



Issued by the Royal Literary Fund (Registered Charity number: 219952).

This is a **Letter of Agreement** issued on \_\_\_\_\_  
between the **Royal Literary Fund** (hereinafter called the 'RLF') of  
**3 Johnson's Court, London EC4A 3EA**

and \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_ (hereinafter called the 'Fellow'),  
setting out the terms and conditions of the Fellow's appointment at

\_\_\_\_\_

(hereinafter called the 'HEI'); the post will commence in the week beginning

\_\_\_\_\_ and end in the week beginning

\_\_\_\_\_, during which period the Fellow

commits to working a maximum of \_\_\_ day(s) a week on site and an additional \_\_\_

day off-site during undergraduate term-time (see clause 5 below) for a total fee of

£ \_\_\_\_\_.

*The Agreement is signed for and on behalf of the RLF:*

.....

Trustee

***Signature of the above-named Fellow:***

.....

**The Terms of the Agreement are as follows:**

**1. *Appointment to the RLF Fellowship:***

As an RLF Fellow you will be responsible for providing your services to students at the above-named higher education institution in accordance with the RLF's standard procedures (*see appendix*). For the avoidance of doubt, nothing in this Letter of Agreement shall create any expectation that you are an employee of the RLF (or its partner HEI). You are contracted with the RLF as a consultant only and are not entitled to any terms or benefits save as set out in this Agreement.

**2. *Term of Appointment:***

The post will run for 35 weeks between the dates given above unless this Agreement is terminated earlier by no less than two months' written notice by either party.

**3. *Schedule of Payments:***

The RLF will pay you the fee specified above in three instalments by cheque – in mid September, mid January and mid April.

**4. *Tax and National Insurance:***

You are responsible for your own tax and National Insurance. You hereby agree to indemnify the RLF against all liabilities to taxation (including fines, penalties, interest and costs) that the RLF may incur in connection with such fees.

**5. *Timetabling:***

Your set day(s) on site will be organised around consultations with students. The specific day(s) of the week for your work each semester and the normal advertised times for student consultations will be agreed by you with staff at the HEI prior to the start date. The additional off-site time, as specified on page one of this Agreement, may be scheduled at your own discretion and should be given over to non-contact duties such as reading student work, writing reports, etc. It is understood that, in some weeks, you may not have any off-site tasks to complete.

**6. *Work on Site:***

You will be provided with use of a fully-equipped office during your set day(s) on site.

**7. *Liaison:***

A member of staff at the HEI will act as your primary point of contact for all matters arising from the Fellowship on site (hereinafter called 'the Co-ordinator').

**8. *Additional Responsibilities:***

Your co-operation is required for any research, evaluation, assessment or public relations work relating to the Fellowship scheme that the RLF may organise from time to time. Your involvement in such activities will count as time worked towards the fulfilment of your contract. You are also required to regularly log-in to the RLF's online discussion forum for Fellows and to contribute a brief description of your work according to specifications that the Fellowship Officer will issue in due course.

**9. Reporting:**

You report to the Fellowship Officer at the RLF. At the end of the first term, and again at the end of the academic year, you are required to submit written reports to the RLF on your work. At the end of the year, you are also required to write a summary report on your work for the benefit of the host department(s). All reports must conform to specifications that the Fellowship Officer will issue in due course.

**10. Insurance:**

The RLF will take out appropriate insurance cover on your behalf to include provision for personal public liability.

**11. Donation of Published Work:**

The Fellow should arrange for the donation of a single copy of each of his/her main published works to the institution's library to mark the start of the Fellowship. The donated books will be at the Fellow's own expense except for items purchased from a publisher at author's discount for which reimbursement from the RLF may be obtained upon production of relevant receipts.

**12. Conduct:**

You should read the HEI's equal opportunities/diversity policies, its codes of practice and regulations for staff and students, and its health & safety policies – and to show due regard for the same at all times during your work on site.

**13. Termination:**

The Agreement expires on the end date given above. The Agreement may be terminated prior to this date by either party with two months' written notice. The RLF may terminate the Agreement without any notice or further liability in the event that you commit an act of fundamental breach or act in such a way as to harm the good reputation of the Fellowship scheme. Any sums received by you for the period following termination must be repaid to the RLF within sixty days.

**APPENDIX**

Appointments are made on the basis of the RLF's 'Guiding Principles' (as listed below): the Fellow hereby agrees to work in accordance with the 'Guiding Principles' (to which partner institutions are also required to subscribe) –

- I. the aim of the RLF Fellowship is to foster good writing practice among students through one-to-one coaching;
- II. while working in a collaborative arrangement alongside staff at the HEI, the Fellow remains self-employed, working outside departmental lines of reporting;
- III. the work of the Fellow is designed to provide 'added value' to whatever systems of student support exist at the HEI; the promotion and operation of the Fellowship must reflect its independence from these other systems;
- IV. the details of the Fellow's work with each student are confidential and will not be shared with staff at the HEI without the express permission of the student; however, at the year end, a statistical overview of the students seen by the Fellow, along with anonymous case studies, will be provided to the host department;

- V. the Fellow will determine his/her own working practices (eg structure of timetable, method of taking appointments etc) although s/he shall always have due regard to the RLF's best practice guidelines and to the terms of the appointment;
- VI. while on site, the Fellow should show due regard for the HEI's equal opportunities/diversity policies, its code of practice, regulations and its health and safety policies;
- VII. the Fellow will normally be expected to work with students on a one-to-one basis but may work with groups or deliver occasional seminars/ workshops/ lectures if s/he so wishes and with the consent of staff;
- VIII. the main focus of the Fellow's work will be on the development of student writing skills/ academic literacy (rather than on creative self-expression as with the conventional writer's residency);
- IX. the Fellowship service may be promoted to students at all levels of ability (above 'remedial') and across the disciplines;
- X. the Fellow is not required to undertake tasks beyond the remit of the Fellowship, for example, dyslexia support, and basic skills or EFL/ESL tuition – nor, at any time, to perform duties normally carried out by staff, such as, course design or delivery, marking, invigilating;
- XI. the Fellow is free to negotiate paid work from the HEI (or any other party) outside the days allocated to Fellowship work;
- XII. the Fellow retains all intellectual property rights in materials that s/he writes for use by students/staff at the HEI, except that the RLF shall have free and unrestricted (non-commercial) use of these materials (for its own purposes) in perpetuity.

The Fellow also accepts the following responsibilities:

- to be available to students on days and at times to be agreed with the Co-ordinator
- to seek agreement with the Co-ordinator for any leave of absence/other change to the timetable, should the occasion arise, and to do so with reasonable notice
- to co-operate with the Co-ordinator in promoting the Fellowship to students and to staff
- to liaise with the Co-ordinator over the introduction of an appropriate appointments system for students
- to respond to calls, emails and correspondence promptly whether they be from the Co-ordinator (or other staff at the partner institution), or RLF staff/ appointees
- to comply with whatever systems the RLF introduces for keeping record of Fellowship work with students
- to let the RLF know, at the earliest opportunity, of any problems or concerns that arise at any time during the year
- to maintain confidentiality when requested by another party
- to assist the RLF (its staff, members of committee, or other appointees) with any evaluation, assessment, research or publicity exercise which it may organise in relation to the Fellowships
- to participate in the RLF's mentoring system and attend the induction event.

*END of Appendix terms.*