**CUCD protocol for the employment of salaried Academic Staff on short-term contracts**

**i. Definition of jobs**

Classical Departments employ teaching and research staff on a variety of short-term contracts.

* **Teaching Staff:** For teaching staff some contracts are defined by time (3 months, 6 months, 9 months, one year, two years), others by what is being delivered (teaching one lecture course, seminars for one course, etc.). Opportunities to run classes and seminars are important for graduate training, and opportunities to teach a single lecture course can be vital for finishing graduate students. However, it is important that such piecework contracts should not be abused. Wherever the teaching amounts to 50% or more of the teaching that would be expected from a university lecturer in a full-time position, the expectation should be that the contract will be defined by time, not by the teaching delivered (e.g. half-time post for a year, full-time post for six months). Where posts are not defined as ‘teaching only’, research time should be explicitly designated; this is particularly important in contracts which run for less than 12 months and do not include the summer research period. Any staff who have been teaching on any contract during an academic year should be given such (honorary) status as is necessary to enable them to use departmental and university research facilities during the summer research period.
* **Research Staff:**All advertisements for research positions should make clear how much teaching and administration is a) expected, and b) allowed. It should be clear whether the figure for hours of teaching includes or does not include preparation time.

**ii. Appointments procedures**

1. All appointments to temporary teaching positions defined by time should be advertised as a minimum on [jobs.ac.uk](http://www.jobs.ac.uk/) and by e-mail circular on [CLASSICISTS](mailto:classicists@listserv.liv.ac.uk)
2. All advertisements for temporary salaried lectureships should make it explicit if a contract is ‘teaching only’ (i.e. the default assumption should be that all appointments include a responsibility to undertake research and that time and resources will be made available for research). Where a contract is ‘teaching only’, it should involve no higher number of teaching hours than are expected of permanent staff on ‘teaching only’ contracts in the same institution.
3. Appointments procedures for temporary staff should take the same form as appointments procedures for permanent staff for the same job (e.g. if the institutional custom is for those appointed as lecturers to make a research presentation, those interviewed for temporary lectureship appointments should be asked to make a research presentation).
4. All candidates, whether interviewed for the job or not, should be contacted within 2 working days of the interview. Where a final decision has not been reached they should be informed whether or not their application is still being considered.

**iii. Staff development for temporary staff**

It is a legal requirement that temporary staff should be given: (i) the same opportunity as other staff to use services to assist better performance, such as staff development, training, appraisal, careers advice for research staff; (ii) similar terms and conditions of employment to those in comparable jobs with indefinite employment in the institution unless the difference can be justified, in accordance with the legislation, for necessary and appropriate objective reasons; (iii) information on, and the opportunity to apply for, more secure positions; (iv) a regular review to consider, as appropriate, indefinite employment on full-time or fractional contracts.

In the light of this:

1. Temporary staff should be explicitly informed of their employment rights under the law, and should receive information on any permanent vacancies in the institution.
2. Those appointed to temporary positions should be provided with a mentor, who should be someone different from the head of department and in the case of those employed on research projects, different from the PI of the project. The mentor should be alert to the fact that staff employed on fixed-term contracts may have special needs (e.g. career advice) relating to their short-term contracts;
3. Departments should expect no greater flexibility from temporary staff with regard to subjects taught or to timetabling than they expect from permanent members of staff;
4. Temporary teaching staff should be offered some administrative experience but not be expected to carry more administrative responsibility than would be borne by lecturers on indefinite contracts who are at a comparable stage of their academic career;
5. Temporary research staff employed in relation to a research project should not be expected to carry out the duties of the PI of the project, whether in teaching, administration or research;
6. Temporary lecturers should be given the same support and services as are available to staff on indefinite contracts including access to faculty / departmental research funding for attendance at conferences, making research fieldtrips, and similar research activities;
7. Temporary staff should be invited to attend staff/departmental meetings;
8. Temporary staff should be given an opportunity to read a research paper to the departmental research seminar during the period of their appointment;
9. Where temporary research staff working on research projects contribute to publications jointly with the PI or other researchers, the individual contributions of each researcher should be clearly and specifically identified in a prominent place in the publication.