

[Branch name]

[Branch address / email]

[Date]

To:

[Name]

[Job title – e.g. Director of HR]

[Institution name]

Dear **[Name]**,

I am writing on behalf of **[UCU branch name]** to request information on the use of casualised staff at the institution.

UCU is undertaking a national exercise across higher education to build an accurate picture of casualisation. Branches are requested to gather workforce information from their institutions in order to complete the **UCU Anti-Casualisation Branch Survey** and to support our **local collective bargaining work** aimed at reducing insecure employment.

We would therefore be grateful for data on staff employed on insecure contracts, including fixed-term, hourly-paid, zero-hours, and worker or casual arrangements. We are seeking information on:

- Numbers of staff on each type of casualised contract;
- Contract types, modes of engagement, and duration;
- Use of hourly-paid, fractional, or worker arrangements;
- Relevant institutional policies and practices.

The full survey questions are included at the end of this letter.

The survey questions can also be viewed here:

<https://yoursay.ucu.org.uk/s3/Anti-Casualisation-Branch-Survey>

All data will be used in aggregate and handled in line with UCU's data protection obligations.

Please could you provide this information within 20 working days, or advise a suitable timeframe. We would be happy to discuss the request or the most appropriate format for the data.

Thank you in advance for your cooperation.

Yours sincerely,

[Name]

[Role – e.g. Branch Chair / Secretary]

[UCU branch name]

[Contact details]



ANTI-CASUALISATION BRANCH SURVEY

UCU BRANCH SURVEY ON ANTI-CASUALISATION IN THE HE SECTOR

This survey supports UCU's national and local work on addressing casualisation in higher education and aims to develop an accurate picture of insecure employment at the institution.

Where exact figures are not available, reasonable estimates are acceptable. Please indicate clearly where data is not held.

For some questions (e.g. equality breakdowns), figures of fewer than five should be rounded or suppressed to avoid disclosure. All data will be used in aggregate and handled in line with UCU's data protection obligations.

If you wish to discuss the request, clarify definitions, or agree an alternative format, please email Skennelly@ucu.org.uk.

YOUR INSTITUTION

1) Please provide a contact name and email address in case we need to contact you for any clarification regarding your responses.

2) What is your institution?

3) Some questions require data as a snapshot in time. Please use the date used by HESA for their snapshot return - 01/12/2024.

If you cannot use this date, what is the snapshot date you are using to provide data for?

OPEN-ENDED CONTRACTS WITH A REVIEW DATE

4) Can you provide the total number of staff on OPEN-ENDED CONTRACTS WITH A REVIEW DATE as at 01/12/2024 or the date you provided in Question 3?

(Please note, sometimes these are known as PERMANENT FIXED-TERM CONTRACTS, FINITE-FUNDED PERMANENT CONTRACTS or another similar term may be used)

5) Can you indicate how many staff (headcount) employed on an open-ended contract with a review date have been employed for the following time frames? Please break the figures down by the indicated equality headings. Please round any figures fewer than 5 to avoid disclosure.

Headcounts	Less than 1 year	1-2 years	3-5 years	6-10 years	10+ years
Total					
Sex - Male					
Sex - Female					
Sex - Other					
Sex - Unknown					
Ethnicity - Asian					
Ethnicity - Black					
Ethnicity - Mixed					
Ethnicity - Other					
Ethnicity - Unknown					
Ethnicity - White					
Disability - Known Disability					
Disability - No Known Disability					
Disability - Unknown					
Age - 25 and under					
Age - 26 to 35					
Age - 36 - 45					
Age - 46 to 55					
Age - 56 to 65					
Age - 66 and over					

6) (For the purposes of this survey, the 2024/25 academic year should be taken to run from 1 August 2024 to 31 July 2025, unless otherwise agreed.)

Can you provide the number of open-ended contracts with a review date that:

Converted to fully open-ended in the 2024/25 academic year:

Were terminated or under notice at their 'review' or 'at risk' date in the 2024/25 academic year:

FIXED-TERM CONTRACTS

7) Can you provide the total number of staff employed on fixed-term contracts as at 01/12/2024 or the date you provided in Question 3?

8) Can you indicate how many staff (headcounts) employed on a fixed-term contract have been employed for the following time frames (as at 01/12/2024 or the snapshot date you provided in Question 3)? Please break the figures down by the indicated equality headings. Please round any figures fewer than 5 to avoid disclosure.

Headcounts	Less than 1 year	1-2 years	3-5 years	6-10 years	10+ years
Total					
Sex - Male					
Sex - Female					
Sex - Other					
Sex - Unknown					
Ethnicity - Asian					
Ethnicity - Black					
Ethnicity - Mixed					
Ethnicity - Other					
Ethnicity - Unknown					
Ethnicity - White					
Disability - Known Disability					
Disability - No Known Disability					
Disability - Unknown					
Age - 25 and under					
Age - 26 to 35					
Age - 36 - 45					
Age - 46 to 55					
Age - 56 to 65					
Age - Over 65					

9) Can you provide the number of fixed-term contracts reaching their end date in the 2024/25 academic year and the number of individuals affected (this is to capture single individuals who have had multiple fixed-term contracts)? Please round any figures fewer than 5 to avoid disclosure. Please break these down into:

(Best available HR coding or management information is acceptable)

	Number of fixed-term contracts	Number of individuals affected
Number of those renewed		
Number converted to open-ended		
Number ended		
Resigned		
Retired		
Died		
Extended Notice		
Bridging		

HOURLY PAID STAFF

10) Please provide the total Full-Time Equivalent (FTE) of hourly paid staff in your institution.

(If needed, calculate FTE as: total weekly hours worked by hourly paid staff ÷ your institution's full-time weekly hours.)

(HESA defined) Atypical:

(HESA defined) Non-atypical:

11) What full-time weekly hours were used to calculate this FTE?

35

36

36.5

37

N/A

Other – Write In:

AD HOC/ CASUALISED PAYMENTS

12) Please provide for the academic year 2024/25:

(For the purposes of this survey, the 2024/25 academic year should be taken to run from 1 August 2024 to 31 July 2025, unless otherwise agreed.)

Number of individuals paid via ad hoc payment mechanisms (i.e. paid without employment contract):

Total number of ad hoc payments made:

Total annual value of ad hoc payments:

Categories of work covered (e.g. workshops, translation, guest lecturing, marking, curriculum design):

Whether any repeat recipients of ad hoc payments have undertaken work equivalent to employee duties:

12) Please provide the number of ad hoc payments reported in the 'atypical' category to HESA on your last submission - 2024/25.