

# UNIVERSITY OF SUSSEX

## TUTORS

### Policy Statement

1. The University will employ Tutors within Schools and within the Sussex Centre for Language Studies (SCLS) to teach and/or demonstrate in laboratories. Tutors will be employed at Grade 5 or Grade 6 of the University's grading structure, in accordance with the requirements of the role<sup>1</sup>.
2. In employing Tutors within Schools, consideration will normally first be given to the University's registered PhD students as the University aims to provide its PhD students with opportunities to assist with the University's teaching delivery and to gain professional development.
3. In employing Tutors within SCLS, the University will provide language-related development opportunities to help enable Tutors to apply for higher graded Teaching Fellow posts where vacancies arise, against the requirements for such posts.
4. Tutors will comprise the following specific groups:
  - a. Doctoral Tutors who will be the University's registered PhD students who are also employed to teach and/or demonstrate in laboratories; and
  - b. Language Tutors who will be individuals who are employed to teach in the Sussex Centre for Language Studies (SCLS); Language Tutors will not normally be a registered PhD student of the University.
5. Doctoral Tutors will be employed on a fractional contract, and Language Tutors on either a fractional or full-time contract, as may be required by the University, and not on a zero-hours basis. Contracts will be fixed-term and, in the case of Language Tutors, subject to the University's guidance on the management of fixed-term contracts as issued from time to time.
6. A Doctoral Tutor will not be required to teach and/or demonstrate as part of any doctoral scholarship or bursary he/she receives from the University or in respect of an externally funded research scholarship, save in exceptional circumstances when an external funder requires an element of teaching in which event acceptance of those terms would be a matter for the individual student and the University.
7. A Tutor may not also hold a contract with the University as an Associate Tutor.
8. A Language Tutor may not also hold a contract as a Doctoral Tutor or vice-versa.
9. Tutors will be inducted into their roles by their School or SCLS, as appropriate, in accordance with guidelines for the induction of Tutors.

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<sup>1</sup> Where teaching is required at Grade 7 or above, this will be carried out by individuals employed as Teaching Faculty, Teaching Fellows or Research Faculty against need and in accordance with the relevant job description and faculty terms and conditions for these posts.