

**Casual Hourly Paid Teaching Assistant Contract Request Form: 2023/2024 Academic Year**

(Note: Hourly Paid Teaching Assistants were previously known as

Casual (Hourly Paid) Lecturers)

**NOTE: Failure to complete all sections of the form correctly may result in delays in processing this request.**

**PART ONE: DETAILS OF THE POST**

**1.** **Faculty:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** **School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** **Cost Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **4. Campus:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Please provide details of the work to be undertaken by the hourly paid Teaching Assistant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Request**

Please indicate the reason for this engagement request, from **one** of the following options:

**[ ]  Maternity leave [ ]  Sick leave [ ]  Career break**

**[ ]  Job share [ ]  Vacancy [ ]  Specialist Teaching Skills**

**PART TWO: PERSONAL DETAILS OF HOURLY PAID TEACHING ASSISTANT**

**6. Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Contact Telephone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. National Insurance Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. Is this person on the Faculty Register of approved hourly paid Teaching Assistants?**

 **Yes [ ]  No [ ]**

**REGISTRATION DETAILS**

**13. Does this request relate to an hourly paid Teaching Assistant previously engaged by the University?**

 **Yes [ ]  No [ ]**

**Schools are reminded that normally no more than 120 hours should be allocated to any one hourly paid Teaching Assistant in any given academic year.**

**If this request will exceed the 120 hours maximum please explain why this is necessary.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ENGAGEMENT DETAILS**

**14.     Engagement Period**

**Start Date:** ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

         \* No access to e-mails databases can be actioned unless a signed contract and bank details have been returned to People and Culture.

**N.B – All e-mail accounts and system access will cease from the contract end date stipulated.**

**15.** In order to comply with the Fair Employment and Treatment (Northern Ireland) Order 1998, the University is required to carry out a review of the composition of its workforce, including hourly paid Teaching Assistants on 6 February each year and report the outcome of this review to the Equality Commission for Northern Ireland.

To assist the University in completing this review, please indicate if the hourly paid Teaching Assistant will carry out duties, specifically relating to an hourly paid Teaching Assistant contract on **Tuesday 6th February 2024** (i.e. will they actually be delivering duties on that specific date?)

# Yes [ ]  No [ ]

**16. Total number of hours to be worked during engagement period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(inclusive of up to a maximum of 6 hours for script/examination marking and subject to a maximum of 120 hours per academic year)

**17. Rate of pay: A [ ]** £39.54 per hour (Undergraduate and postgraduate courses leading to awards of the University)

**B [ ]** £25.86 per hour (Advanced education courses and instrumental tutors)

**CONFIRMING IDENTITY (No payment will be made unless this section is fully completed)**

**18.** Under regulations introduced by UK Visas & Immigration (UKVI), the University is required to verify the identity of all hourly paid Teaching Assistants, before taking up an engagement. For most this will be a relatively simple process involving checks on their original passport. You must therefore attach a copy of the hourly paid Teaching Assistant’s passport and complete the questions below.

**I confirm that I have inspected this hourly paid Teaching Assistant’s original passport [ ]**

 **The date on which this right to work check was made:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*As advised by UKVI, the University, as an Employer, cannot rely upon former ‘Right to Work’ checks which have been carried out for individuals who have previously been employed, even if they were EEA nationals and are being re-engaged. Therefore, it is necessary for the University to conduct a ‘Right to Work’ check again and record the actual date when this check was conducted.*

 **Was passport inspected prior to commencement of duties? Yes [ ]  No [ ]**

*(Passports should always be checked prior to commencement of duties)*

**If ‘no’ please provide explanation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of person who inspected the passport Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Print Name)**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have attached a copy of this hourly paid Teaching Assistant’s passport [ ]**

**(including relevant pages (i.e. personal details page and pages with UK government endorsements)**

**If the passport produced has a different name to the one the hourly paid Teaching Assistant currently uses, further documentation is required to explain the reason for this e.g. a marriage certificate, a divorce degree, a deed poll or statutory declaration.**

**If the hourly paid Teaching Assistant does not have a passport please contact your Resourcing Partner to obtain details of other documents which the UK Border Agency deem to be acceptable alternatives.**

**Is the hourly paid Teaching Assistant from a country outside the UK or Republic of Ireland?**

**Yes [ ]  No [ ]**

**If 'yes' please contact your Resourcing Partner immediately to obtain further guidance on immigration issues.**

 **No part-time teaching should be undertaken by such an individual without People and Culture approval.**

**NOTE: The hourly paid Teaching Assistant must not commence duties until the passport or alternative documents have been inspected.**

**PART THREE: APPROVAL**

**Authorised by Head of School/Department**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

 **(Print Name)**

**Authorised by Executive Dean**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

 **(Print Name)**

***Notes***

***Notification of Changes***

*To prevent overpayment, notification of any reduction in the hours of work specified on this Form should be given to People and Culture as soon as possible.*

To be completed by P&C Support Assistant

1. Checked person is on Register **Yes [ ]  No [ ]**
2. Checked details of ID Checks on file **Yes [ ]  No [ ]**
3. If the request exceeds 120 hours per academic year has the Resourcing Co-ordinator approved this request?

 **Yes [ ]  No [ ]**  **N/A [ ]**

 Signed (P&C Support Assistant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_