

Justice for College Supervisors (J4CS) campaign - programme of work

The following outlines a set of tasks and discussions in relation to matters raised by the Justice for College Supervisors campaign (J4CS), and how they can be progressed via the University/intercollegiate governance structure: (Quotes are taken from the website above.)

Undergraduate supervision issue	Pieces of work to be considered	University and/or Intercollegiate structure to consider matter	Deadline for a finalised proposal to be approved in time for implementation in 2024/25
<p>1. Changes to the supervision intercollegiate re-charge rates (SIRR) – both</p> <p>(a) levels for 2024-25, and</p> <p>(b) methodology for annual increases thereafter</p> <p> (“We deserve a living wage”)</p>	<p>A. Uplift of SIRRs for 2024-25 and thereafter, including robust mechanism for automatic annual uplifts.</p> <p>B. A new methodology for intercollegiate re-charge rates, considering time for preparation and marking, justified with firm evidence and considering resulting costs, agreed across Colleges.</p> <p><u>Interdependencies:</u> A and B are linked pieces of work (although A could be achieved without B).</p>	<ul style="list-style-type: none"> Bursars’ Committee (BC) (initially through its Business Committee (BBC)), allowing sufficient time for consultation with College governing bodies. <p>If financially significant uplifts to the SIRRs are proposed, this will likely need to engage:</p> <ul style="list-style-type: none"> the Senior Tutors’ Committee (STC) (through its Education Committee (STEC)), and the General Board (GB) (and/or its Education Committee (GBEC) and Faculty Boards (FB)), over the implications of changing supervision norms on teaching. 	<p>7 March 2024 – if significant uplifts are to be agreed, given the additional bodies to be involved.</p> <p>2 May 2024 – first ET meeting of the BBC and times to be concurrent with levies considerations.</p>

Undergraduate supervision issue	Pieces of work to be considered	University and/or Intercollegiate structure to consider matter	Deadline for a finalised proposal to be approved in time for implementation in 2024/25
<p>2. Timing of payment for supervision work soon after submitting reports.</p> <p>("We deserve to be paid <i>on time</i>, not months after")</p>	<p>C. Clarity over the issues raised by J4CS</p> <p>D. Agreed expectations on Colleges and the operation of payroll systems for supervisors (or sub-categories of supervisors).</p> <p>E. Revised guidance to supervisors, should clarity be needed, of the triggers and timing for release of payments.</p> <p>F. Guidance for Colleges, in clearly communicating expectations to supervisors of when they must submit reports in order for them to be approved by Directors of Studies and processed in time for College payroll runs. This may require separate guidance from each College given the range of payroll practices, but efforts should be made to ensure that supervisors receive College communications on a standardised timeline, with ample warning before payment deadlines.</p>	<p>Agreement of College expectations on operational matters would be agreed through the BC (through its BBC).</p> <p>Revision of the "Supervisor Expectations" document for general guidance would be agreed through the STC (through its STBC).</p> <p>General guidance would be agreed through the STC (through its STBC). Inclusion of bespoke instructions is a matter for individual College and their communication channels (but possibly CamCORS).</p>	<p>13 June 2024 – second ET meeting of the BBC.</p> <p>14 May 2024 – second ET meeting of the STBC.</p>
	<p><u>Interdependencies:</u></p> <p>D, E and F are dependent on C being completed early.</p>		

Undergraduate supervision issue	Pieces of work to be considered	University and/or Intercollegiate structure to consider matter	Deadline for a finalised proposal to be approved in time for implementation in 2024/25
<p>3. Contracts for all supervisors</p> <p>(“We deserve to be able to negotiate with our employer the terms of our work”)</p> <p>(“We deserve basic workplace protections”)</p>	<p>G. Resolution about what type of employment the provision of supervisions should represent (employee, worker or self-employed contracted worker). This will include explorations with J4CS about the issues and expectations represented by these campaign statements for both supervisors and Colleges.</p> <p>H. Clarity and agreement across all parties about who a single employer would be. Should this not be achievable, then clarification that either (a)supervisors would need multiple contracts if they teach for more than one College, with consequent tax and NI considerations or (b) that the current position of being self-employed contracted workers is the most appropriate position.</p> <p>I. Should a single employer be identified, the terms of a template contract will need to be agreed between the campaigners and the identified employer. Should no single employer be identified, the terms of a template contract will need to be developed for Colleges as a starting point to adapt or adopt, in line with their own employment policies and practices.</p> <p><u>Interdependencies:</u> H and I are dependent on G being resolved.</p>	<p>This will depend on the outcomes of H, but any contractual terms are likely to involve:</p> <p><u>University:</u> probably GB through its GBEC and its HR Committee.</p> <p><u>Colleges:</u> probably the STBC and BBC, and then the full STC and BC.</p>	<p>One relevant deadline is:</p> <p>14 May 2024 – second ET meeting of the STBC. Depending on the outcomes of G and H, there may be relevant University deadlines as well.</p>

Undergraduate supervision issue	Pieces of work to be considered	University and/or Intercollegiate structure to consider matter	Deadline for a finalised proposal to be approved in time for implementation in 2024/25
<p>4. Review whether College Directors of Studies or Faculties/ Departments have a culture of substantial reliance on PhD students and early career researchers for undergraduate supervisions.</p>	<p>J. Analysis of data of supervisions in 2022-23 through CamCORS records of supervisions delivered, and by who (recognising the levels of unreliability in the status of “category” on CamCORS).</p> <p>K. A clearer understanding of work expected from PhD students and early career researchers, the expected amount of time to undertake that work, and avenues to raise concerns (particularly in response to the current reports of preparation time in excess of 1.5 hours).</p> <p>L. Template guidance for Directors of Studies, Faculties and Departments, outlining best practice when seeking and commissioning undergraduate supervisors.</p> <p>M. Clear guidance to supervisors about how to raise workload concerns.</p>	<p>OIS and J4CS will undertake the data analysis in concert with analysis of results from the survey of supervisors.</p> <p>Revision of the “Supervisor Expectations” document for general guidance would be agreed through the STC (through its STBC).</p> <p>This also relates to the GB policy about work during Term time for postgraduate students. GBEC is already undertaking a review of doctoral education, and the role of teaching opportunities as part of the transferable skills development element of the courses.</p> <p>Development of guidance would be through GBEC and STEC, and would likely require extensive consultation with Directors of Studies Committees, Faculties and Departments.</p>	<p>14 May 2024 – second ET meeting of the STBC.</p> <p>19 June 2024 – final 2023/24 meeting of GBEC.</p> <p>10 July 2024 – final 2023/24 meeting of GB.</p>
	<p><u>Interdependencies:</u> J is dependent in part on clarity from G, particular over who the commissioner/employer is and where to raise concerns.</p>		

Undergraduate supervision issue	Pieces of work to be considered	University and/or Intercollegiate structure to consider matter	Deadline for a finalised proposal to be approved in time for implementation in 2024/25
5. Clear guidance to Faculties and Departments about the provision of resources for supervisors.	N. Template guidance for Faculties and Departments, outlining what documents and other resources should be made available to supervisors.	GBEC, with input from STEC, STBC and the Education Quality and Policy Office.	19 June 2024 – final 2023/24 meeting of GBEC.