

Procedure & guidelines for the appointment of Associate Tutors

The appointment of associate tutors will be subject to the following procedures to help ensure equality of teaching allocation and teaching experience.

1. Where possible the requirements for teaching by associate tutors should be specified in teaching planning and curriculum approval.
2. Applications to teach will be sought and received by the Psychology Administrator on a termly basis. A CV or teaching application will be held on file for reference.
3. A match-up of applicants to courses will be distributed to convenors for them to complete a request for tutor form and occupational health questionnaire.
4. The criteria for appointment should include teaching experience/ability, communication skills, reliability and availability. In the case of postgraduate students, the implications for the completion of the student's thesis will also be a factor. It is assumed that the requirements for PGR study in Psychology (2.1 Hons degree), demonstrate academic excellence including communication skills mean that home and EU PGR's have already been assessed as meeting the requirements for teaching, Overseas PGR's may require further consideration. A maximum average of six hours teaching per week [24 hours per month] should be exceeded only in exceptional circumstances and with the approval of the supervisor and the relevant Director.
5. Appointment of tutors:
 - Priority for allocating teaching should go to existing PGR students. Although it is not expected that PGR students (except GTAs) will teach in the first term of their first year.
 - Postgraduate students should not teach on more than 3 groups per course unless special circumstances apply.
 - Postgraduate students should seek approval from their supervisor before teaching is confirmed. If the teaching accepted exceeds 100 hours demonstrating or 50 hours seminar / tutorial work in an academic year supervisors must sign a supervisor agreement form.
6. The course convenor or school administrator should let unsuccessful applicants know that they have not been allocated teaching.
7. All associate tutors will be appointed to teach for the University. Details of the teaching allocated and associated payment will be visible on Sussex Direct.
8. All associate tutors will be granted access to appropriate Library and Computing Service facilities to enable them to undertake their teaching duties. Associate tutors have no entitlement to office space nor administrative support.
9. It is the responsibility initially of the relevant convenor, and ultimately the Head of School, to ensure that each tutor is aware of what is required of him or her. Associate tutors will be

informed of these requirements through briefings and information in Programme / Course Handbooks. General information is also available online.

10. An induction session will be organised specifically for associate tutors during PGR induction. The session will give details of expectations, support and training arrangements and administrative practices.

11. On first appointment, associate tutors will be assisted in the routines of marking by the convenor. Associate tutors will mark work that contributes to classification in accordance with the requirements for double-marking or other approved form of verification in accordance with the procedures approved by the relevant examination board.

12. Issues of concern to ATs can be raised at school meetings by a nominated AT representative or adhoc to the Head of School or School Administrator.

13. All AT work in Psychology is paid at a single hourly rate. Payment for teaching is paid using the following formula:

- Contact Time – as timetabled
- Marking - 30 minutes per lab report/essay
- Seminar preparation – 3 hours per teaching week
- Practical/Tutorial preparation – 1 hour per teaching week
- Administration – 30 minutes per group per week
- Office time for Research Skills & Methods tutors – 30 mins per teaching week.
- Head Tutor – 2 hours per teaching week
- AT rep – 10hours per term (covers meeting attendance)

[Note: feedback on in-class presentations is assumed to be covered by the preparation, admin and contact time for the session.]

[Note: marking may take place outside the teaching term]

14. Office Hours

From Autumn 2010 tutors of Year 2 core courses will be paid for one office hour per practical group in the week coming up to the second submission. Unless advised otherwise by the course convenor, tutors should arrange this with their students and book a room for the session. Office hours are not allocated to any other course (except RS and RMiP), in which case student queries that cannot be handled in class should be directed to the relevant Study Direct forum and, if they cannot be answered there, to the course convenor's office hour.

15. Teaching Requirement

Students funded by UK Government Research Councils (including those part-funded by the School) do not have a teaching requirement. They may apply for and undertake paid teaching providing that this does not adversely affect their funded studies.

Students funded as Graduate Teaching Assistants (GTAs) including part-funded GTA (with a sponsor) would normally be required to undertake 105 hours teaching including contact time, preparation and administration). Teaching would normally be on either 1st year Research Skills or 2nd year Research Methods courses. GTA students can apply for additional paid teaching providing that this does not adversely affect their studies. Part-time GTA students would undertake a part-time teaching load on a 1st or 2nd year core course.

PJR updated Jan11 (adapted from LifeSci policy Jan07, May08, Jan10)