

DIVISION OF HUMANITIES

Fixed-term Academic Staff - Guidelines on remuneration and workload

These guidelines are intended to apply to academic staff employed to deliver at least one full paper (or equivalent) over a semester. Staff employed to deliver only a small number of lectures should be employed on a casual employment agreement using the Academic Casual Hourly Rates. Staff employed to take tutorials should be employed on the Tutors and Demonstrators employment agreement.

1. Remuneration level

The remuneration level of short-term teaching staff should be calculated by determining the appropriate academic title and level of appointment appropriate for the qualifications and experience of the appointee, in accordance with the nature of the position, the remuneration policy and promotion policy.

In general, all teaching-only appointments should be appointed as Teaching Fellow or, if consistent with the definition of the academic title, Professional Practice Fellow.

PPF: www.otago.ac.nz/humanresources/training/academic-staff/academic-titles/otago069307.html

TF: www.otago.ac.nz/humanresources/training/academic-staff/academic-titles/otago069317.html

Please note that “for staff in positions covered by the academic promotions policy, the appointment process cannot be used to circumvent the requirements for academic promotion.” This means if the appointee is currently or has been recently employed in a position covered by the academic promotions policy (from 2022 this includes TFs and PPFs), their remuneration will be based on the previous appointment level. Fixed term staff can apply for promotion.

2. Length of contract

The contract would normally start a maximum of four weeks prior to formal lectures commencing and end a maximum of seven working days after the end of the examination period.

3. Proportion of full-time equivalent (FTE) workload

The proportion of full-time equivalent workload that their teaching requires can be determined using the table below for full year, 23 week or 10 week employment agreements. The annualised FTE workload can be adjusted to the FTE appropriate to the length of the employment agreement using the calculations below the table.

Heads of Programmes/ Heads of Schools/ Deans should include how the FTE has been determined in the request for approval of each appointment. This means stating both the annualised FTE and the employment FTE adjusted for the period of employment. If the Head and Client Services Administrator need assistance to determine the FTE, the Divisional HR Manager can assist.

Responsibility	Annualised FTE workload	FTE adjusted for 23 week employment (e.g. 4 weeks before and 1 week after exams S2 2022)	FTE adjusted for 10 week employment (based on average for 22 & 23 summer school appointments)
Delivery of one paper including one stream of tutorials	0.1	0.2261	0.52
Development of one totally new paper	0.05	0.1130	0.26
Substantial revision of an existing paper or where a new teacher has not taught a specific paper before	0.025	0.0565	0.13
Supervision (per student, Hons 100%, Masters or PhD 50%)	0.025	0.025	n/a
Duties in addition to those that a lecturer would normally undertake e.g. additional tutorial streams or lab demonstrating	Actual hours per week to be calculated and added to FTE	Actual hours per week to be calculated and added to FTE	Actual hours per week to be calculated and added to FTE

The calculation to adjust the full year FTE workload to the FTE appropriate to the length of the employment agreement is $[\text{Full year FTE workload}/(\text{employment weeks}/52)]$. Examples are provided below:

23 weeks:

Full year FTE = 0.1

Proportion of full year = $\text{employment weeks}/52 = 23/52 = 0.4423$

FTE appointment = $\text{Full year FTE}/\text{Proportion of full year} = 0.1/0.4423 = 0.2261$

10 weeks:

Full year FTE = 0.1

Proportion of full year = $\text{employment weeks}/52 = 10/52 = 0.1923$

FTE appointment = $\text{Full year FTE}/\text{Proportion of full year} = 0.1/0.1923 = 0.52$

You can check this using this calculation:

$\text{FTE} * (\text{Number of Weeks appointed} / 52) = \text{annualised FTE}$

For costing purposes, the calculations above only cover the base salary. 10% annual leave needs to be added, plus ACC (0.52%) and superannuation at the individual employee's rate.