Dear <insert relevant School/Institute> Senior Management Team,

As members of the University and College Union currently observing industrial action within the <insert relevant School/Institute>, we are collectively writing to you in response to emails we have received from our Head/s of Department, <insert relevant name/s>, outlining “requirements to provide alternative learning materials and supervisory support for students for sessions missed due to industrial action” we have all been asked to meet.

More specifically “striking colleagues [are to] send … details of the alternative learning materials and/or supervisory support required for students for any teaching sessions missed, so that School office staff can inform the relevant students”. As the emails note, we “ought to prioritise the production of these materials; the e-mail from the Director of HR to all staff said that the University considers both the requests for alternative materials and prioritising the task of providing them to be reasonable management instructions and therefore a contractual requirement.” Moreover, we are all to do so “no later than 5pm on Friday 9th March 2018”.

The reason we are writing collectively to you is to let you know that our position, in line with that of the University and College Union, is that these requests do not constitute “reasonable management instructions”, and are certainly in contravention of long-established custom and practice in the University. As an unprecedented request made in the middle of an ongoing industrial dispute, we will not, therefore, be fulfilling these requests.

Following official University and College Union guidance to us, outside of strike days we are taking “action short of a strike (ASOS)”. This includes refusing to: “reschedule classes or lectures which are cancelled due to the strikes”; “provide cover for absent colleagues”; and “undertake voluntary work”. It also means we are “work[ing] to contract”. Liverpool UCU has sought advice and ASOS extends to not supplying replacement materials.

Yours collectively, the undersigned,