

BETWEEN:

MR P RODDIS

Claimant

-v-

SHEFFIELD HALLAM UNIVERSITY

Respondent

WITNESS STATEMENT OF MARIE HELEN WILLIAMSON

I, Marie Helen Williamson, of Sheffield Hallam University, Howard Street, Sheffield, S1 1WB will say as follows:

Background to my employment with Sheffield Hallam University

1. I have been employed by Sheffield Hallam University since February 2010 and I am currently employed in the role of Senior HR Business Partner with a focus on supporting the University's Faculty of Science, Technology and Arts. Prior to my current position, I held the posts of HR Manager and Head of HR Policy and Change within the University's HR department. In my current role I report to the University's Assistant Director of HR and Organisational Development. I am a member of the Faculty's leadership team and my role includes providing advice and guidance on all HR related matters within the Faculty. This ranges from providing strategic HR input in relation to business and workforce planning to advising on individual HR cases (for example, grievances and disciplinary issues), typically with a focus at the more senior level.
2. I am very familiar with the contracts that the University offers to Lecturers/Seniors Lecturers and Associate Lecturers and also, the University's conversion process for Associate Lecturers, which is agreed with UCU ("the University and College Union").

Staff at the University

3. The majority of teaching staff at the University are employed on Lecturer/Senior Lecturer contracts on a full-time or part-time basis. The University also needs a flexible teaching resource to allow for fluctuation in student numbers, to cover absences of staff and where, for example, the University requires an individual with a particular specialism. The University therefore also employs casual teaching staff, and they are called 'Associate Lecturers'.
4. Mr Roddis was employed by the University as an Associate Lecturer on 30 January 2006. His contract of employment is at **pages 29 to 36** of the bundle. The contract explains that an

Associate Lecturer's hours are variable, according to the needs of the University, and that Associate Lecturers are under no obligation to accept work offered (clause 6 at **page 31**).

5. When Mr Roddis was employed by the University, Associate Lecturers would agree to an offer of teaching hours, and that agreement would be recorded in a 'SHU5(a) form'. An example of a SHU5(a) form is at **page 44** of the bundle. On that form, you will note that the number of weeks and hours of work are recorded, including on what course and in what department and the reason why the Associate Lecturer has been offered those hours (i.e. due to staff absence or to enhance teaching capacity etc). This process changed in approximately February 2015 and is now managed electronically.
6. Associate Lecturers receive an enhanced hourly rate of two and half hours' pay for each hour of teaching. This rate takes into account all work done in connection with teaching, such as preparation and marking. The rate also includes holiday pay.

The Associate Lecturer conversion process

7. The Associate Lecturer conversion process takes place annually, and allows Associate Lecturers to apply to be converted from their casual contracts to full academic contracts at the University as Lecturer/Senior Lecturers. The policy and procedures for this process appear at **pages 155 to 160** of the bundle.
8. There is no automatic right for an Associate Lecturer to convert to a Lecturer/Senior Lecturer role. This is confirmed in the procedure (**page 158**), and this is because the roles are very different.
9. Whilst the process is open annually, an Associate Lecturer must have worked at the University as an Associate Lecturer for at least three years, and worked at least a hundred hours during each of those years, to be eligible to submit an application. The conversion process is an additional route for an Associate Lecturer to apply for a full academic contract, as Associate Lecturers are also able to apply for any academic vacancies at the University, should they arise.
10. Each year, Associate Lecturers are notified if they are eligible to apply for conversion. Should an Associate Lecturer wish to apply, they must firstly complete an application form (**pages 163-168**) and submit their curriculum vitae.
11. Conversion panels will then be formed to consider the applications. The conversion panel will consist of the Head of Department in which the application is made (the Chair), a subject area lead and a human resources representative. I have been a member of the conversion panels on a number of occasions, as the human resources representative, during the 2010 and 2018 conversion processes.

Pre Panel Meeting

12. The conversion panel will firstly have a 'Pre Panel Meeting' with the applicant present, in which the panel will review the application form received and validate that information by asking questions of the applicant and to explore the potential for the applicant to fulfil the requirements of the full range of duties that a Lecturer/Senior Lecturer must do (**page 159**).

13. The panel must record their review of the application in the form at **pages 169 to 171** of the bundle. As part of the review, the panel must firstly consider the duties the individual has undertaken as an Associate Lecturer, which the Associate Lecturer is required to detail within section 3 of the application form, entitled, 'Associate Lecturer duties undertaken' (**page 164**). This section details duties that are classed as 'scheduled teaching duties'. As you will note, they are in relation to teaching, including lectures, seminars/tutorials, placement visits, teaching in labs, studios or workshops, residential courses and field trips, assessment and marking, supervision of students and dissertations, delivery of open or distance learning and other related teaching duties. As part of that section of the application form, the Associate Lecturer must refer to their experience of those Associate Lecturers duties that was gained as part of the hours they state that they have worked for the University as an Associate Lecturer, in section 2 of the application form (**page 163**).
14. The panel will then consider whether the Associate Lecturer can demonstrate experience of, or whether they can show they have the skill set to develop, in relation to the other duties which form part of the full academic contract, but which do not form part of the Associate Lecturer contract. Details of those duties are required within sections 4 to 9 of the application form (**pages 165-168**). Those sections do not require the Associate Lecturer to detail experience of those duties with reference to the hours they have worked as Associate Lecturers because those duties do not form part of the Associate Lecturer role. There is a slight exception to this, in that some teaching related administrative duties can form part of the Associate Lecturer contract, such as module leadership. This is recognised by the wording in section 5 of the form (**page 166**), which specifically asks Associate Lecturers to detail if any of those duties have formed part of the hours they have worked as Associate Lecturers.
15. As Associate Lecturers are casual employees, they may, and often do, work for different employers, or even for the University in a different role, at the same time as being employed as an Associate Lecturer. Therefore, as part of an application for conversion, an Associate Lecturer could potentially be able to demonstrate aspects of the Lecturer/Senior Lecturer role that do not form part of their Associate Lecturer role, by demonstrating their experience from other roles and/or other employment.
16. In terms of research, whilst this does not form part of the Associate Lecturer role, an Associate Lecturer applying to convert to a Lecturer/Senior Lecturer could have conducted their own personal research activity, but separate to their Associate Lecturer role.

