

University of Aberdeen

Remuneration for Teaching and other Professional and Related Activities

1. Teaching

Staff who are appointed to undertake teaching and related activities will be required to undertake a balance of duties as specified by their Head of School or designated line-manager. From time to time the balance of these duties may change and staff are expected to undertake any reasonable duties allocated to them.

Heads of School may be faced with changing operational requirements which require them to review an individual's workload and to redefine their duties to reflect the new demands. Where a new teaching or related activity falls within the expected remit for the individual's grade and role, the new activity may be subsumed within the member of staff's agreed workload. In such cases the individual's workload may be revised in other areas to reflect the new responsibilities being undertaken and no additional remuneration would be due.

2. Consultancy

Consultancy is defined as the contracting of staff for a fixed short length of time, to carry out a task, other than research and development, specified by a client.

Consultancy contracts differ from research contracts in that they involve the application of existing knowledge or techniques and there is no academic output, such as publications in refereed journals.

All University consultancy work is handled through Research and Innovation (R&I), which promotes the University's consultancy capabilities to external parties. University consultancy exists where any consultancy work is carried out within the member of staff's University contract of employment.

A University consultancy can exist where the work will benefit the member of staff and/or School; College and University and the line manager is satisfied that the consultancy work undertaken will not be to the detriment of the member of staff's University duties

The member of staff is required to complete an "Application for permission to undertake consultancy" form. This form gives approval to undertake consultancy, but also determines the allocation of the consultancy fee.

The Consultancy fee is allocated:
30% to University General Funds
70% to the School/Academic*

The application form must be signed by the member of staff's line manager; Head of School or College, as appropriate. Where a Head of School undertakes a consultancy, approval must be gained from the Head of College. Forms are available from R & I. Once completed, the form must then be returned to R&I.

* To be arranged between Head of School/College and Academic.

3. Continuing Professional Development (CPD)

The provision of teaching or training under contract which is not a normal expectation of the School is classified as vocational training and should be handled through CPD Services within Research and Innovation.

The University uses the Scottish Funding Council's definition for CPD:

CPD activity is:

- Work related (for the audience)
- Developmental
- Full cost recovery

This is a wide-ranging definition and encompasses many activities undertaken in HEIs.

Examples of CPD activity include:

- non-accredited short courses
- accredited courses
- extended programmes of study
- conferences, including academic conferences
- business networks
- support centres for SMEs

These are examples and this list is not intended to be exhaustive.

CPD is a means of generating direct income, as activities are set up on a full cost recovery basis. Income generated is returned to the College/School and can be used to support other areas of activity. For example, enabling staff to attend conferences, buying hardware, funding staff posts.

Each CPD activity is budgeted on an individual basis by CPD Services, R&I or in conjunction with the relevant College Accountant. Budgets take into account the actual costs that it is anticipated will be incurred and market forces in terms of the price that can be charged and the likely uptake.

Where the CPD activity is deemed to be part of a member of staff's role no personal payments will be paid. Where a personal payment is to be paid, this will be negotiated between the member of staff concerned, CPD Services, R&I and/or the relevant College Accountant and is subject to formal approval. There is no standard rate payable; rates are dependant upon what the external market will tolerate. Personal payments are normally made after the CPD activity has been completed.

Where it is proposed to make a personal payment the amount of the payment must be authorised, in advance, by the appropriate Head of College, or delegated line manager. Such payments will be allocated to the relevant activity budget.

Any surplus from CPD activity is normally returned to the contributing theme, Section, School, or College, as appropriate.

4. Agreed Extraordinary Duties

Where a Head of School, (in consultation with the Head of College), regard new teaching or related activities as being an extraordinary requirement additional to the member of staff's normal workload which is to be undertaken on either a one off basis or which is unlikely to become a regular requirement of their role, the activities may be regarded as being additional to their recognised duties and they will not be taken into account as part of any workload modelling or planning. To encourage and incentivise staff participation in activities that are perceived to be of benefit to the School/College, it may be appropriate to pay the staff member for undertaking agreed 'additional duties'. Any payment should be based on the level of work being undertaken and in some circumstances may be based on a salary level different from the individual's substantive grade.

Where a Head of School proposes to pay staff for teaching or related activities, this must be approved, in advance, by the Head of College before any work is undertaken. Schools will be required to provide a clear justification of why it is necessary for the member of staff to undertake the additional work, why the proposed activities should not be subsumed into the member of staff's expected workload and provide details of the proposed payments.

Where the Head of College approves payment for any additional activities will normally be made by way of a non-pensionable allowance that is paid with the individual's normal salary payment once the work has been completed.

In deciding to award payment for such extraordinary duties Schools/Colleges should be mindful of their obligations in respect of equal opportunities, and ensure transparency in the selection of candidates who benefit from such a payments. Schools should also ensure that there are no potential conflicts of interest in reaching their decisions.

5. Contribution Awards

Where staff have not received additional payment for activities they have undertaken and have demonstrated an exceptional contribution to the activities of the School/College it may be appropriate for them to apply for or to be considered for a contribution award as part of the University's annual promotion exercise. Contribution awards can take the form of a one off non consolidated payment or an additional consolidated increment(s).

Further information

Further information is available from Dave Cumming, Deputy Director of Human Resources, via e-mail at david.cumming@abdn.ac.uk

Further information in relation to consultancy and CPD activities is available from Fred Stevenson-robb, Director, Research & Innovation via e-mail at f.stevenson-robb@abdn.ac.uk