

Replacement Teaching Compensation Guidance

Introduction

Replacement teaching compensation may be provided to Departments in the following circumstances:

- a. Academic Office Holders (listed below).
- b. Academic staff with University and College Union (UCU) responsibilities.
- c. Academic staff on sabbatical leave in exceptional circumstances.
- d. Departmental compensation relating to research leave after maternity leave, adoption leave, shared parental leave and (certain) other extended absences (New Academic Career (NAC) related).
- e. Heads of Department and Deputy Heads of Department (the latter for those starting in 2016/17 onwards) taking sabbatical leave following their period of service.
- f. Vice President and Pro-Vice Chancellors taking sabbatical leave following their period of service.
- g. Academic Office Holder's commutation.

For category a., compensation is provided annually to the relevant Departments for the duration the post is held. Funds will be transferred from the central recurrent replacement teaching budget to the relevant departmental replacement teaching accounts. Department Managers are budget holders for replacement teaching accounts. Any queries regarding departmental replacement teaching accounts should be directed to Ioannis Tsolkas in the Finance Division. Where a Department wishes to employ temporary teaching cover charged to their replacement teaching account, funding checks must be signed off by a named budget holder.

With regard to category c., compensation of £3,000 per term is only given in exceptional circumstances and only upon submission of a business case that is approved by the Vice President and Pro-Vice Chancellor (Planning and Resources). The compensation will be transferred from the central non-recurrent replacement teaching budget to the 'Other' section of the relevant Department's CSB1 (Establishment) form.

With regard to category d., compensation to cover the costs of a replacement while an academic is on research leave is only given upon submission of a business case setting out how much is required that is approved by the Vice President and Pro-Vice Chancellor (Planning and Resources). The compensation will be transferred from the central non-recurrent replacement teaching budget to the 'Other' section of the relevant Department's CSB1 (Establishment) form. Please note that larger

Departments are expected to cover the costs of a replacement out of their own funds.

With regard to category e., compensation of £3,000 per term will be transferred from the central non-recurrent replacement teaching budget to the 'Other' section of the relevant Department's CSB1 (Establishment) form (except for instances of commutation of enhanced sabbatical leave entitlement where funds will be transferred to salary or research accounts).

Compensation for category f. is at the Assistant Professor level and resources will be transferred from the central non-recurrent replacement teaching budget to the 'Other' section of the relevant Department's CSB1 (Establishment) form (except for instances of commutation of enhanced sabbatical leave entitlement where funds will be transferred to salary or research accounts).

Requests in connection with sabbatical leave are expected to be individual in nature and may be sent to the relevant [HR Adviser](#) at any time during the session. The [Sabbatical Leave Policy and Procedure](#) should be read in conjunction with this guidance.

Further information on each category is provided below.

a. Academic Office Holders

Certain Academic Offices attract replacement teaching compensation to enable Departments to meet the costs of temporary replacement teaching cover. Where a member of staff is located in more than one Department, the compensation will be split as appropriate. The compensation for each office is awarded automatically to the relevant Departments at the beginning of each session for the duration of the individual's term in office. Departments do not need to request the release of resources.

Compensation made available to Departments is based on the cost of hiring a SB06 LSE fellow as follows:

Academic Office	Compensation*
Vice-Chair of Academic Board	0.5 FTE
Vice-Chair of Appointments Committee	1 FTE
Adviser to Women Students	0.2 FTE
Chair of the Academic Misconduct Panel	0.7 FTE
Chair of the Graduate School Board of Examiners	0.2 FTE
Chair of the Research Degrees Sub-Committee	0.7 FTE
Director of the PhD Academy	1 FTE
Chair of the Research Ethics Committee	0.2 FTE
Dean of Extended Education	1 FTE

* The compensation levels are currently correct – subsequent changes to the levels of compensation may be made as necessary.

Note that replacement teaching resources are not allocated for the Vice President and Pro-Vice Chancellor roles. Instead the Department will not be charged for the individual while they are in office and the Department's establishment (CSB1) will be reduced to the Assistant Professor level to allow cover to be employed during the period of office.

b. Academic staff with UCU responsibilities

Each trade union representative is entitled to paid time off to fulfil their union duties. In relation to UCU, 0.5 FTE compensation has been allocated for this purpose. This time off can be divided amongst its senior officers by the UCU. It is expected that any time off and any backfilling will normally be absorbed by the relevant Department. However, Departments can request additional funds where/if required. For academic UCU representatives, replacement teaching compensation will be arranged annually in advance for academic colleagues requiring teaching cover in order to undertake their union duties, where this is formally requested.

c. Academic staff on sabbatical leave

The School expects Heads of Department to manage sabbatical leave requests in such a way that ensures uninterrupted delivery of the Department's teaching programmes. The design and structure of teaching programmes should be such that no one individual is essential. The School would normally expect larger Departments to manage this process internally. Requests for teaching cover will not normally be granted unless there are exceptional reasons.

