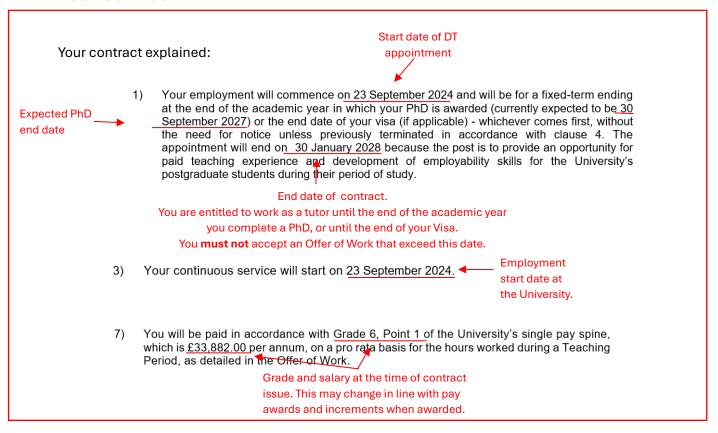
2025 Process Overview

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



How to accept your contract:

If you are a **new** employee - You must return all <u>New Starter forms</u> to <u>HRadmin.tutors@sussex.ac.uk</u> 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 <u>Payroll cut-off date</u> 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 <u>Payroll cut-off date</u>, 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

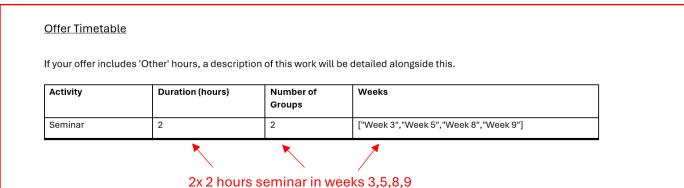
Your total hours in the offer will then be averaged from the start date to the end date and converted into an FTE. This FTE will be paid monthly in-line with payroll schedules.

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:



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:

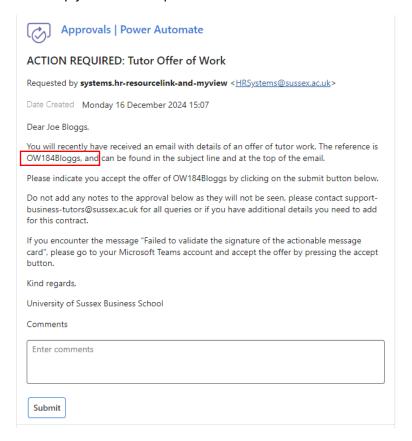
| Week 0 | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 |
|------------|-------------|-------------|-------------|------------|-------------|------------|
| 2.00 hours | 0.45 hours | 0.45 hours | 14.45 hours | 0.45 hours | 14.45 hours | 0.45 hours |
| Week 7 | Week 8 | Week 9 | Week 10 | Week 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.



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 hradmin.tutors@sussex.ac.uk

You can find answers to further questions on <u>Tutor FAQs</u>.