

## **HONORARY PARTNERSHIP LECTURER AND SUPPORT STAFF APPOINTMENTS**

### **1. Period of Contract**

- 1.1 The University and the Partner will agree appointments of Partner staff to Honorary Partnership Lecturer and support staff posts at the University (“Appointments”).
- 1.2 Appointments will be reviewed annually and existing Appointments can be renewed by mutual agreement as part of that process. Appointments may also be renewed by mutual agreement as required throughout the year. Appointments will terminate automatically if the Honorary post holder no longer carries out the function for which the Appointment was made.

### **2. Context**

- 2.1 An Appointment creates an Honorary post but does not constitute or create a contract of employment between the Honorary post holder and the University. Formal line management of the post holder remains with a designated individual at the Partner
- 2.2 An Appointment is a separate arrangement from the post holder’s contract of employment or other contractual arrangement with the Partner. The Appointment is not a variation of that contract and no act or omission on the part of the University will be treated as a breach the post holder’s contract with the Partner.

### **3. Main Responsibilities of the Post Holder**

- 3.1 Lecturer Appointment: to undertake programme development and review, teaching, supervision, course management, assessments, staff development, scholarly activity and research as appropriate to the requirements of supporting students on programmes leading to a University award.
- 3.2 Support Appointment: to undertake support to programme teams and programme management, undertake academic administration as required by the University including maintenance of student records, assessment record management as appropriate to the requirements of supporting students on a University award.

### **4. Policies and Procedures**

- 4.1 The Partner must ensure the post holder is familiar with and adheres to the relevant policies and procedures of the University as set out in the Staff Handbook and in official regulations and publications as amended from time to time.
- 4.2 Post holders must ensure that they maintain the confidentiality of all confidential information that they acquire as a result of the Appointment, including confidential information belonging to the University, students and third parties such as suppliers or research Partners. Post holders may disclose to or discuss with the Partner, information which is legitimately acquired by the post holder in the course of the Appointment, and which is not deemed to be confidential by the University.

### **5. Payment**

- 5.1 The University is not responsible for payment of salary or other remuneration to the post holder. In most circumstances, the Partner will be responsible for any other charges or expenses.
- 5.2 However, the post holder will be entitled to receive reimbursement for reasonable expenses incurred as a result of responsibilities undertaken for the University if these have been agreed in advance between the Partner and the University. Any payments will be in accordance with University rates or at rates paid by the Partner as agreed from time to time between the Partner and the University.

### **6. Health and Safety at Work**

- 6.1 The Partner must ensure that the post holder is familiar with the responsibilities of employees under the Health and Safety of Work Act (1974), with the University’s Health and Safety Policies, Procedures and arrangements and will take reasonable care for the health and safety of themselves and others during the Appointment.

## **7. Copyright**

- 7.1 The University makes no claim to the copyright in any work or design compiled, edited or otherwise brought into existence by the post holder as scholarly work unless agreed otherwise.
- 7.2 The Partner shall put in place such arrangements with the post holder as are necessary to ensure compliance with the intellectual property provisions of its agreement with the University, including arranging for assignments of intellectual property from the post holder to the University or other third party if these are required.

## **8. University Facilities**

- 8.1 The post holder will have access to the University's library and such teaching facilities and parking and office accommodation at the University as he or she needs in order to carry out the functions of the Appointment in accordance with the University's Staff Policies. The University will inform the post holder of and organise such rights of access prior to commencement of the Appointment.
- 8.2 In order to comply with licensing restrictions it is the post holder's responsibility to ensure that they only use the University's library facilities and related online resources for the purposes of their Appointment and in accordance with any restrictions or instructions required by the University.
- 8.3 The post holder may only provide materials from the University's library facilities and related on-line resources to BU registered students and only in accordance with any restrictions or instructions required by the University. Students on BU validated programmes are not BU registered students.
- 8.4 Breach of this clause 8 or of any conditions notified when rights of access are arranged may lead to withdrawal of the post holder's access.

## **9. Termination and Renewal of Contract**

- 9.1 An Appointment may be terminated by either party giving at least three months' notice to the other. The University may terminate an Appointment with immediate effect if the post holder is found to have acted in a way that amounts to gross misconduct.