

# GTA/GLA HANDBOOK

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## **A GRADUATE TEACHING ASSISTANTS (GTAs)**

### **A.1 School Code of Practice for Graduate Teaching Assistants**

#### **Training**

Postgraduate students employed to teach classes **must** attend the training course for Graduate Teaching Assistants (GTAs) before they are appointed (see section A2).

**Important note:** *The University has concluded that no PhD student who is in Further Completion (or is about to go into Further Completion) should be appointed as GTA/GLA and this policy should be implemented with immediate effect.*

#### **Before a teaching session**

1. GTAs should be fully briefed by the module supervisor on the teaching session, and should be given the teaching timetable and module supervisor's notes in advance.
2. It is the GTA's responsibility to ensure that he/she is adequately prepared for the class, consulting the module supervisor as necessary.
3. Prior to the teaching session, the module supervisor should clarify and explain the syllabus and the learning outcomes for the module, and outline the order of the teaching session.

#### **During the teaching session**

1. The GTA must arrive at least five minutes before the start of each session.
2. The GTA should be approachable to the students and communicate well with them.
3. The module supervisor should be accessible throughout the teaching session in case problems should arise.
4. The GTA should take a pro-active role in order to stimulate the interest and probe the understanding of the students.

#### **After the teaching session**

The module supervisor may suggest a debriefing/feedback session which can be useful and help to evaluate the need for any changes or improvements in the teaching plan and the effectiveness of the GTA.

The GTA must ensure that any matters of concern regarding any student are reported to the module supervisor immediately after the teaching session.

## **A.2 Training for Graduate Teaching Assistants (GTAs)**

The University's Code of Practice on Teaching & Demonstrating by Graduate Students' can be viewed at the following web link: - <https://www.essex.ac.uk/about/governance/policies>

In order to meet the mandatory induction and training requirements in accordance with this Code of Practice, the University requires all newly appointed Graduate Teaching Assistants to complete a programme of training to prepare them for their teaching role.

If you have not already completed a GTA training programme, please view the following link and book your place directly with [Learning and Development](#) For further details, please refer to the web link above or contact Learning and development – [learning@essex.ac.uk](mailto:learning@essex.ac.uk)

Once you have completed all of the necessary training sessions, you will be awarded with a 'Certificate of Attendance'. Following this, you are not obliged to complete any further training in any year that you are employed in the same role as a Graduate Teaching Assistant or Graduate Laboratory Assistant. However, you are strongly advised to continue to develop and inform your practice by attending professional development workshops which are relevant to your teaching/demonstrating role. Further details of all training courses offered by Learning and Development, including the timetable, can be found at: <https://www.essex.ac.uk/staff/professional-development-and-training>

### **Peer Observation**

As part of your on-going professional development you will also be required to have one of your teaching sessions observed by an experienced lecturer within the School of Computer Science and Electronic Engineering (CSEE).

Peer observation will be arranged by the School. Each GTA will be contacted by their supervisor via E-mail, during either the Autumn or Spring Terms (depending on which term the module on which they are teaching is running) to notify them of the date/time of their observation.

## **A.3 Example of a Job Description for a Graduate Teaching Assistant**

University of Essex

### **JOB DESCRIPTION**

**School of Computer Science and Electronic Engineering**

### **GRADUATE TEACHING ASSISTANT**

**Department/Section:** Computer Science and Electronic Engineering  
**Responsible to:** Head of School  
**Reports on a day to day basis to:** The Module Supervisor  
**Module:** CE/CFxxx - Title

#### **Purpose of the job:**

The person(s) appointed will be required to teach students, to undertake marking of coursework assignments, and related administrative work.

#### **Duties of the post will include:**

- Teaching classes to students, providing them with a thorough knowledge of the subject and enabling them to meet the learning outcomes.<sup>1</sup>
- Preparation time – lesson planning, reading around the subject etc.
- Attending the lecture associated with the class.
- Holding office hours related to the courses taught and undertaking student liaison (e.g. responding to emails).
- Additional time to office hours to provide feedback to students to support their learning.
- Use of moodle tests (GTA's would not usually develop material for moodle).
- Undertaking related administrative duties, including monitoring attendance.
- Delivering lectures to students, providing them with a thorough knowledge of the subject and enabling them to meet the learning outcomes, using teaching materials provided by the module supervisor.<sup>2</sup>
- Adapting existing teaching materials (GTA's would usually use teaching materials with adaptation).
- Marking coursework assignments, including use of FASER.<sup>4</sup>
- Invigilation related to the module you are employed to teach.
- Additional duties may be added.<sup>5</sup>

<sup>1</sup>A GTA role at grade 7 must always include teaching.

<sup>2</sup>GTAs are normally engaged in teaching rather than lecturing. Any lecturing exceptionally must be associated with a student's research interests and requires prior approval by the Deputy Dean (Education)

<sup>3</sup>In line with the [Marking Policy](#). A graduate student should be employed to mark examinations only when the individual has taught the whole or a significant part of the module. Permission must be sought in advance from the relevant Dean, on the basis of a case made by the Head of Department.

<sup>4</sup>As above, and it is also possible that new guidelines will be introduced on coursework marking.

<sup>5</sup>Advice should be taken from your link HR manager/officer as to whether the activity would mean the post is still Grade 7.

