

## Flexible Teaching Guidelines

### **Context**

The School of Mathematical Sciences strongly supports flexible working and recognises the additional pressures placed on members of staff by caring responsibilities such as parental responsibilities or caring for a relative. Some flexible working needs may be met by a more informal approach and there may be no need for a contractual change. These guidelines will provide guidance for the School to accommodate requests for flexible hours of teaching that do not require contractual changes.

The School acknowledges that caring needs might arise or change at short notice. If your needs change after the application deadline please contact the EDI committee chair as soon as possible. It is unlikely that changes notified after the teaching or tutorial allocations are circulated will be accommodated.

The operational needs of the School might require changes later in the year, occasionally clashing with the approved requests above. While the School will endeavour to avoid this, it might not always be possible and the School's operational needs will have priority. Furthermore, these guidelines concern only timetabled teaching and do not affect the scheduling of committee meetings, seminars or any other activity in the School or the University, nor exempt the staff member from such activities.

These guidelines do not cover requests for flexible teaching patterns unrelated to caring responsibilities. In regards to other issues, such as sickness, please contact the Head of School directly. Flexible teaching requests without approval of the Head of School will not be accommodated.

If needs of staff with caring responsibilities cannot be met this way, then a request for flexible working will need to be submitted and the formal University procedure will be followed. Any staff member wishing to take this option will be supported throughout the process. More information is available [here](#).

### **Process**

All requests for flexible teaching patterns in the academic year 2022/23 from staff with teaching responsibilities should be submitted by **10 March 2023** using this [form](#). Requests for flexible teaching hours should include an availability for teaching of at least 35 hours per week, during the hours of 9:00-18:00, Monday-Friday. Staff on part-time contracts should include a pro-rata availability for teaching. The reasons for the request must be stated clearly (examples are provided below).

Applications will be assessed by a School panel (formed by the Head of School, the Director of Education, the EDI committee chair and the Executive Officer) who will meet in March. Applicants will be informed of the panel's decision.

We provide below a list of examples of the type of requests that were accepted in previous years

and we hope that we will be able to accommodate similar requests this year.

### **Examples**

Dr X's request for teaching commitments between 9am and 5pm has been accepted. Dr X's partner works in West London and thus cannot usually help with drop-offs and pick-ups. Dr X is now able to drop off and collect their young child from the Queen Mary nursery, which is open 8:30-17:30. [This is an example of 40 hours of availability for teaching with a clear justification.]

Dr Y's request for teaching commitments any time after 11am Monday-Friday has been accepted. This allows them to care for the needs of their elderly relative, for which they are the primary carer. [This is an example of 35 hours of availability for teaching.]

Prof Z's has young children and requested a teaching free day one day per week, on Tuesday or Wednesday, as their partner works long hours on those two days. [This is an example of 36 hours of availability for teaching, with a clear justification for the request.]