

Terms and Conditions for Doctoral Tutors

General

1. The employment of a Doctoral Tutor will be conditional upon the individual being registered as a current PhD student at the University and will end at the end of the academic year in which the student is awarded their PhD, unless the contract is ended early for any other reason.
2. A Doctoral Tutor will be employed on a fixed-term contract for the same duration as their maximum student registration. If their student registration period is extended, the University may extend their contract of employment for the same period. If the student completes their PhD early, the employment may be ended early. If the Doctoral Tutor intermits, requests to continue teaching during the intermission period would be considered on a case-by-case basis.
3. A Doctoral Tutor's duties at a general level will be as set out in the Job Description for Doctoral Tutors at Grade 6 of the University's grading structure. Specific duties will be as directed by the Module Convenor or equivalent.
4. All teaching by a Doctoral Tutor will be compatible with and relevant to his/her programme of doctoral study.
5. A Doctoral Tutor will be qualified at an academic subject level above that which he/she teaches.
6. A Doctoral Tutor will report to the Head of Department for the area in which they are working, although day-to-day work allocation tasks may be delegated to the Module Convenor.
7. A Doctoral Tutor may not hold any other category of teaching contract with the University (including a School Tutor contract).
8. All teaching activities will be carried out in person at the University of Sussex campus unless otherwise notified by the Head of School or Module Convenor.

Hours of work

9. During the course of the contract of employment, written Offers of Work will be made to a Doctoral Tutor for each module for each defined Teaching Period (usually a semester). There is no obligation for the University to make an Offer of Work or for a Doctoral Tutor to accept it. Doctoral Tutors will retain continuity of service between and during Teaching Periods where Offers of Work have not been made and/or accepted, provided that the contract of employment has not ended for any other reason. A Tutor may have more than one Offer of Work subject to paragraphs 11-13 below.
10. The Offer of Work will include a breakdown of the work to be undertaken (including, as far as possible, marking), expected working hours per week and the [Doctoral Tutor Tariffs](#) to be applied (including, as far as possible, marking), as well as the appropriate grade and salary point.
11. The total hours worked by Doctoral Tutors within one year should normally not exceed 180 teaching hours. The number of hours worked as a Doctoral Tutor must initially be discussed and agreed between the Doctoral Tutor, their line managers and PhD supervisors. Offers of work in subsequent years will be subject to satisfactory

progression of the individual's Doctoral Studies, and also be subject to supervisor agreement. The employment of a Doctoral Tutor will comply with the [Post Graduate Research Student Guidelines](#).

12. The number of hours worked per week must be as set out in the Offer of Work and must always conform with, and not exceed, any visa or funder requirements and it is the Doctoral Tutor's responsibility to ensure that where they are subject to those requirements, they do not accept Offers of Work which would exceed them.
13. Where the Doctoral Tutor is subject to the restrictions of a Tier 4 student visa, the total hours worked in this and any other role within or outside of the University in any one week, either paid or unpaid and including work-related training, must not exceed 20 hours or other such statutory limit as may be put in place from time to time.

Payment and rate of pay

14. A Doctoral Tutor will initially be paid at point 1 of Grade 6 of the University's single pay spine, according to his/her contract.
15. A Doctoral Tutor will receive an annual salary increment on 1 October provided they have undertaken work in the previous academic year, except for those appointed between 1 April and 30 September inclusive who will receive their first increment on 1 October of the following calendar year. Incremental progression will be up to the non-discretionary threshold for their grade. Doctoral Tutors will be eligible for inclusion in the Discretionary Pay Review (DPR) process, subject to the rules of the DPR scheme.
16. For the work undertaken during each Teaching Period, the appropriate tariffs will be applied to calculate total working hours and a monthly salary payment will be made based on the Doctoral Tutor's full time equivalent fraction. Where extra ad hoc work is undertaken that has not been included in this calculation, additional payments will be made.

Holiday

17. The holiday entitlement for a Doctoral Tutor will be the pro-rata equivalent of: 20 days per annum; rising to 21 days at three years' service; rising to 22 days at four years' service; rising to 23 days at five years' service.
18. Additionally, the pro-rata equivalent of the normally eight public/bank holidays and the University's six minimum service days will apply.
19. Doctoral Tutors will be expected to take their annual leave during the Teaching Period at times when they are not working, and it will not be necessary for them to book their annual leave on MyView. Payment for a Doctoral Tutor's accrued holiday entitlement will be paid monthly alongside their salary payment.

Sickness Benefit

20. A Doctoral Tutor will be eligible for occupational sickness benefit of up to two weeks in a rolling 12-month period, subject to the University's [sickness notification procedures](#) being followed. Statutory Sick Pay will be offset against the occupational sick pay entitlement.
21. A Doctoral Tutor will be eligible for Occupational Sick pay during a Teaching Period where an Offer of Work is in place, but not for sickness that occurs when no work has been scheduled. Statutory Sick Pay will be paid according to statutory entitlements.

Carer Support Policies

22. A Doctoral Tutor will be eligible for the [University's Carer Support Policies](#) and [staff rewards and benefits](#) subject to the rules of those schemes.

Pension

23. A Doctoral Tutor will be eligible to join the Universities Superannuation Scheme (USS), subject to the rules of USS which may be amended from time to time, with effect from the individual's first day of employment.

Teaching qualifications

24. A Doctoral Tutor will be required to satisfactorily complete the University's introductory course on teaching and learning, delivered by the University. The Doctoral Tutor will not be charged for this introductory course and will be expected to undertake it in his/her own time.
25. A Doctoral Tutor thereafter will be offered the option by the University of registering on a 15 credit teaching and learning programme delivered by the University which, on successful completion, will entitle him/her to apply for Associate Fellowship of the Higher Education Academy (HEA). The Doctoral Tutor will not be charged for this 15-credit programme and will be expected to undertake it in his/her own time. However, on 1 October following successful completion, the Doctoral Tutor will be awarded an increment in addition to that referred to in paragraph 10 above.

Ending of the contract

26. The appointment may be terminated at any time by either party giving three calendar months' notice in writing, or on the part of the University by the payment of salary in lieu of notice.
27. If the PhD student intermits, requests to continue employment as a Doctoral Tutor would be considered on a case-by-case basis, via a conversation between the PhD supervisor, the relevant Director of Doctoral Studies and the intermitting PhD student.
28. Where the appointment is due to come to an end due to the completion of their PhD studies, the Doctoral Tutor End of Contract Process will apply. The reason for the termination of the contract will be Some Other Substantial Reason (SOSR).
29. As the employment of a Doctoral Tutor is conditional on the individual being registered as a current PhD student at the University and is intended to provide an opportunity for paid teaching experience and development of employability skills for PGRs during their period of study, Doctoral Tutor contracts will not be eligible for conversion to open-ended contracts under the University's Fixed Term Contracts Guidance.