

## **HE2000**

**It is intended that the Conference institutions in dispute should recommend to their Governing Bodies that:**

**i) the following clauses be adopted in the new contracts for appropriate staff.**

### **Duties**

The duties and responsibilities of a professional academic vary according to subject specialism. Duties include an appropriate balance of the following:

- Teaching and related activity including direct teaching, Open and Distance Learning, and other tutorial guidance, examining and assessment, course and curriculum development, course leadership, development of learning support material, methods and applications.
- Research, consultancy and other forms of income generation.
- Related duties including educational management and administration; participation in relevant internal and external committees, working groups and project teams; mentoring, counselling and other forms of student support; participation in quality assurance procedures; recruitment, selection and admissions of students; staff appraisal; representing the Institution or profession on external bodies.
- Scholarly activity and personal development

### **Working Time**

Time devoted should be that which is reasonably necessary to fulfil the duties of the post and to achieve the appropriate balance for the individual and the institution.

Your duties and pattern of working will be set out in an activity plan agreed with your academic manager. Reflecting the changing nature of customer demand, the normal working week can include weekend and evening working.

Recognising that there are fluctuations of demands over the academic year, you would not be scheduled to work in excess of the normal working week, averaged over the year as a whole. Any additional working over and above that already covered by the activity plan will be agreed and be conditional on reasonable notice being given, having regard to the circumstances and appropriate compensatory arrangements.

Your plan should include the following:

- Jointly agreed objectives, including milestones and outcomes expected.
- An appropriate balance of teaching, research, consultancy, scholarly activity, and personal development and other possible activities within the duties of an academic (see 'duties')

Your activity plan will relate to a specified period, e.g. semester, term or year as appropriate, but should be updated and reviewed as necessary. Your plan will also form one element of staff development and career reviews. In developing your activity plan, regard will be given to the

importance of family responsibilities and of ensuring an acceptable quality of life.

*(A mechanism to resolve any failure or delay in reaching agreement on an activity plan or additional working shall be put in place locally.)*

5 days per year staff development is assured.

### **Part-time Contracts**

For administration purposes, in the calculations for pro-rata part-time contracts, a nominal figure of 35 hours per week is used.

### **Holidays**

Holiday entitlement is 46 days including allowances for other statutory public and general holidays.

A minimum of 15 days continuous leave may be taken in any one leave year. The University may designate the days between Christmas and New Year as annual leave days.

*(Other clauses relating to mechanisms for approval to be inserted locally.)*

### **External Work**

It is expected that you will devote all of your working time to the work of the University. The University encourages the holding of appropriate external appointments which are of direct benefit to the University. You are expected to notify the University of any such appointments. External appointments will be permitted where

- a) there is no conflict of interests and
- b) where the activity does not interfere with the proper performance of your duties.

Work in which you have a financial interest [excluding external examining] requires the consent of the University, in addition to complying with (a) and (b) above.

Such consent will not unreasonably be withheld.

*(External appointments which comply with (a) and (b) above and are not of direct benefit to the University are not the subject of this Clause, e.g. golf club secretary, kirk elder.)*

### **Representation/Trade Union Recognition**

The University recognises for consultation and/or collective bargaining, ..... Union(s) as a body/bodies appropriate for the representation of Academic Staff. The University welcomes Academic Staff becoming members of ....., and taking part in its professional industrial relations and trade union activities. The University will also however respect the decision of a member of staff not to become a member of ..... and reserves the right to consult its employees individually.

*(The institutions which do not have formal recognition agreements will be expected to negotiate with appropriate trade unions in order to fill the blanks.)*

## **Contract Variations**

Variation to Salaries and Conditions for academic staff may be the subject of agreement by negotiation if the University and ..... so decide.

ii) That the following guidance be taken for local determination.

### **Progression through the Grade**

The Conference recommends to each Institution that it formulates a statement containing the following elements:

- Presumption of progression being normally automatic through the Grade.
- Establishing the principle that increments will be withheld when reasonable to do so, but reasons must be given.
- Establishment of effective local review mechanisms to identify and deal with progression issues, to include safeguards for staff that include the involvement of senior line management in decisions to withhold increments.
- Provision for accelerated/discretionary increments according to local schemes

### **IPR/Copyright/Academic Freedom**

~~To be progressed locally.~~

iii) That the following understanding is reached.

### **FE64 Pay Review**

Any percentage settlement for annual cost of living increase for 2000 reached for UCEA Academic Scales will apply to Academic staff on FE64 contracts.

*(The arrangements for later years remain to be determined.)*

### **Transfer from P2000 to HE2000**

Staff who have already opted for P2000 will be offered the option of transferring to HE2000.

### **Change of Name of Contract**

The new contract is to be called HE2000, rather than P2000.

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