However, the School recognises that there may be exceptional circumstances where a limited amount of temporary teaching cover may need to be provided and is willing to consider requests under the following headings:

- Small Departments which cannot cover the work of colleagues on sabbatical leave.
- Departments which do not have staff with relevant subject expertise to cover staff on sabbatical leave.

Heads of Department who consider they have a case which meets the criteria for temporary cover should send the business case in writing to Planning.Division@lse.ac.uk for referral to the Vice President and Pro-Vice Chancellor (Planning and Resources) who may consult the Vice President and Pro-Vice Chancellor (Faculty Development).

The majority of requests for sabbatical leave cover will be dealt with as they arise, which it is hoped will aid Heads of Department to forward plan.

Heads of Department are advised to await the Vice President and Pro-Vice Chancellor's decision before approving the sabbatical application to ensure that funds will be available to provide temporary teaching cover.

Heads of Department should note that requests for replacement teaching compensation for staff on sabbatical leave are not expected to provide for replacement of salary costs for the member of staff on leave on a like-for-like basis.

For more information on sabbatical leave please see the [Sabbatical Leave Policy and Procedure](#).

d. Departmental compensation relating to research leave after maternity leave, adoption leave, shared parental leave and (certain) other extended absences (NAC

related)

It is generally expected that colleagues will cover the duties of staff on research leave, but it is accepted that the expertise of the member of staff on leave will not necessarily be replicated within the Department and that the impact may be greater on smaller Departments. In these cases, Heads of Department should send a business case setting out the teaching expertise required and cost of the replacement in writing to Planning.Division@lse.ac.uk for referral to the Vice President and Pro-Vice Chancellor (Planning and Resources) who may consult the Vice President and Pro-Vice Chancellor (Faculty Development); however, the staff member's ability to take the research leave will not be contingent upon the receipt of such funds. Larger Departments are expected to cover the costs of the replacement out of their own funds.

e. Heads of Department and Deputy Heads of Department (the latter for those starting in 2016/17 onwards) sabbatical leave and commutation of service credit into cash payment

Heads of Department and Deputy Heads of Department receive enhanced sabbatical leave entitlement. See the [Sabbatical Leave Policy and Procedure](#) for more information on calculating sabbatical entitlement.

£3,000 per term of sabbatical leave taken on the basis of enhanced sabbatical leave entitlement will be available. For Heads of Department if one full year is taken on the basis of enhanced sabbatical leave entitlement, then the compensation will be £9,000, which is also the maximum compensation amount for a Head of Department who has served for three full years. For Deputy Heads of Department if one full term is taken on the basis of enhanced sabbatical leave entitlement, then the compensation will be £3,000, which is also the maximum compensation amount for a Deputy Head of Department who has served for three full years. Funds for replacement teaching to cover this sabbatical leave should be requested at the point the Head of Department or Deputy Head of Department decides to take their leave. The individual's Department should contact the Planning Division who will consult the Vice President and Pro-Vice Chancellor (Planning and Resources). The Department will receive replacement teaching compensation for the sabbatical year accrued by virtue of being Head of Department or for the sabbatical term by virtue of being Deputy Head of Department.

Heads of Department and Deputy Heads of Department can, if they wish, commute their enhanced sabbatical leave entitlement credit into a cash payment if, for any reason, it is not possible or they do not wish to take their full enhanced sabbatical entitlement. Commutation is at the rate of £7,000 per term of sabbatical leave not taken. Heads of Department and Deputy Heads of Department can commute to cash only the enhanced part of their sabbatical entitlement which they accrue by virtue of being Head of Department or Deputy Head of Department or have previously accrued through other School service that attracts enhanced entitlement.

If commutation is chosen, Departments receive £3,000 less in compensation for each term of sabbatical leave not taken and commuted into cash instead.

The Head of Department should contact their [HR Adviser](#) at least a year in advance in order to confirm plans for future sabbatical leave.

f. Vice President and Pro-Vice Chancellor sabbatical leave and commutation of service credit into cash payment

The compensation package offered for Vice President and Pro-Vice Chancellorships includes 1 FTE Assistant Professor for the individual's Department when the outgoing Vice President and Pro-Vice Chancellor takes a sabbatical year accrued by virtue of being Vice President and Pro-Vice Chancellor.

