**Record of Agreement for Variation of Academic Duties**

This form is optional and may be used to record an agreed Variation of Duties [UPDATE LINK] if any of the parties (individual, college, or department/faculty) would find it helpful to do so.

A copy of this completed form should be filed in the department/faculty and college offices.***Data Protection:*** *Information about agreed Variations of Duties, including the information on this form, and other buyouts will be held by Colleges and Departments/Faculties, and anonymised data will be collected periodically for review by the Advice and Oversight Group overseeing the operation of the Variation of Duties Scheme and for report to Personnel Committee, Education Committee, and the Conference of Colleges.*

*The cells in this form will expand as needed to accommodate the text entered.*

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| **Name of joint post-holder:** | § |
| **Type of joint appointment:** | *(e.g. APTF-C or APTF-U)* § |
| **Department/Faculty:** | § |
| **Division:** | § |
| **College:** | *College where Fellowship is held* § *(indicate also any other College in a joint-joint appointment)* |
| **Gender:** | F / M / Other |

**The agreed Variation of Duties**

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| Concise description of purpose of variation: | *e.g."to serve as acting Head of House", "to establish a new research initiative" – details of research projects are not required*  § |
| Within which employment does a reduction of duties fall? | Faculty/Department or College (*indicate one*) |
| Reduction of duties   *(n.b. details of the duties to be replaced are sought overleaf)*   * Duration:   Length: § terms / years  First term of variation M / H/ T term, ­20 … (year)  Final term of variation M / H/ T term, 20.. … (year)   * Extent:   For reductions in college teaching, give the agreed stint reduction (e.g. 25, 50%): §% In respect of university teaching, a percentage for reduction of duties should be  given where a points or tariff system is in use: §%   * Use an additional note if necessary to explain a period of variation where the nature and/or extent of variation will change over time   § | |

**History of past service as context for extent of variation sought**

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| The post-holder should enter here a brief note framing their request within their past service in their joint appointment from the academic year 2009-10 onwards: indicate *concisely* how the variation sought relates to the principle that over an individual’s career the time allowed with maximum variation of duties should not exceed one half of the time spent working to standard contractual duties .  Past 'buy-outs' that would have been counted within the scheme had it been running from 2009 should, for the sake of fairness, be counted as periods of Variation of Duties.)  § |

**Provision of replacement teaching and related duties**

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| **College teaching and related duties to be replaced:**  *Delete any duties that do not apply; add other duties as necessary if more than one replacement teacher is needed, make a second list*  *\* Indicate for these responsibilities whether they relate to a specific year-group*   * Tutorial/small group teaching average weekly contact hours § hours  over how many terms? § terms * \*Marking, setting and marking collections * \*Oversight and guidance to students on their long-term academic progress * \*Arranging out-of-college tuition * \*Pastoral oversight * Attendance at Tutorial Board or equivalent * Open-days/access * Admissions   **Type of replacement provision agreed:**   * **Teacher provided 'in kind' by University:**   Type of post held (e.g. APNTF, researcher & grade) §  Any agreed payment to College (for tutorial responsibility,  meals, teaching materials, etc) § *(amount per term or year)*   * **Teaching to be bought in by the College:**   Agreed rate for reimbursement due to the College (tick one rate and complete FTE if Rate C)  Capitation rate teaching (Rate A) §  Retained lecturer rate (Rate B) §  Stipendiary appointment (Rate C) § *(give % FTE)*   * **Any charge agreed for use of a teaching room:** § *(give amount/term or year)*   **University teaching to be covered:** *reimbursement rates are set out in the Register of Approved Payments issued by the Senior Tutors’ Committee*   * Lecture courses number of lectures § * Seminars or classes number §  special rate agreed to cover marking? Yes / No * Practical classes (demonstration) number §  Indicate if responsible for running the classes: § * Other duty (specify and give the termly/annual amount of any non-standard agreed payment)   § |

**Guidance and oversight of replacement teachers**

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| Which body is responsible for ensuring provision of replacement teaching of appropriate quality? (This would normally be the body whose teaching is being reduced). | Faculty/Department or College (*indicate one*) |
| Contact details of responsible individual *(e.g. Senior Tutor, departmental teaching director, etc)*:  § | |
| Agreement of the responsible individual:  *I agree to ensure that:*   * *suitable replacement teachers are appointed in good time ahead of the start of the period of variation ('suitability' will take account of disciplinary expertise, experience, and appropriate training);* * *replacement teachers receive any necessary induction and guidance;* * *the performance of the replacement teacher is appropriately monitored (any concerns about the teaching should be addressed to me);* * *the replacement teacher is aware of sources of support for career development, for example, through the division, department, or People and Organisational Development (suitable mentoring should be provided for replacement teachers acting on a retained, stipendiary, or equivalent basis);* * *steps are taken to remove the replacement teacher and appoint another should that be necessary;* * *a brief report is written on the adequacy of the replacement arrangements and on any need for changes to be filed with both the departmental/faculty and college copies of this record (e.g. annually or when appropriate).*   Signed § Dated § | |
| The following person(s) have agreed to act as mentor(s) for the replacement teacher(s):  *(Complete as appropriate – this may be the teacher's existing mentor)*  Name § Post held §  Name § Post held § | |

**Agreement**

The undersigned have agreed to the arrangements for Variation of Academic Duties set out above and are content that the extent of variation is fair in the context of the limits of the scheme. They agree to provide a brief report to be filed with this record on the effectiveness and outcomes of the arrangements at the end of the period of variation.

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| Academic taking Variation of Duties:  Signed § Dated § |
| For the College where the Fellowship is held:  Signed § Dated §  Position § Faculty/Dept § |
| For the Faculty/Department:  Signed § Dated §  Position § Faculty/Dept § |