

(Teacher contract: 13/14 v 1.0 new staff)

To: **Mr A N Other** Address: c/o Economics Department

Email: [a.n.other@lse.ac.uk](mailto:a.n.other@lse.ac.uk)

Dear Colleague,

**TEACHER APPOINTMENT**

I have pleasure in offering you an appointment, as follows:

<b>Name of Department/Institute:</b>	Economics
<b>Job Title:</b>	Graduate Teaching Assistant
<b>Departmental Contact</b>	Mark Wilbor
<b>LSE course on which the student is registered (if applicable):</b>	MRes in Economics
<b>Terms:</b>	Academic Year 2013/14
<b>Teaching Start Date:</b>	3 October 2013
<b>Teaching End Date:</b>	4 July 2014
<b>Salary Band and Step:</b>	Salary Band 5 Step 18.0
<b>Contract End Date if fixed-term appointment:</b>	1 October 2014
<b>Reason for fixed-term appointment (if applicable):</b>	GTA Scheme

Course Number & Title	Term	Weeks	Number of groups	Contact hours	Preparation (hours)	Lecture and Meeting Attendance (hours)	Office Hours	Items to be marked	Items marked per hour	Marking (hours)	Unit (full=1.0; half=0.5)	Administration (hours)
EC201A Microeconomics Principles I	MT&LT&ST	25	4	100.00	50.00	50.00	25.00	240.00	2.00	120.00	1.00	30.00

From	To	Holiday Entitlement (hours)	Total Hours (inc holiday)	Hours per Week (inc holiday)	FTE (inc holiday)	Monthly Salary	Total Pay
3 October 2013	4 July 2014	69.90	444.90	11.29	0.3226	£ 721.64	£ 6,541.32

This post is offered on a fixed-term basis as it is a career development post. The purpose of such posts is to enable post holders to gain the experience necessary to move on to other positions. The post has a fixed term to allow it to become vacant for others to also gain such experience in the future.

Your place of work will be the Houghton Street site. Your continuous service with the School began on [Human Resources to complete]. The other terms and conditions relating to this appointment are set out in the document enclosed.

Please note that the salary quoted on this contract reflects the 1 August 2012 paycales (2013 Pay Award pending).

If you wish to accept this offer please sign and return one copy of this contract, together with (as appropriate) 'Employee Details' and 'P45' or 'P46' forms and documentation proving your entitlement to work in the United Kingdom, to Human Resources, 2nd Floor, Sardinia House, London School of Economics, Houghton Street, London WC2A 2AE. If you are unable to take up this offer of employment, please contact your Department Manager immediately.

This appointment is subject to the course and/or classes running as set out above. Should the course and/or classes be cancelled or varied, the School reserves the right to withdraw or amend the contract without a notice payment being made.

Dependant on meeting statutory criteria, you may be automatically enrolled into one of the School's pensions schemes (SAUL for band 5 staff; USS for band 6 and above), please contact the Pensions Manager on x7093 if you have any pension queries. You are advised to read your Terms and Conditions carefully when considering your options.

Yours sincerely,

Human Resources Division

I confirm that I have permission from my research supervisor to undertake the teaching duties set out in this contract.

I accept the above offer of appointment on the terms set out.

Appointee's Signature ..... Date .....

<b>FUNDING DETAILS</b> (Tick one)	<input type="checkbox"/> 100% MSLs	<input type="checkbox"/> Other funds or split-funded (see confirmation of funding form)	MSLs: 8.53
HUMAN RESOURCES USE ONLY: Date contract issued .....		Input: ..... Authorised: .....	