

5. PART-TIME TEACHING STAFF AND TEMPORARY APPOINTMENTS

These procedures govern the employment of part-time teaching staff and temporary appointments.

5.1 Definitions:

Part-time teaching staff are those who are employed to teach no more than eight (8) hours a week and no more than two courses per semester at NUS. Any part time teaching staff member will not be paid for more than eight hours per week without the specific approval by the Vice-Chancellor.

Temporary staff are those who are employed to relieve in the absence of the contracted staff member for a few weeks or to undertake a short-term project. The hours employed per week, the length of the contract and the remuneration will be determined by the Vice-Chancellor.

5.2 Approval for Hiring of Part-time Staff

5.2.1 Deans and heads of schools who wish to employ part-time or temporary staff must submit the form, Request for Part-Time Staff, (Appendix 24: on line: use Computer-Staff resources-All Staff Folder-Forms)) to the Vice-Chancellor through the Director, Human Resources, before teaching commences, that shall include the courses and hours taught for each full-time member of staff, the number of part-time hours required, the proposed courses and hours to be taught by part-time staff and the total semester remuneration. No part-time staff will be employed without the formal approval of the Vice-Chancellor.

5.2.2 In very rare circumstances and only when there is a demonstrated lack of expertise, the Vice-Chancellor may agree to over-time payment for a full-time academic or teaching staff member. (Tax on the over-time payment is 27%). “demonstrated lack of expertise” means that (a) the staff member is not performing some work that can be done by another full-time or part-time staff member – and therefore the “potential” extra hours would be part of the normal workload; (b) advertising and other means have failed to gain a part-time staff member for the required hours of teaching.

5.2.3 When a Comparable/General staff member is requested to do some part-time teaching in the evening, he/she will be employed as a part-time staff member. (Tax on the p/t payment is 27%). No Comparable/General staff member may teach between 8am-4.30pm and may not supervise an examination. The faculty must provide examination supervision for the Comparable/General staff member.

5.2.4 *Inter faculty/School Employment*

A dean may agree to the partial employment of a full-time staff member in another school or faculty of the University. This may be due to the particular expertise or skill of the staff member and to ensure that a staff member has the required quantum of workload. When this occurs there is no additional salary payment. The hours worked are part of the full-time staff member’s workload.

5.3 Contract of Employment

The University recognises its obligations to be a good employer:

- a) Each part-time teaching or temporary staff member is employed under a contract between the employee and the Vice Chancellor. A contract is legally binding and once entered into can be varied only with the full agreement of both parties. If conditions of work change during the specific period of employment, the employee may seek to have the contract re-negotiated. Part-time and temporary staff, if called upon, must attend and/or participate in any inquiry which the University may lawfully instigate.

- b) The contract must be negotiated and signed as soon as possible at the beginning of the semester but should not be done later than the end of the third week. The Director, Human Resources will sign the contract on behalf of the Vice-Chancellor
- c) The contract must specify:
 - The duties required of the employee
 - The period of employment
 - Total number of hours work required
 - The rate of pay for lectures, tutorials and classes, the rate per examination paper, the rate per examination script, the rate for examination supervision.
 - (No payment is made for examination papers or examination supervision, if the course convenor is a full-time member of staff.)
- d) Part-time teaching and temporary staff must be given a copy of their contract and to the web page copy of this policy.

5.4 Time Sheets

The head of school/head of department must ensure that time sheets are submitted to the Financial Services Office in time for inclusion in the fortnightly payroll. Any problems with pay should be addressed initially to the head of school/head of department, and then to the Financial Services Office.

5.5 Membership in Associations

Membership of the relevant staff association is available to all part-time teaching staff at the current membership fee.

5.6 Rates of Pay

The rates of pay for part-time teaching and temporary staff are determined by Council from time to time.