

2025 Process Overview

As a Doctoral Tutor you will receive an overarching contract which will be valid for the length of your PhD and to the end of that academic year, or to the end date of your Visa, whichever is shortest. This contract will mean that you are a Doctoral Tutor and you can be offered Tutor work within the span of your contract. The start date stated on your contract will be the date you are expected to start your first Offer of Work, you must not work before the date stated on your contract. Once you receive your overarching contract, you will then receive an Offer of Work for each assigned work per term. You will need to accept both the initial overarching contract **and** each subsequent Offer of Work in order to be paid.

Pay day is the last working day of each month.

Your Contract

Your contract explained:

1) Your employment will commence on 23 September 2024 and will be for a fixed-term ending at the end of the academic year in which your PhD is awarded (currently expected to be 30 September 2027) or the end date of your visa (if applicable) - whichever comes first, without the need for notice unless previously terminated in accordance with clause 4. The appointment will end on 30 January 2028 because the post is to provide an opportunity for paid teaching experience and development of employability skills for the University's postgraduate students during their period of study.

Expected PhD end date →

Start date of DT appointment ↓

End date of contract.
You are entitled to work as a tutor until the end of the academic year you complete a PhD, or until the end of your Visa.
You **must not** accept an Offer of Work that exceed this date.

3) Your continuous service will start on 23 September 2024.

Employment start date at the University. ←

7) You will be paid in accordance with Grade 6, Point 1 of the University's single pay spine, which is £33,882.00 per annum, on a pro rata basis for the hours worked during a Teaching Period, as detailed in the Offer of Work.

Grade and salary at the time of contract issue. This may change in line with pay awards and increments when awarded. ↗

How to accept your contract:

If you are a **new** employee - You must return all [New Starter forms](#) to HRadmin.tutors@sussex.ac.uk as your acceptance. You will also need to accept your Offer of Work (please see page 4.)

Please note: If your appointment start date is after the [Payroll cut-off date](#) you will not automatically be paid on the last working day of that month. Any monies owed to you for that month would be paid with the following month's salary.

If you are an **existing** employee – Due to this being a new process from Autumn 2024 with new T&C’s you must accept your Appointment letter by returning the signed Appointment letter to HRAdmin.tutors@sussex.ac.uk

If you are an existing member of staff, and you accept your contract **and** Offer of Work (pg. 4) by the [Payroll cut-off date](#), you will be paid in the month your OOW starts.

Offer of Work

If you are offered work by the school, the Offer of Work will be sent to you via email. Each offer will have a unique reference number which looks like:

OFFER REF: OW144King

Please keep a note of this Offer Ref. You may need this if your offer is amended.

Your offer will include details such as:

Post: Doctoral Tutor in
Module(s): TV 10393
Semester: S2
Academic Year: 2024/25
Key Contacts: semadmin.tutors@sussex.ac.uk
Start Date: 27/01/2025
End Date: 23/05/2025

Total Hours in the offer: 73.00

Your total hours in the offer will then be averaged from the start date to the end date and converted into an FTE. This FTE will be paid monthly in-line with payroll schedules.

FTE: 0.12

Annual salary pro-rata: £3,939.77

You will be on Grade 6.1

You will receive a ‘timetable’ where your teaching sessions are outlined by duration, groups and the weeks they will take place. Please see the example below for a 2 hour long seminar, held twice a week, in weeks 3, 5, 8 & 9:

Offer Timetable

If your offer includes 'Other' hours, a description of this work will be detailed alongside this.

Activity	Duration (hours)	Number of Groups	Weeks
Seminar	2	2	["Week 3", "Week 5", "Week 8", "Week 9"]

2x 2 hours seminar in weeks 3,5,8,9

If your original offer includes marking, it will be specified in a table such as the one below. There will be a breakdown of the marking type and the number of hours expected to work on each category of marking based on the number of assessment submissions.

Marking

If your offer contains Marking activity, this will be detailed below.

- Category 1: 10 minutes each (e.g. Short answer questions, problem sheets, including practical classes)
- Category 2: 20 minutes each (e.g. Long answer questions/essays/exam scripts ~1000 words)
- Category 3: 30 minutes each (e.g. Essays/exam scripts ~2000 words)
- Category 4: 40 minutes each (e.g. Essays/exam scripts ~3000 words)

Marking Activity	Number of students submitting an assessment/script	Weekly hours	Weeks (with A2 marking dates)
Category 1	60	10.00	["Week 11"]
		0.00	

This is the assessment deadline. Please complete marking as per the deadline provided by your school.

You will also be given a breakdown of your weekly hours. This is how we will monitor any Visa restrictions. The hours stated in this breakdown are the hours which you are expected to work. You should not work any more or less hours than stated in this table without consulting HR or your School Administrator.

Total Weekly Hours including all activities

This is your weekly work allocation and sets out the number of hours the University is expecting you to work each week:


Week 0	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
2.00 hours	0.45 hours	0.45 hours	14.45 hours	0.45 hours	14.45 hours	0.45 hours
Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	A2
0.45 hours	14.45 hours	14.45 hours	0.45 hours	0.45 hours	3.33 hours	0.00 hours

This breakdown will include any contact hours, prep, marking, and meetings that you are offered. If you are offered multiple 'Offers of Work', you must ensure that the total hours for each offer does not exceed 20 hours per week if you are a Visa holder.

Please note: The breakdown of hours will not reflect how you are paid. You will be paid as an FTE meaning that you will receive your salary in equal instalments throughout the length of your Offer of Work. You will additionally receive holiday pay in each month.

How to accept your Offer of Work

Once you receive your offer, you will immediately receive a separate email from Microsoft Power Automate. This email gives you the option to accept the contract. The email will state the Offer ID to help you with multiple Offers of Work.

 Approvals | Power Automate

ACTION REQUIRED: Tutor Offer of Work

Requested by **systems.hr-resourcelink-and-myview** <HRSystems@sussex.ac.uk>

Date Created Monday 16 December 2024 15:07

Dear Joe Bloggs,

You will recently have received an email with details of an offer of tutor work. The reference is **OW184Bloggs, and** can be found in the subject line and at the top of the email.

Please indicate you accept the offer of OW184Bloggs by clicking on the submit button below.

Do not add any notes to the approval below as they will not be seen, please contact support-business-tutors@sussex.ac.uk for all queries or if you have additional details you need to add for this contract.

If you encounter the message "Failed to validate the signature of the actionable message card", please go to your Microsoft Teams account and accept the offer by pressing the accept button.

Kind regards,

University of Sussex Business School

Comments

Enter comments

Please ensure that you press 'Submit'. Failure to do so will result in you not getting paid.

Further information

You can find more information about the tutor process on the [Tutor hub](#).

If you believe that the hours submitted for you are incorrect, please contact your school. You can find the correct contact details here: [Tutor contacts](#).

If you have a question regarding your contract, grade, RTW checks etc, please contact hadmin.tutors@sussex.ac.uk

You can find answers to further questions on [Tutor FAQs](#).