covered by contracts** and that these should specify clearly the duties of temporary staff and staff on fractional contracts.
   1. When contracts are not specifically designated as teaching and administration only, then appropriate research time should also be assigned.
   2. When contracts are designated research only, any teaching should be separately remunerated and voluntary. Attention is drawn to the [Concordat to support the career development of researchers](https://www.vitae.ac.uk/policy-practice/505181/Concordat-to-Support-the-Career-Development-of-Researchers.html) (currently under review).
4. **CUCD considers that departments should as far as possible treat academic staff on fixed-term and/or fractional contracts in the same way as their colleagues on open-ended and/or full-time contracts**. For instance:
   1. all academic staff should participate in departmental meetings.
   2. no academic staff should be excluded from meetings or consultations by reason of being on temporary or fractional contracts.
   3. every member of academic staff should be offered a mentor who should not be either that person’s PI or department head.
   4. all academic staff should be offered equal access to staff development including Performance and Development Reviews/ Appraisals.
   5. all staff should be invited to attend research seminars, conferences and other research related activity, even if research is not part of their job-descriptions.
   6. all staff should be given material and moral support for their research activity, including access to library resources, e-mail and on-line services in and out of term/semester-time and where possible support for attending conferences and applying for research funding.
5. **CUCD considers that special accommodation needs to be made for academic staff on fractional contracts**. Some staff have chosen to work part-time for a variety of reasons, and others find themselves doing so when they would prefer a full-time position. The following good practice applies to both groups.
   1. the workload should be equivalent to the fraction ie: a 0.5 FTE teaching fellow should teach half the load of a full time member of staff. It is understood that this should be calculated using the same workload model used for permanent and full-time staff.
   2. the timetabling of work should be organized in a reasonable way so that, for example, a member of staff on less than 0.5FTE would not normally be required to work on more than 3 days a week in term time.
   3. meetings and work-communications should be organized in such a way that those on fractional contracts should not be required to be available, in person or electronically, throughout the working week.
   4. marking and examination loads should be calibrated to the fraction of the contract of individual staff members.
6. **CUCD condemns the growing use of discontinuous contracts,** for example contracts in which teaching staff are not employed during university vacations or during the summer months, and contracts in which replacement teaching for secondments of a year or more takes the form of a series of eight, nine or ten month contracts. CUCD notes in particular:
   1. That much preparation and organization takes place outside teaching terms and it is unreasonable to expect academic staff to participate in this in periods when they are not employed.
   2. That discontinuous contracts increase the precarity of those who hold them, with negative consequences for their financial and general well-being.
   3. That discontinuous contracts also make it difficult for departments to plan even in the short term.
   4. That there are potential negative consequences for student welfare when staff on short term or discontinuous contracts have a pastoral role.
7. **CUCD condemns the use of zero-hours contracts**.
   1. CUCD recognises that a certain amount of hourly-paid teaching can be useful for both graduate students and departments but notes that this should be governed by contract and that payment should take into account preparation and marking time and office hours when appropriate. Graduate Teaching Assistants should be given some supervision and feedback on their performance.
   2. In cases where departments find it useful to maintain a relationship with an academic to whom they cannot guarantee employment in the immediate future, CUCD recommends that if these academics are not also students at the university in question they be given honorary affiliations and/or membership of the department.
   3. CUCD considers it good practice that academics in this position should in return be given some basic facilities including library access, e-mail and postal addresses and a presence on the departmental web-site.