

To: A N Other Address: c/o Economics Department, room S468

Email: a.n.other@lse.ac.uk

Dear Colleague,

TEACHER APPOINTMENT

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

Name of Department/Institute:	Economics
Job Title:	Graduate Teaching Assistant
LSE course on which the student is registered (if applicable):	MRes in Economics
Terms:	Academic Year 2009-10
Teaching Start Date:	1 October 2009
Teaching End Date:	2 July 2010
Salary Band and Step:	Salary Band 5 Step 18.0
Contract End Date if fixed-term appointment:	30 September 2010
Reason for fixed-term appointment (if applicable):	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)
EC102: Economics B	MT<&ST	21	3	63.00	42.00	33.00	23.00	180.00	3.00	60.00	1.00	22.50

From	To	Holiday Entitlement (hours)	Total Hours (inc holiday)	Hours per Week (inc holiday)	FTE (inc holiday)	Monthly Salary	Total Pay
1 October 2009	2 July 2010	45.39	288.89	7.33	0.2094	£ 457.15	£ 4,143.82
3 July 2010	30 September 2010	0.00	0.00	0.00	0.0000	£ -	£ -

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 relate to the 1 October 2008 LSE pay scales; a further pay award is due to take effect from 1 August 2009. Your salary will be amended to take account of this further award once it is confirmed.

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, Room W100 (Tower Three), 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.

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

Yours sincerely,

Human Resources Division

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

Appointee's Signature

Date

FUNDING DETAILS (Tick one)	<input checked="" type="checkbox"/> 100% MSLs <input type="checkbox"/> Other funds or split-funded (see confirmation of funding form)	MSLS: 5.4
HUMAN RESOURCES USE ONLY: Date contract issued Input: Authorised: (Teacher contract: 09/10 v 2.2 new staff)		