Faculty of Oriental Studies

**CASUAL TEACHING**

**REQUEST FOR AUTHORIZATION OF PAYMENT FOR LARGER CLASS**

The Faculty of Oriental Studies believes that teaching in relatively small groups is one way of supporting the best learning environment for our students. In practice this means that class sizes larger than eight are seen as exceptional, and hourly pay rates are capped at the rate for a class of eight.

The Faculty does recognise that there may be circumstances in which a larger class may be necessary or desirable, for example if splitting an unusually large group temporarily would be difficult to accommodate, and the educational effect on the students is unlikely to be degraded. In such cases an application can be made using this form to the Director of Undergraduate or Graduate Studies, as appropriate, for authorisation of the use of higher hourly rates of pay.

The form can be completed by the teacher who will deliver the class, or by a relevant office-holder within the Subject Group.

|  |  |  |  |
| --- | --- | --- | --- |
| Degree(s) and paper(s) |  | | |
| Period of request (terms) |  | | |
| Number of students expected in class |  | | |
| Number of direct teaching hours for this class over the period above |  | | |
| Name of teacher / lecturer / instructor |  | | |
| Co-ordinator of language teaching in this subject |  | | |
| Describe here why the coordinator for language teaching in this subject believes that a larger class is necessary, any alternatives that have been considered, and how the needs of the students will be safeguarded: | | | |
| I request that the class specified above be paid at the full rate for a class of this size | | | |
| Name of person completing the form |  | | |
| Signature |  | Date |  |

*Now send the form to the Director of Undergraduate or Graduate Studies, as appropriate*

|  |  |  |  |
| --- | --- | --- | --- |
| I approve the above request DUS / DGS (delete as appropriate) | | | |
| Comments if required: | | | |
| Signature |  | Date |  |

*DUS / DGS to retain copy, and send signed form to Finance Officer*