

An academic contract indicates that a 1 full time equivalent (fte) post requires the holder of the post to have a maximum of **550 hours** student contact (e.g. teaching; tutorials etc) in an academic year.

The total working hours are 1600 hours. The difference between the 550 and 1600 hours is for **other duties**.

You should NOT teach more than 550 hours in one academic year.

There is **NO such thing as a trade off** between your other duties and your teaching hours.

It is **not acceptable** for your line manager to make statements that suggest that because you may not have carried out certain other duties that you will have to do more teaching above the 550 hours.

If you are asked to work more than 550 contact hours then you should refuse.

If you have problems with issues around your teaching hours then contact your union representatives.

Do not fall into the trap of listening to statements such as:

1. We are having difficulties covering;
2. What about the students;
3. Our department is in a weak position.

Your contract has been negotiated between the union and your employer. **You should not undermine the hard work of your union who have ensured a decent working contract.**

1. Ensuring adequate cover is the responsibility of managers not lecturers.
2. You will **not** be letting the students down if you refuse to teach over 550 hours, since to do so would reduce your effectiveness as a teacher.
3. If you teach over 550 hours this will undermine the position of colleagues.

Say NO to a "trade off" between your 550 hours and other duties.

How to join the UCU

Pick up a booklet from the SCR or join online at <http://www.ucu.org.uk/>

A **fraction post** is pro-rata e.g. a 0.5 fte is 550 divided by two i.e. 275 hours