

Pat Bailey
Deputy Vice Chancellor
London South Bank University

29 September, 2016

Dear Pat

Apologies for the delay in getting this to you but as has been explained earlier this has taken some considerable collective effort in consulting and pulling this all together when many colleagues are already on leave. We believe that in the accompanying attached document we have addressed the four points of concern that you raised in your letter of 6 July to our regional official Greg Barnett.

We propose that the South Bank Agreement as set out in our revised document constitute the contractual framework setting out the key principles of the professional academic contract. However accompanying this contractual framework should be a series of operational protocols setting out how the contract is operationalised and monitored across schools. These protocols should be what is negotiated on when we resume work in September.

We believe that our revised document addresses the issue of teaching hours and as we agreed at our last meeting, the issue of staff availability. In addition we set out a framework for scholarly activity that can be monitored for relevant outputs. Finally we think that it is reasonable that staff are available to do evening events such as open days and recruitment during the week up to a maximum of 4 evenings. This should be sufficient to accommodate fairness and equity of responsibility among academic staff. However after further consultation, we consider any weekend work to be outside what can be construed as normal working and would therefore expect it to be voluntary and overtime working.

I trust our revised document is a positive contribution in moving the negotiations forward and Stephen, Tahera and myself look forward to building on these negotiations on our return in September.

Regards
Russell

Russell Caplan
UCU Branch Secretary

cc. Stephen Bellas, Tahera Aziz, Greg Barnett, Amanda Sackur

LONDON SOUTH BANK AGREEMENT

Introduction

These guidelines should be read in conjunction with section I of the agreed national text of the staff handbook and the operational protocol. They are intended to assist the institution and staff to arrive at sensible and sustainable workloads for staff whilst maintaining the highest standards of academic quality. This document outlines the contractual parameters and framework of academic staff terms and conditions of employment. This framework needs to be looked at alongside the separate operating protocols for implementation and monitoring.

Overall Parameters

Scheduled teaching activities shall not exceed 550 hours per year. Notwithstanding this, it is an objective of the University to maintain, wherever possible, scheduled teaching activities below the maximum level. In addition, it is agreed that scheduled teaching activities will take place during a teaching year comprising no more than 36 weeks, with terms normally of 12 weeks and no more than 14 weeks, separated from each other by at least 3 weeks. Scheduled teaching activities will normally be up to 15 hours per week with a maximum of 18 hours in any one week (Monday to Friday). Staff will work flexibly over the week in a range of morning, afternoon and evening sessions; sessions of scheduled teaching activities will not normally exceed 3 hours within a 4-hour block with a minimum of 1 hour between sessions. Unless by prior agreement of the individual concerned, staff will not be expected to teach (a) in morning and evening sessions on the same day; (b) in both an evening session and the morning session the following day; (c) more than two evenings a week. Evening and weekend working will be subject to consultation with, and agreement of, the member of staff concerned.

Reasonable and Balanced Programme

It is important for all members of staff to have a balanced and reasonable workload which addresses staff development needs identified through the appraisal process. This is covered by national agreements and subject to individual agreement. Academic staff workload is made up of a combination of Scheduled Teaching Activities (STA), Direct Teaching Related Activities (DTRA), Academic Management and Planning (AMP), Teaching-Related Scholarly Activity (TRSA), Research and Consultancy, and Staff and Institutional Development Activities (SIDA). Where an individual's teaching programme is unbalanced because, for example, of large class sizes, new teaching or teaching over a wide range of subjects, a lower than maximum of scheduled teaching activities shall be agreed. Members of staff will not be required to teach on more than three different modules in one week. Where staff have significant duties in Academic Management and Planning, or Research / Consultancy it will be necessary for them to have reduced Scheduled Teaching Activities. Staff will not be expected to undertake Research / Consultancy whilst carrying a teaching load of 15 hours or more per week. Workloads will be drawn up following these general principles, and will be agreed in consultation between Heads of Division and individual members of staff.

Working Week and Working Year

Staff are required to be present at the University for teaching and those aspects of the duties set out below which can only be undertaken effectively at the institution. At other times during normal working hours, staff need to be available to students and colleagues either in person, by email, or by telephone as appropriate. All teaching

activity over the limits outlined above is voluntary overtime and will be paid either at the appropriate part-time hourly rate or through time off in lieu, whichever the lecturer prefers. Members of staff may be asked, with their prior agreement, to attend University events, such as open days / recruitment events on up to 4 evenings or Saturdays per year. Weekend work is voluntary and will be treated as overtime.

The holidays are:

35 days, plus

Public Holidays, plus

5 local discretionary days, plus

days when the University is closed in the interests of efficiency.

Research / Consultancy and Teaching-Related Scholarly Activity

Maintenance of professional expertise, research, consultancy and knowledge transfer are key activities of the University. Weeks other than those allocated to Scheduled Teaching Activities, Direct Teaching-Related Activities, Academic Management and Planning, Staff and Institutional Development Activities or to annual leave, will be used for Research and Consultancy and/or Teaching-Related Scholarly Activity, as agreed. This time is self-managed although its use is considered as part of staff appraisal; anticipated outcomes, such as papers written or reviewed, or updated teaching materials will be discussed as part of workload discussions in appraisal, completed outcomes will be considered as part of the review of the past year. Significant research or consultancy will require longer periods of time than can be accommodated in this way, either in the form of periods dedicated to research / consultancy or in the form of reduced workloads in other areas. This will be discussed and agreed with the line manager.