SRFs are ALWAYS raised in advance of the individual starting work, ideally 2-3 weeks ahead of the commencement of work to allow time for the contract to be issued.

The Assignment Terms form provides a useful summary of the work and will need to be completed alongside the SRF; this form can be provided by the appointing manager

arrangements. It is not necessary to monitor that these hours have been completed but individuals should be prepared to evidence what CPD they have done.

If there is specific training that an individual needs to complete for a particular contract, this should be included in the Assignment Terms and is additional to the 3.5% CPD training time.

## How are increments applied to Associate Lecturers?

As Associate Lecturers will now be appointed on a Framework Grade, they will be entitled to receive an increment if returning in future years. This should be reflected on the Assignment Terms form when this is completed, but can also be picked up by HR when the contract is issued.

## Do Associate Lecturers need to provide evidence of their right to work in the UK?

Yes; all employees are required to prove their right to work in the UK before contracts will be issued and before commencing work for the University.

## What happens at the end of an Associate Lecturer appointment?

## What is a Professional Expert?

receipt of a leavers form to end the position.

Professional Experts will replace the existing Visiting Lecturer form. Professional Experts are appointed for specific, limited and one-off pieces of work over a short and defined timescale, usually drawing on their practice-based expertise. Professional Experts might provide a single or a short series of guest lectures or seminars based on their professional or subject expertise. Professional Experts are not employees of the University and are normally employed elsewhere, they will not require a University username or email address or access to University systems. Rates of pay are negotiable and reflect the specific professional nature of their contribution, payment of agreed fees and expenses is made using a Professional Experts form.