

SCHOOL OF LAW, POLITICS AND SOCIOLOGY

Associate tutor appointment procedure 2013-2014

The administration of the appointment of associate tutors is carried out by the School Administrator.

Process

The process is designed to support convenors in ensuring that tutors have the expertise to teach, and to ensure that we have systems which are demonstrably fair and which have regard for QA expectations. Tutors cannot be employed unless the following procedure has been completed.

Applications

The School Administrator will arrange to email all current PhD students in the School usually in May, asking if they would like to be considered for teaching and inviting applications.

We require prospective tutors to complete an application, name two referees, provide a CV, and outline of subject expertise and possible courses (see attached application form). If on the basis of this material we wish to take the matter forward references are taken up - prior to appointment. References should be checked and signed off by the convenor.

Application forms should be issued to prospective tutors by the School Administrator.

Interviews

The convenor is responsible for contacting the prospective tutor to arrange an interview. The application form records the date the interview takes place and by whom. We also require a brief reason for the appointment, including subject expertise, teaching experience, any specific requirement or needs, and relevant qualifications. Induction and staff development requirements should be identified at interview and recorded on the application form

Induction

The School will organise induction sessions to take place in September and January. This induction will include: teaching, learning and assessment and feedback guidance; attendance recording, disability, Student Life Centre, student mentoring, and welfare; rates of pay and conditions of employment, School staff handbook, and web pages; staff development and other training opportunities; health & safety.

The convenor is responsible for the Departmental and course induction.

Appointment

Once the interview has taken place the tutor should return the completed application form to the School Administrator. Tutors should be appointed on either a grade 5 or 6, depending on the work they are being requested to undertake. The University role descriptors can be found on:

<http://www.sussex.ac.uk/associatetutors/employment.php>

The School Administrator then adds the tutor to the School's pool using CMS, requesting HR to issue a contract. The tutor should not start teaching until the contract paperwork is completed. The tutor will need to accept the contract and provide evidence of right to work before they are paid. Delay in returning the paperwork to HR will cause a delay in payment.

We will maintain a file for each tutor employed and periodically ask the tutor to provide an updated CV. We do not request a CV or take up references for visiting lecturers – those teaching no more than 4 sessions a year.

Rejected applications

Applications that have been rejected will be shredded. Tutors that have received a rejection for a particular field of study will have to make a separate application to teach another area/interest. Convenors should complete section b 'not suitable to teach' detailing reason for rejection.

Tutor evaluation

A system of student feedback and evaluation by both individual students and class representatives is in operation. Occasionally tutors will be released from their contract or not re-employed if convenors are convinced that the teaching is unsatisfactory, although where possible we work with the tutor to improve their performance. In all such cases advice should be sought from the School Administrator.

Lynn Gibbs
School Administrator