

## Monitoring stint for Tutors with more than 3 College appointments

### Monitoring stint in OxCORT v3 – Tutors who hold appointments at 4 or more Colleges

This guide is designed to instruct Tutors and Tutorial Office users how to deal with recording stint for Tutors who have appointments at more than 3 Colleges.

#### Recording of Joint Joint appointments in OxCORT

Most College Tutors hold a 'Joint Appointment', i.e. they have one contract of employment with their University Department, and a separate contract with their College.

It is possible for a Tutor to have concurrent contracts of employment with multiple Colleges in addition to their Departmental contract. E.g. where a Tutor has a Departmental contract and two College contracts, this is known as a 'Joint Joint Appointment'.

OxCORT Version 3 allows Tutors to enter up to three concurrent College appointments on the 'Change Payment Details' screen.

Most College appointments carry a 'stint', i.e. a certain number of hours' undergraduate Tutorial teaching per week, which the Tutor is obliged to provide. In OxCORT v3, Tutorial Offices can enter and maintain Tutors' stint obligations, provided that the Tutor has correctly declared their College appointment(s) in their 'Change Payment Details' screen.

There is, however, a small number of Tutors who have more than three concurrent College appointments. This guide explains how Tutors and Tutorial Office staff can work around this limitation.

#### Tutors

Tutors holding more than three concurrent College appointments should:

1. Enter the details of three of their appointments in the **Change Payment Details** screen in OxCORT.
2. Inform the Tutorial Office at any College at which they hold a further appointment that they have been unable to declare that appointment in OxCORT;
3. Complete all their Tutorial and Revision Class Reports as normal, i.e. where the teaching recorded on a particular report is to be credited to their stint at a particular College, the Tutor should select the **Payment Method 'Pay my College/stint'** and the relevant College under **My College is**, regardless of whether the appointment at that College has been declared in the **Change Payment Details** screen or not.

#### Tutorial Office

The Tutorial Office at Colleges, which have not been declared by the Tutor in the **Change Payment Details** screen, will not be able to enter stint against this Tutor in the **Manage Stint Data** screen. As a result a stint record for the Tutor will not appear in the College's **Stint Report** or **Tutor Payments Report**.

When a College's Tutorial Office is informed by a Tutor that he/she has been unable to declare an appointment held at their College, they should make a note of that fact and create a record of the Tutor's stint obligation at their College in a manner which they deem suitable outside of OxCORT.

These Tutorial Offices will not see the Tutor's teaching on their operational reporting, so they should do the following after **Calculate Payments and Teaching Hours** has been run:

## Internal Teaching

1. Use **Report Search and Selection** to retrieve the Reports relating to the Tutor's teaching during the required period.
2. Select the reports and click the **Export Report Data** button to save the data as a csv file - this will show the Tutor's internal teaching.

## External Teaching

1. Select **List payments due from other Colleges** from the main menu to show external teaching for all Tutors during the required period.
2. Export the data as a csv file by clicking the **Export All** button.
3. Open the file in Excel.
4. Select **Filter > Autofilter** from the **Data** menu in Excel. An arrow will appear on each column heading.

	A	B	C	D	E	F	G
1	Paying college ▼	Term ▼	Year ▼	Tutor username ▼	Tutor surname ▼	Tutor first name ▼	XRNLI
2	Autumn	Michaelmas	2008	autu2007	Bogota	Ruby	XRNLI-200
3	Autumn	Michaelmas	2008	autu2007	Bogota	Ruby	XRNLI-200
4	Autumn	Michaelmas	2008	autu2007	Bogota	Ruby	XRNLI-200
5	South	Michaelmas	2008	autu2007	Bogota	Ruby	XRNLI-200
6	East	Michaelmas	2008	autu2007	Bogota	Ruby	XRNLI-200

5. Click the arrow on the **Tutor Username** column; you will be presented with a drop-down list.

	A	B	C	D	E	F	G
1	Paying college ▼	Term ▼	Year ▼	Tutor username ▼	Tutor surname ▼	Tutor first name ▼	XRNLI
2	Autumn	Michaelmas	2008	(All)	Bogota	Ruby	XRNLI-2008
3	Autumn	Michaelmas	2008	(Top 10...)	Bogota	Ruby	XRNLI-2008
4	Autumn	Michaelmas	2008	(Custom...)	Bogota	Ruby	XRNLI-2008
5	South	Michaelmas	2008	autu1387	Bogota	Ruby	XRNLI-2008
6	East	Michaelmas	2008	autu2035	Bogota	Ruby	XRNLI-2008
7	Autumn	Michaelmas	2008	autu1387	Bogota	Ruby	XRNLI-2008

6. Select the username for the Tutor whose stint you are calculating. Rows for other Tutors will be hidden and you will only now see the rows relating to the appropriate Tutor.

	A	B	C	D	E	F	G
1	Paying college ▼	Term ▼	Year ▼	Tutor username ▼	Tutor surname ▼	Tutor first name ▼	XRNLI
7	Autumn	Michaelmas	2008	autu1387	Boddington	Jake	XRNLI-2008
8	Autumn	Michaelmas	2008	autu1387	Boddington	Jake	XRNLI-2008
9	Autumn	Michaelmas	2008	autu1387	Boddington	Jake	XRNLI-2008
14							
15							
16							

Use the two spreadsheets to calculate the Tutor's internal and external teaching (note the hours will be shown in contact (clock) hours. If weighting applies, you will need to calculate this manually

**SUPPORT:** If you have any problems using OxCORT, please email support:  
[oxcort@admin.ox.ac.uk](mailto:oxcort@admin.ox.ac.uk)