



DIVISION OF HUMANITIES

Fixed-term Academic Staff - Guidelines Concerning Rates of Pay

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 small blocks of lectures or take tutorials etc. should be employed on an hourly contract basis as per the Casual Lecturer Rates or the policy for Tutors and Demonstrators.

These guidelines should be read in conjunction with the Divisional document on Academic Staff Policies, Section 2 *Policy on the Employment of Fixed-Term and Part-time Academic Staff* (<http://www.otago.ac.nz/humanities/policies/index.html#academic>)

1. Remuneration

Remuneration of contract teaching staff should be calculated by determining

- a. the level of appointment appropriate for the qualifications and experience of the contractor, in accordance with the nature of the position
- b. the proportion of full-time equivalent workload that their teaching contract requires, using the following guidelines
 - delivery of one paper = 0.100
 - development of one totally new paper = 0.050
 - substantial revision of an existing paper = 0.025
 - significant co-ordination of teaching = 0.025
 - supervision (per student, Hons, masters or PhD) = 0.025

Where a new contractor has not taught a specific paper before, the allowance 0.025 for substantial revision of an existing paper should be incorporated in the salary calculation.

2. Length of contract

For papers other than Summer School, 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. (In semester 1, 2006 this would be from 30 January to 30 June, a two-semester contract would be from 30 January to 27 November).

3. Tutorials & Casual Lectures

Where a contract staff member teaching a whole paper is expected to undertake duties in addition to those that a lecturer would normally undertake (e.g multiple tutorial classes at 100-level, laboratory demonstrating), the additional hours should be factored into the final FTE figure.

4. Example of Contract Salary Calculations

4.1 Calculate the total contract salary (excluding holiday pay)

Level of appointment x FTE

LGO1 \$56,409 x 0.15 (delivery, adaptation of existing paper & significant co-ordination of paper)
= \$8,461.35

4.2 Calculate notional full-time salary for the term of the contract

Level of appointment x 22/52 weeks

\$56,409 x 22/52
= \$23,863.53

4.3 Calculate the appropriate FTE appointment for the term of the contract

Total contract salary (step 1) divided by the notional full-time salary (step 2)

8,461.35/23,863.53
= 0.3545

4.4 Checking mechanism

\$56,409 x .3545 x 22/52

= \$8460.27

Total paid = \$9,137 including 8% holiday pay