Verification report

17. Once the conversion panel completes its review of the application form and has interviewed the Associate Lecturer, the Head of the Department in which the Associate Lecturer is applying for a role must complete the verification report (**pages 172 to 175**). In order for an Associate Lecturer to successfully convert to a Lecturer/Senior Lecturer post, they must not only be successful based upon their application form and interview, but there must be a business case in the department for the need to recruit a Lecturer/Senior Lecturer. Therefore, the Head of Department must put the business case forward as part of the verification report, within sections 2 'Business need' and section 4 'Business case for conversion' of the report (**page 172**).

18. Within section 3 of the verification report, the Head of Department must also provide their written assessment as to whether they consider the Associate Lecturer has the potential to fulfil the full range of duties required of a Lecturer/Senior Lecturer (**page 173**). To be able to demonstrate a potential to fulfil the range of duties, I would expect to see some evidence that the individual has a keen interest in a particular area of research and some form of plan to progress that research, for example. I would also expect to see potential from other experience to do other duties of a full academic contract, for example evidence of external engagement.

Panel meeting

19. The conversion application and the verification report will then be considered by an independent panel, which will generally include the Deputy Dean, Assistant Dean and a Human Resources Representative. The Head of Department presents the case for conversion to the panel. I would estimate that I was a member of four of these panels in the 2010 conversion process and a member of three of these panels during the 2018 process. Normally there should be four panels per annum (one panel for each faculty at the University). However, this year, one faculty did not have any applications for conversion.

20. The panel must consider:

20.1 evidence of the individual meeting the eligibility criteria to apply for conversion (i.e. that they have worked at the University as an Associate Lecturer for at least three years and worked the minimum required hours);

20.2 evidence of any experience in undertaking a range of duties as an Associate Lecturer or in other employment;

20.3 the level of future continuing business need for the skills offered and the range of academic duties; and

20.4 a record from the pre panel meeting detailing the potential of the applicant to fulfil the range of additional duties required of a Lecturer/Senior Lecturer. (**page 159**).

21. The panel can either dismiss the application, grant the conversion or grant the conversion with a development plan in place. The panel must also decide on when the appointment will start and the appropriate salary. Staff development programmes are offered for Associate Lecturers converting to Lecturer/Senior Lecturer roles because the roles and responsibilities of an Associate Lecturer are much narrower than a Lecturer/Senior Lecturer. This is set out in the policy at **page 160** of the bundle. A development plan will typically require the Associate Lecturer to complete the University’s induction programme and the Certificate in teaching, learning and assessment, unless the Associate Lecturer can demonstrate they have already the Certificate at another institution.

My experience of conversion applications

22. The majority of applications submitted each year are not successful. I have set out below the success rates for conversion applications at the University. These figures reflect my experience with this process:

Academic Year	Number of	Applications	Converted	Success rate as a
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	Associate Lecturers employed	Received		% of applications received
2017 / 18	744	11	2	18%
2016 / 17	667	10	3	30%
2015 / 16	668	7	2	28%
2014 / 15	700	10	3	30%
2013 / 14	755	7	1	14%
2012 / 13	759	22	9	40%
2011 / 12	788	13	5	38%
2010 / 11	749	6	2	33%
2009 / 10	668	12	6	50%

23. Based upon my experience, the majority of Associate Lecturers struggle to demonstrate research ability or experience in pastoral care for students (i.e. being available to support students and to direct them to the relevant student service, such as counselling or student finance, for example, where appropriate). Associate Lecturers also struggle to demonstrate the required skill set for the administrative duties that a Lecturer/Senior Lecturer does.

24. I understand that it is difficult for an Associate Lecturer to demonstrate the skill set and/or potential to perform the duties of a Lecturer/Senior Lecturer skills, because the duties of the Lecturer/Senior Lecturer role are far broader and involve core areas (such as research and scholarly work and administrative duties), that are not part of the Associate Lecturer role. The Associate Lecturer can therefore only demonstrate the required skill set/potential to carry out the Lecturer/Senior Lecturer duties by other relevant experience in a different role, or through their own interests.

I confirm that the contents of this statement are true to the best of my knowledge and belief.

SIGNED

Marie Helen Williamson

DATE