

SALC Teaching Guidelines for Postdoctoral Fellows and PDRAs

While postdocs/PDRAs are principally appointed as full-time researchers, some teaching experience can be beneficial to their career development. However it is also crucial that the time for their research remains protected.

Teaching by postdocs/PDRAs should normally be guided by the following principles:

- There is no obligation for postdocs/PDRAs to teach, unless explicitly stated in their job description.
- The time allocated to teaching responsibilities—including preparation, teaching, grading, and administrative tasks—should not exceed one day per teaching week during term time (indicatively, this would correspond to up to two hours of lecturing or up to four hours of seminar teaching). Please note: for Independent Fellows (such as British Academy or Leverhulme) teaching involvement must additionally comply with funder requirements.
- The involvement of postdocs/PDRAs in teaching must be discussed between the postdoc/PDRA and the PI. The PI must approve any teaching commitments.
- Opportunities for teaching cannot be guaranteed for all postdocs/PDRAs
- Teaching by full-time postdocs/PDRAs is carried out during their contracted time and therefore not financially compensated as the university cannot employ anyone above 1.0 FTE.
- It is recommended that where appropriate, teaching is listed as a potential task on job description for recruiting postdocs.
- Postdocs/PDRAs should be appropriately mentored by the relevant CUD.
- Any exceptions to these guidelines require the agreement of all relevant parties (postdoc, HoD, PI, and CUD) as well as the HoS.

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