Vice President and Pro-Vice Chancellors can, if they wish, commute their enhanced sabbatical leave entitlement into a cash payment if, for any reason, it is not possible or they do not wish to take this enhanced sabbatical entitlement. Vice President and Pro-Vice Chancellors can commute to cash only the enhanced part of sabbatical leave entitlement which they accrue by virtue of being Vice President and Pro-Vice Chancellor or have previously accrued through other School service that attracts enhanced entitlement. They cannot commute to cash the normal service accrued as a member of academic staff. Should the Vice President and Pro-Vice Chancellor commute part of their sabbatical, the Department's replacement teaching compensation will be adjusted as follows:

- If one term's sabbatical is commuted a 0.66 FTE Assistant Professor will be allocated to the Department as compensation.
- If two terms' sabbatical are commuted a 0.33 FTE Assistant Professor will be allocated to the Department as compensation.

The Vice President and Pro-Vice Chancellor should contact their [HR Adviser](#) at least a year in advance in order to confirm plans for future sabbatical leave.

See the [Sabbatical Leave Policy and Procedure](#) for more information on calculating sabbatical entitlement.

h. Academic Office Holder's sabbatical leave and commutation of service credit into cash payment

Academic Office Holders can, if they wish, commute their enhanced sabbatical leave entitlement into a cash payment if, for any reason, it is not possible or they do not wish to take this enhanced sabbatical entitlement. Academic Office Holders can commute to cash only the enhanced part of sabbatical leave entitlement which they accrue by virtue of their Academic Office Holder role or previously accrued through other School service that attracts enhanced entitlement. They cannot commute to cash the normal service accrued as a member of academic staff.

The only Academic Office Holder roles that this applies to currently are:

- Vice-Chair of Academic Board
- Vice-Chair of Appointments Committee

It will also apply to the following Academic Office Holder roles on a time-limited basis (see 'Note' below):

- Academic Members of APRC
- Academic Members of ASC
- Academic Members of Promotions Committee

- Chair of Undergraduate Studies Sub-Committee
- Chair of Graduate Studies Sub-Committee
- Chair of the Research Degrees Sub-Committee
- Advisor to Women Students (from 2016-17)
- Senior Advisor to Students
- Director of the PhD Academy (from 2016-17)
- Dean of the General Course
- Academic Director of the Master of Public Administration

Note: the list above is drawn up on the basis that there is only enhanced sabbatical entitlement for these roles prior to 2018-19.

The Academic Office Holder should contact their [HR Adviser](#) at least a year in advance in order to confirm plans for future sabbatical leave.

See the [Sabbatical Leave Policy and Procedure](#) for more information on calculating sabbatical entitlement.

Review schedule

Review interval	Next review due by	Next review start
1 year	Oct 2024	Sep 2024

Version history

Version	Date	Approved by	Notes
1.0	Sep 2018	Planning Division	Coordinated with Finance Division and Human Resources Division
1.1	June 2019	Planning Division	Updated to include section g. Academic Office Holder's commutation and '*' note in section a.
1.2	August 2019	Planning Division	Removed 'Academic Director of the Master of Public Administration (MPA) Programme' and 'Dean for the General Course' from the list of Academic Office Holders'
1.3	September 2019	Planning Division	Removed wording 'or commutation' from sentences referring to the need to contact HR Advisers a year in advance. Retitled section g.
1.4	March 2020	Pro Director, Faculty Development Pro Director, Planning & Resources	Amended section e. to reflect that the guidance relating to departmental compensation now applies to all ex DHoDs
1.5	September 2021	Planning Division	Amended table in a. to reflect increased level of compensation for the Director of the PhD Academy
1.6	27 October 2021	Pro Director, Planning & Resources Planning Division	Amended various sections to reflect change in guidance relating to departmental compensation for smaller Departments relating to research leave after maternity leave, adoption leave, shared parental leave and (certain) other extended absences (NAC related)

1.7	8 February 2022	Planning Division	Amended table in a. to reflect new compensation for the Chair of the Research Ethics Committee
1.8	8 June 2022	Planning Division	Amended table in a. to reflect new compensation for the Dean of Extended Education
1.9	4 October 2023	Planning Division	Amended table in a. to reflect revised compensation for the Vice-Chair of Academic Board
1.10	5 February 2024	Planning Division	Amended to reflect name change from Pro-Director to Vice President and Pro-Vice Chancellor; and revised Review Schedule date.

Contacts

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Communications and Training

Will this document be publicised through Internal Communications?	No
Will training needs arise from this policy	No
If Yes, please give details	