Graduate Teaching Assistant Workload Assessments – Briefing Document

Summary

Graduate Teaching Assistants (GTAs) hold a unique position in the University, being both postgraduate researchers (PGRs) registered for a PhD and carrying out teaching duties. Further details about the GTA responsibilities can be found in the GTA handbook.

The purpose of this workload assessment is to ensure that all staff with responsibility for the planning, teaching and assessment workloads of GTAs understand what is, and is not, required of GTAs across the university. The Associate Dean with Responsibility for Research for each Faculty will have overall responsibility for ensuring that the Heads of Department/Subject Area in their Faculty submit these workload assessments to the Graduate School by the date specified.

All Graduate Teaching Assistants are expected to undertake an average of 6 hours of teaching over 24 weeks *or* 144 hours in total over an academic year. GTAs are also expected to undertake 9 hours of marking/preparation per week, outside of their 144 hours of teaching, to meet the requirements of their studentship.

No GTA should be asked to complete more than 15 hours of work of any kind as part of the GTA role in any week. If, at any point, fewer than 15 hours are completed by a GTA in any week, additional time should not be added in subsequent weeks.

It is important that workload assessments are submitted *prior to* the semester in which the GTA is teaching to allow ample time for adjustment if the allocation is not appropriate.

Please note that all first year GTAs continue to be exempt from teaching in their first semester.

Process

Graduate Teaching Assistant (GTA) workload allocations should be submitted to the Graduate School central inbox (graduateschool@edgehill.ac.uk) prior to the semester of teaching being allocated. It is the responsibility of the Head of Department/Subject Area to submit the workload allocation information for each GTA within their department by the necessary dates, if not before:

- Teaching from October – December: 01 August

- Teaching from January to April: 01 October

- Teaching from April to September (where applicable): 01 February

An excel template has been created for the workload assessment and one copy of this should be completed for each GTA and submitted to the Graduate School. This can be found here. Guidance provided below indicates how each cell should be completed.

How to complete the form

- A reminder will be sent by the Graduate School to the Head of Department/Subject Area and Associate Dean with Responsibility for Research **1 month** prior to the deadline above to complete the workload allocation spreadsheet.
- **Cells A7:L136 (section 2)** should be populated by the member of staff responsible for completing the workload allocation form.
- Once the form has been completed, and submitted to the Graduate School, **cells A3:B8 (section 1)** will be populated by a Graduate School member of staff.
- Restrictions are in place on the spreadsheet to ensure cells in section 1 (A3:B8) and cells in section 2 (A7:B19) cannot be moved. Cells following this document can be amended to add copies of the teaching allocation template if the GTA is teaching on more than 3 modules in a semester.

Completing Section 2 - staff member from the department in which the GTA is housed.

General information

- **Employee number**: this information can be obtained from the line manager of the GTA or, if necessary, HR.
- **GTA name**: please provide first name and second name
- **Department**: this is the department the GTA teaches in
- **Semester of GTA studentship**: Please select the semester for which the workload is being proposed. For example, this will be semester 2 for a GTA commencing their duties and semester 6 for a GTA commencing the final semester of their role.
- **Line manager:** please provide first and second name
- **Teaching mentor:** please provide first and second name
- **Form completed by:** please provide first and second name
- **Date**: please use the format: DD/MM/YYYY
- **Space allocation**: please select from the three drop down options
- **If the GTA has been allocated space**: please provide the building location of this desk and room number if you have it.

Teaching allocation

In this section, it is important that the tables are completed **per module, breaking down session information within each module**. This is designed to allow us to see weekly teaching allocations and the distribution of teaching through any week, along with time allocated for preparation. Marking is addressed in a separate table below.

Normally GTAs would be teaching on a maximum of 3 modules per semester and the form has been set up as such. If one of your GTAs is teaching on more than 3 modules, you are able to copy the table for module teaching information and add another table to the spreadsheet. If you are not sure how to do this, please ask your department admin team for support or, if necessary, email graduateschool@edgehill.ac.uk to request additional tables added to the spreadsheet.

- **Module name**: please provide the full module name
- **Module code:** please provide the module code of the module the GTA is teaching on
- **Modules leader:** please provide their first and second name
- **Date**: please use the format: DD/MM/YYYY
- **Session type**: please pick from the drop-down list of session type.
- **Hours of teaching**: please provide a numerical answer to the nearest 30 minutes (e.g. 1.5 would be an hour and 30 minutes). Answers equating to a minimum number of hours will indicate in white. Cells exceeding the maximum number of hours GTAs should be allocated will indicate in red. Blue indicates when the number of hours allocated meet the criteria.
- **Type of preparation**: please pick from the drop-down list of session type.
- **If other, please specify:** please provide a succinct response.
- **Total hours per week of teaching**: please provide a numerical answer to the nearest 30 minutes (e.g. 1.5 would be an hour and 30 minutes). Answers equating to a minimum number of hours will indicate in white, a maximum number of hours will indicate in blue and too many hours will indicate in red.

Marking and preparation allocation

In this section, it is important that one table is completed when the GTA has been allocated marking hours. This is designed to enable review of marking allocations and the distribution of marking through each module.

Normally GTAs would be marking on a maximum of 3 modules per semester and the form has been set up as such. If one of your GTAs is marking on more than 3 modules or has more than one marking 'type' allocated per module, you are able to copy the row from above and add another below to the spreadsheet. If you are not sure how to do this, please ask your department admin team for support or, if necessary, email graduateschool@edgehill.ac.uk.

- **Module name**: please provide the full module name
- **Module code:** please provide the module code of the module the GTA is teaching on
- **Modules leader:** please provide their first and second name
- **Type of assessment:** please select from the drop-down list.
- **If other, please specify:** please provide a succinct response.
- **Number of assessments to be marked:** please provide a numerical answer with a whole number.
- **Turnaround time:** please provide a turnaround time expected from the GTAs for this work to be marked. Please provide this as 'working days'.
- **Period in which marking will be done:** please provide a date format (DD/MM/YYYY) for the 'week commencing' and 'week ending'.
- **Has teaching support been given to the GTA**: please select from the drop-down list.

- **If yes, what is the nature of this support**: this support may take the form of training from the department, teaching mentor or additional support from CLT. Please provide a date for this support.
- **If other**: please provide a sentence with additional detail.