

Graduate Teaching Assistant (GTA)/Doctoral Tutor (DT) Teaching Rights and Responsibilities

1. GTAs/DTs will teach an *average* of 6 hours per week over at least 24 weeks of the academic year, or 144 hours in total over the full academic year.
2. Teaching can exceed 6 hours per week in some circumstances, for example on student field trips, but this must be offset by a reduced workload at other times.
3. Teaching can be less than 6 hours per week for given periods where this is agreed by the Head of Department, for example, during their first semester as a GTA/DT to allow for training and development, to accommodate field based research, or if the teaching year is longer than 24 weeks, but will amount to 144 hours over the academic year.
4. The 6 hours per week teaching allocation does *not* include time for preparation and marking. The GTA/DT stipend is not paid at an hourly rate and the average weekly teaching workload of a GTA/DT *including* teaching and marking will be 15 hours. Marking will be proportionate to the number of classes/students a GTA/DT teaches on a module.
5. If GTAs/DTs are given duties other than teaching, for example administrative work, the number of hours they are allocated will reflect the time needed for preparation and marking to support teaching i.e. one hour of teaching is the equivalent of approximately 2.5 hours work spent on administrative tasks or other non-teaching duties where no preparation or marking time is required.
6. There is the expectation that normally the majority of the workload of GTAs/DTs as members of staff will be spent on teaching, which is part of their career development.
7. Teaching can include a range of activities depending on the nature of the subject area. These may include seminars, lab based work, workshops, student field trips. Second and third year GTAs/DTs may be asked to deliver full teaching sessions involving both lectures and seminars under the guidance of the module leader or their teaching mentor.
8. First year GTAs/DTs will normally teach only at level 4. Whenever possible GTAs/DTs should only teach on team taught modules and deliver seminars rather than lectures. However, exceptionally GTAs/DTs with appropriate professional qualifications and experience or Master's level qualifications in their subject area can be expected to teach up to level 7 subject to agreement and approval with their line manager.
9. GTAs/DTs will not normally be module leaders or personal tutors, or asked to take on duties that are usually only undertaken by more experienced members of staff. Exceptionally, a GTA/DT may take on the role of joint module leadership with a more experienced colleague. This will not be within their first year of study and must be approved by their line manager and the Associate Dean for Teaching and Learning in their Faculty. They will also be provided with a mentor for this role in their subject area.
10. GTAs/DTs will not be permitted to take on internal employment in addition to their teaching duties or duties allocated in lieu of teaching. They should also not take on any external employment.
11. GTAs/DTs may attend teaching related department meetings, programme boards, examination boards, departmental or faculty research ethics committees where they have a role to play, it is a part of their career development and their line manager and director of studies are satisfied that it does not have a negative impact on their teaching and research.

Mentoring and Support for Teaching

1. The Head of Department/subject area, or an appropriate individual designated by them to undertake this role within the department where the teaching is focused, will be the line manager for GTAs/DTs for their teaching duties.
2. GTAs/DTs will have annual appraisals with their Head of Department/subject and their teaching will be observed at least twice during their first year to monitor progress and thereafter on an annual basis. If observations raise concerns about their teaching these should be addressed in probation meetings with the line manager during their first year or annual appraisal meetings in subsequent years.
3. If a GTA/DT fails to demonstrate satisfactory progress in their teaching duties, or other duties allocated to them in lieu of teaching, their studentship will be terminated in accordance with University policies and procedures.
4. Where a GTA/DT has their teaching contract terminated but is making good progress in their research they may be allowed continue to study for a PhD but will no longer receive a teaching stipend, PhD fee waiver or, for GTAs, free single room accommodation on campus or accommodation allowance. In such circumstances the student must submit a request to the Graduate School Board of Studies to be allowed to continue as a full-time PhD student. They may also submit a request to transfer from full-time to part-time study. The final decision on whether they are allowed to continue as a full-time student or transfer to part-time study will be made by the Graduate School Board of Studies.
5. GTAs/DTs will be allocated a named teaching mentor in their Department/subject area. This will normally be the programme or module lead where their teaching responsibilities lie.
6. GTAs/DTs will be provided with shared office workspace, a desk, PC, telephone and copying and printing facilities within their subject area.
7. GTAs/DTs must attend teaching support sessions provided by the Centre for Learning and Teaching. During their first term as a GTA/DT they will not be allocated teaching sessions within their Department/subject area that take place at the same time as their teaching support sessions or training and development to support their PhD research
8. GTAs/DTs can study for membership of the Higher Education Academy provided this does not conflict with their teaching and research and has the support of their Head of Department/subject area and Director of Studies.