

PERSONAL

NAME

School

Date

Dear Name

Teaching Assistant (TA) – Letter of Intent/Appointment

I am pleased to offer you an appointment to the University as a TA in the School of ##### in the Faculty of Humanities for 2014/15.

The details of the appointment are set out below.

1.	Course No – Course Title in Semester xx 2014/15		
	Discipline Area: Name	Total Hours for course : hours	
	Course Unit Director: Name		
	Head of Division: Name		
	Preparation	Tutorial/ Seminar teaching	Assessment/Marking
	[Indicate: requirement, number and/ or frequency , & duration]	[Indicate, requirement, number and/ or frequency , & duration]	[Indicate: requirement, assessment type, expected numbers and duration]
	Lecture Attendance	Admin & out of class student contact	Other requirements
	[Indicate, requirement, number and/ or frequency , & duration]	[Indicate, requirement, number and/ or frequency , & duration]	
2.	Course No – Course Title in Semester xx 2014/15		
	Discipline Area: Name	Total Hours for course : hours	
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The total salary you will receive for this work is £xxxxxx at the rate of £xx.xx per hour. This includes holiday payment for xx.xx number of holiday hours.

Please note that, when student numbers are confirmed in September, your contract may be modified slightly to reflect the actual number of students on the courses that you teach or in the unlikely event of low or limited number of students registered on the course unit(s) mentioned above, we may be forced to withdraw the course unit(s) or reduce the number of seminars required. If, as a consequence of the withdrawal of the above course unit(s) or reduction in seminar numbers, we are unable to offer you the above appointment, your name will return to the list or pool available for TA duties.

If you haven't taught for us before, you will be requested to attend mandatory training, and will be contacted in with regard to this. In addition, all TAs must have training in online marking; if you have not already had this, you must take it (it should take no longer than an hour).

If this is your first such appointment, you will receive from HR Services the University's Statement of terms and conditions, which stipulate the general conditions of work. You are asked to sign the terms and conditions and present them to HR Services, together with the other listed documentation, as below.

Your pay and the nature of the work (the courses that you will teach and your duties for each course) are outlined in letters of intent/ appointment such as this one. For your reference you are able to view the Statement of terms and conditions online at:

<http://www.humanities.manchester.ac.uk/tandl/documents/TA-StatementofTermsandConditions2014-2015.pdf>

A copy is also included for your information if this is the first time you have taught for us.

Your salary will be paid in equal monthly instalments into your bank, building society or Giro account and is normally paid on penultimate day of the month. We aim to pay salaries in up to three instalments for each Semester commencing in October, November and December for the first Semester and February, March and April for the second Semester.

To ensure you are paid promptly, new TAs are asked to complete and provide HR Services with the following documentation:

- Bank Details form (for payroll use)
- Confirmation of Appointment form (which collects essential personal data about you)
- P46 tax form (unless you can produce a current P45)
- Signed terms and conditions
- Letter of appointment

Copies of these documents can be found at:

<http://www.humanities.manchester.ac.uk/humnet/our-services/human-resources/teaching-assistants/>

Please note that, if you wish to subscribe to the pension scheme for the whole duration of your appointment, you must renew your subscription every year.

You should take these documents along with your passport (required to verify your identity and your eligibility to work in the UK) to the TA Surgery. On production of this documentation you will be issued with a payroll number

and a staff/library card. Please note that if you are a non EEA national on a Tier 4 Visa you can work a maximum of 20 hours per week during term time.

Please could you make every effort to attend this surgery so that payroll is informed in a timely manner of your appointment. If you aren't able to attend then you should take your documents to HR Services, Second Floor, Simon Building – no appointment is necessary.

If you are a returning TA, you needn't re-produce all your documents (unless of course you have changed your bank account/address details etc.) however we will need a new P46 and signed copy of this letter.

Contacts

Should you have any queries, the following people may be contacted:

Name	Role	For queries in relation to:	
xxxxxxxxxx	TA Administrator/ TA Co-coordinator	Appointment and Payment	xxxxxxxxxx email: @manchester.ac.uk
Details on page 1	Course Unit Director	Teaching	
Details on page 1	Head of Division	Any other queries	

Yours sincerely

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School

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Details on page 1	Head of Division	Any other queries	

Yours sincerely

NAME
POSITION

I _____ (name) accept the above terms and conditions as outlined above.

_____ (signature) _____ Date

REMINDER: Please return this signed copy to XXXXXXXXXXXX or HR Services [amend as appropriate] along with any documentation, as is required, this as a minimum would be a copy of your P45 or P46.