

APPENDIX 2

Allocation of Work for Doctoral Tutors and School Tutors

- **Arts and Humanities Schools and Social Science Schools**

1. Allocated Tasks: the tasks that can be allocated to Doctoral/SchoolTutors are:
 - a. Teaching (face-to-face contact with groups of students): this excludes lecturing but includes small group teaching and seminar teaching and laboratory demonstrating;
 - b. Preparation;
 - c. Supported assessment and marking.
2. Preparation and Assessment/Feedback: for each face-to-face contact teaching hour the University would normally expect that a Doctoral/School Tutor will need one-hour for preparation. (Where there is a lot of repeat teaching, it may be that less than this is needed.)
3. Where there is an assessment/marking requirement, the University would expect that assessment/marking normally to take another hour for each face-to-face contact teaching hour.
4. As a rule of thumb, a weighting of 4 hours would apply to each face-to-face contact teaching hour, to take account of the above, and to include a scheduled group session with students, after the seminar, for queries etc. relating to the seminar.
5. Doctoral/School Tutors will not be required to carry out academic advising and therefore will not be allocated what is sometimes known as "Office Hours".

- **Science Schools**

In-class activities	One-off preparation (hours)	Number per hour
Assistance in a tutorial, seminar, lab (practical work, computer programming, and similar) or similar		
LABS: EXPERIMENTAL, COMPUTING PRACTICAL		
Lab: any year group	1.5 hours per new lab activity	1 hour pay per hour
TUTORIAL SESSIONS: PROBLEM SHEET ASSISTANCE		
Tutorial: any year group	1 hour per new activity	1 hour pay per hour

Outside class activities	One-off preparation (hours)	Number of items per hour
PROBLEM SHEETS AND SMALL TESTS		
Problem sheet containing problems relating to a single week's teaching	1 hour per new sheet/activity	8
Problem sheet containing problems relating to more than a single week (typically 4 weeks) thus multiple topics	1 hour per new sheet/activity	4
In-class test	1 hour per new sheet/activity	8
LAB REORTS AND SIMILAR		
Short lab report short produced to a precise template	1 hour per new activity	6
Long lab report (with intro, discussion etc.)	1 hour per new activity	4
American Psychological Association lab report	1 hour per new activity	2
Year 3/4/MSc lab report	1 hour per new activity	4

- **Science Schools cont.**

WRITTEN ASSIGNMENTS		
Report/essay or similar up to ~1000 word with 'technical content' eg, interview procedure, computer programme, proof.	1 hour	4
Report/essay or similar up to ~1000 word	1 hour	6
Report/essay or similar up to ~2000 word with 'technical content' e.g. interview procedure, computer programme, proof.	1 hour	3
Report/essay or similar up to ~2000 word	1 hour	3
American Psychological Association report/essay or similar up to ~2000 word	1 hour	2
Report/essay or similar up to ~4000 word with 'technical content' e.g. interview procedure, computer programme, proof	1 hour	2
Report/essay or similar up to ~4000 word	1 hour	2
GROUP REPORTS		
Group report single mark given no individual group member mark (i.e. same as a standalone report)	Use time associated with essay of same length	Use time associated with essay of same length
Group report single a group mark and an individual mark given	1 hour	2
EXAMS		
Exam scripts, 1 hr paper precise mark allocation as per marking template (problem based)	1 hour	8
Exam scripts, 1 hr paper essay subjective same as ~1000 essay with 'technical content' see above	1 hour	4
Exam scripts, 1.5hr paper problem based	1 hour	5
Exam scripts, 1.5 hr paper essay subjective same as ~2000 essay with 'technical content' see above	1 hour	3

- Science Schools cont.

SEMINARS: DISCUSSION BASED ACTIVITY	University seminar model		
Seminar to any year group	1 hour preparation for every seminar	1 hour pay per hour in seminar	1 hour pay per hour post seminar timetabled activity

Plus Marking of 1 hour per seminar

HR/January 2017