

COLLEGE EMPLOYERS' FORUM

CIRCULAR No: CEF 2009/04

1 September 2009

To: Directors/Principals of Institutes of Further Education
Chairpersons of Governing Bodies of Institutes of Further Education
HR Managers of Institutes of Further Education
DEL Further Education Branch
DE Salaries Branch
Education & Library Boards
UCU
NASUWT

FURTHER EDUCATION LECTURERS NEGOTIATING COMMITTEE

NEW ASSOCIATE LECTURER AGREEMENT FROM 1 SEPTEMBER 2009

1. In accordance with the provisions of Article 11, Schedule 3, paragraph 10.3 of the Further Education (Northern Ireland) Order 1997 and the Constitution for Negotiating the Salaries and Conditions of Service of Lecturers Employed in Incorporated Colleges of Further Education, it has been determined that from 1 September 2009, a new Associate Lecturer Agreement shall be operational. The new agreement is contained in the Appendix to this circular.



Brian Acheson
Chairman
College Employers' Forum

**APPOINTMENT OF ASSOCIATE
LECTURERS IN INSTITUTIONS OF
FURTHER EDUCATION**

JUNE 2009

ASSOCIATE LECTURERS IN INSTITUTIONS OF FURTHER EDUCATION

Appointment of Associate Lecturers

- 1 An Associate Lecturership is a fractional appointment (viz with salary paid at a proportion of the full-time rate), and may be made at the discretion of the Governing Body.

- 2
 - (a) A part-time hourly paid lecturer may apply for appointment as an Associate Lecturer if he/she had a contract for student contact or otherwise designated time of not less than 8 hours per week for not less than 30 weeks of each of the four consecutive years prior to application; and the following conditions are satisfied:
 - (i) has a contract for student contact or otherwise designated time, of not less than 8 hours per week, which is less than a full-time lecturer's hours, for not less than 30 weeks for the current academic year; and
 - (ii) satisfies the College's pre-employment checks.
 - (iii) accepts to fulfill on a pro rata basis the additional duties, rounded to the nearest one hour, which brings the hours of attendance of a full-time lecturer to 1440 hours per year;
 - (iv) the timetable of work is sustainable.
 - (b) Part-time hourly paid lecturers applying for Associate Lecturer status, whose claim for appointment is received on/before 30 September and is subsequently accepted, will take up their Associate Lecturer post in the current academic year. Applicants whose claims are received after 30 September, and are subsequently accepted, will take up their Associate Lecturer post in the following academic year.
 - (c) "The student contact element of the Associate Lecturer contract will be based, at least, upon an average of that student contact time which had been sustained for the four academic years described in 2(a(i))."

- 3 Where an Associate Lecturer has been in post for at least two years College Management may decide to vary the contract up to a maximum of a pro-rata 0.75 contract if the work of the lecturer is deemed competent and the additional work is sustainable in the long term.

- 4
 - (a) An Associate Lecturer who has been in post for at least two years may apply to the Deputy Director to have his/her contract varied up to a maximum of a pro-rata 0.75 contract if he/she can demonstrate that:
 - (i) the additional work is sustainable in the long-term;
 - (ii) his/her performance has been reviewed by College Management and is deemed competent.

The Deputy Director will consider the request and advise the individual of the decision within ten working days.

- (b) If dissatisfied with the outcome the individual may appeal to the Director, within five working days.

Terms of Employment

5 An Associate Lecturer shall be entitled to:

- (i) placement on the relevant salary scale having regard to qualifications as though employed in a full-time permanent capacity;
- (ii) remuneration monthly at a rate calculated by dividing the annual full-time rate by 1880, multiplying by the number of Associate Lecturer contract hours per week and dividing by 12;
- (iii) sick leave, paid on a pro rata basis to an equivalent full-time lecturer in accordance with the Further Education Teachers' Salaries Regulations;
- (iv) maternity leave, paid on a pro rata basis to an equivalent full-time lecturer's, in accordance with the Teachers' Occupational Maternity Scheme;
- (v) incremental progression on the salary scale on completion of each 12 months as an Associate Lecturer, subject to guidance on incremental credit;
- (vi) enjoy pro rata, or as appropriate, the other conditions of service and superannuation which apply to full-time qualified lecturers working within the same contract.