



## **Procedure for recruiting individuals for teaching who are not School employees**

In order to comply with UKVI requirements, the School has procedures for the recruitment of visiting lecturers, research students, external examiners or any other individuals who are not employees of the School – for ease of reference, henceforth will be referred to as 'Casual Teachers'. This applies to all types of taught course and is anticipated to primarily be relevant for Module Organisers, Short Course Organisers, MSc Course Directors, and Chairs of Exam Boards – for ease of reference, henceforth referred to as 'Course Organiser'.

It is important to read the Guidelines for Casual Staff on the HR Intranet page prior to engaging a new Casual Teacher, as you will find specific paperwork for groups including External Examiners.

There are two main aspects to the procedure – assessing the Casual Teacher's eligibility to work, which will be processed by HR, and confirming how the Casual Teacher's will be paid which needs to be done by Finance. Please liaise with both the HR Recruitment and Operations team and the Finance team prior to engaging a Casual Teacher.

In most cases, a Course Organiser needs to agree requirements for Casual Teachers with the relevant Faculty Taught Course Director to ensure funds are available, usually as part of the teaching allocation process. Any subsequent changes to requirements should also be agreed.

Individuals should be asked for confirmation of their right to work in the UK (including those who are British/EU citizens). The following paragraph should be used as part of the invitation to teach to these individuals:

*In order to comply with UKVI requirements, the School requires all individuals engaged to teach on its courses to have the right to work in the UK. Please send a copy of the relevant pages of your passport as soon as possible for checking. On your first day it is imperative that you bring your passport and a copy of the relevant identification page when you come to do your teaching here. For verification purposes, this should be presented to HR or Finance (\*this will be dependent upon how you will be paid). Please note that if you do not provide the necessary documentation and/or your right to work is not confirmed then you cannot be paid for any teaching undertaken for the School.*

If the individual submits a copy of their documentation for prior checking, please check with your HR contact on whether you can proceed with recruiting them to teach. If they are eligible then they should still bring the original documentation when they first come to teach.

We appreciate this may appear a rather daunting procedure and have discussed it extensively with HR to keep it as straightforward as possible, bearing in mind the range of people involved in recruiting Visiting Lecturers, research students etc. If you have any queries on how the procedure operates then please contact your Faculty Taught Course Director or HR.

Please note that if the individual has not worked in the last tax year, then they will not be eligible to stay on the database. If they were to re-engage with the School at any point, they will need to resubmit all the documentation again. This is to ensure that the School is not holding personal data for individuals that have not worked in the last tax year.