

Peter Brook via email  
Director of Human Resources

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PB/IJ/PTHPFTC/10006297



Human  
Resources

2 October 2012

**PERSONAL**

Mr K Antoniadis  
PTHP Lecturer  
Operations & Systems Management  
Portsmouth Business School  
Richmond Building

Human Resources Department  
University of Portsmouth  
University House  
Winston Churchill Avenue  
Portsmouth PO1 2UP  
United Kingdom

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Dear Mr Antoniadis

**APPOINTMENT TO FIXED TERM POSITION OF PART TIME HOURLY PAID LECTURER**

I am pleased to offer you an appointment as a Part Time Hourly Paid Lecturer with the University of Portsmouth in accordance with the enclosed contract of fixed-term employment and the "Regulations for Part-time Hourly Paid Lecturers in the University of Portsmouth" available to download from:

<http://www.port.ac.uk/accesstoinformation/policies/humanresources/filetodownload,13024,en.pdf>

If you accept the appointment on the terms given in the contract, please keep the copy of the contract for your own reference and sign, date and return the Acceptance Statement to me as soon as possible.

I shall be pleased if you will commence your duties at the time and date notified to you by the Head of School/Department.

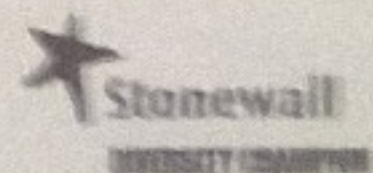
To claim payment for hours worked, you should complete a Part-time Teaching Claim Form (copy enclosed) and send it, properly authorised, to your Faculty Office. Claim forms for complete weeks that are received by the University Payroll Office by 19<sup>th</sup> day of the month will be processed and paid at the end of that month. Please quote your payroll number on all correspondence.

**Teachers' Pension Scheme**

1. You are entitled to participate in the Teachers' Pension Scheme subject to its terms and conditions. You will **automatically** join the Teachers' Pension Scheme and will have contributions deducted from your pay, unless you have previously elected to opt out or are electing to opt out from the date of this contract. If you elect to opt out of the Teachers' Pension Scheme you must complete the election to opt out form (Opting Out of the TPS) available under the section Forms & Resources on the Teachers' Pension Website at:

<http://www.teacherspensions.net/>

This must be done within three months of the date of your appointment for a refund of your contributions to be made.



[www.port.ac.uk](http://www.port.ac.uk)