*These duties are a guide to the work that the post-holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances and do not form part of the contract of employment.*

### **Essential experience, skills and attributes of the post-holder**

- A degree or other appropriate qualification in the relevant subject area.
- A willingness to undertake a programme of training relevant to the requirements of this post.
- Ability to communicate clearly and effectively with a wide range of students.
- Able to communicate academic and teaching material clearly to both academic staff and a wide range of students.
- Effective organisation skills to manage time and prioritise different duties.
- Good knowledge of the requirements of the subject area of the course taught.

### **Desirable experience, skills and attributes of the post-holder**

- Master degree in a relevant subject area.
- Professional recognition e.g. AFHEA or teaching qualification.
- Evidence of the ability to show flexibility and adaptability in teaching style.

Appointment to these posts will be for a specified period of weeks during the academic year. Payment will be made on the basis of monthly timesheets completed by the post-holder and authorised by the module supervisor. It will vary according to the number of teaching sessions and will be based on multiples of the University base rate for Graduate Teaching Assistants, currently **Grade 7 SP27** plus holiday allowance. Payment may be weighted according to the work undertaken. Current pay scales can be found here <https://www.essex.ac.uk/staff/working-at-essex/salary-scales>

Short-listed candidates will be interviewed by the Director of Education and one other member of teaching staff. Candidates invited to interview will be provided with feedback on their interview performance and suitability for the role of Graduate Teaching Assistant on request.

**Applicants for posts as Graduate Teaching Assistant must be registered for a postgraduate degree at the University of Essex during all or part of the academic year 2019-20.**

## **B GRADUATE LABORATORY ASSISTANTS (GLAs)**

### **B.1 School Code of Practice for Graduate Laboratory Assistants**

#### **Training**

Graduate Laboratory Assistants (GLAs) **must** have attended or be enrolled on a training course for Graduate Laboratory Assistants before they are appointed (see section B2).

**Important note:** *The University has concluded that no PhD student who is in Further Completion (or is about to go into Further Completion) should be appointed as GTA/GLA and that this policy should be implemented with immediate effect.*

#### Before a laboratory session:

1. GLAs should be fully briefed by the module supervisor on the laboratory session they will assist in, and should be given the laboratory schedules and module supervisor's notes in advance.
2. It is the GLA's responsibility to ensure that he/she is adequately prepared for the laboratory, consulting the module supervisor as necessary.
3. Prior to the laboratory session the module supervisor should talk through the aims and objectives with the GLA(s), and outline the order of the teaching session.
4. The module supervisor should ensure that the GLA is familiar with the hardware and software prior to the laboratory session, and if not the demonstrator should be fully briefed and given the opportunity to have a trial run.
5. The GLAs should be aware of general Health and Safety Regulations with respect to teaching sessions in laboratories.

#### During the laboratory session:-

1. The GLA must arrive at least five minutes before the start of each session.
2. The GLA should be approachable to the students and communicate well with them.
3. The module supervisor should be accessible throughout the laboratory session in case problems should arise. If a module supervisor is not available then the class will become a self-study period, with assistance provided by the GLAs. GLAs should inform the School Office that the class has become a self-study period. In case of emergency, the responsible academic is the Year Manager, UG/PGT Director, or Director of Education.
4. The GLA should take a pro-active role in order to stimulate the interest and probe the understanding of the students.
5. The GLA must maintain an accurate record of attendance if required to do so.

#### **After the laboratory session**

The GLA must ensure that any hardware or software faults are reported to the School's technicians (ces-faults@essex.ac.uk).

The module supervisor may suggest a debriefing/feedback session which can be useful and help to evaluate the need for any changes or improvements in the running of the laboratory and the effectiveness of the GLA(s).

The GLA must ensure that any matters of concern regarding any student are reported to the module supervisor immediately after the teaching session.

## **B.2 Training for Graduate Laboratory Assistants (GLAs)**

The University's Code of Practice on Teaching & Demonstrating by Graduate Students can be viewed at the following link: <https://www.essex.ac.uk/about/governance/policies>

In order to meet the mandatory induction and training requirements in accordance with this Code of Practice, the University requires all newly appointed Graduate Laboratory Assistants to complete a programme of training to prepare them for their role. For further information, please refer to the web link [Learning and Development](#) or contact Learning and Development on [learning@essex.ac.uk](mailto:learning@essex.ac.uk)

Once you have completed all of the relevant training sessions, you will be awarded with a 'Certificate of Attendance'. Following this, you are not obliged to complete any further training in any year that you are employed in the same role as a Graduate Laboratory Assistant. However, you are strongly advised to continue to develop and inform your practice by attending professional development workshops which are relevant to your teaching/demonstrating role.

## **B.3 Example of a Job Description for a Graduate Laboratory Assistant**

**University of Essex**

### **JOB DESCRIPTION**

**School of Computer Science and Electronic Engineering**

#### **GRADUATE LABORATORY ASSISTANT**

**Department/Section:** Computer Science and Electronic Engineering  
**Responsible to:** Head of School  
**Reports on a day to day basis to:** The Module Supervisor  
**Module:** CE/CFxxx - Title

#### **Purpose of the job:**

The person(s) appointed will be required to assist students in the laboratory and, if requested, to undertake marking of coursework assignments, and related administrative work.

#### **Duties of the post will include:**

Assisting students in the laboratory by:

- Showing students how to use software packages such as integrated Development Environments (IDEs) and statistics applications such as SPSS
- Demonstrating how to solve lab exercises
- Explaining parts of lab scripts
- Discussing aspects of open-ended lab questions
- Helping with training in use of specialist equipment, explaining methodologies, helping with data analysis.
- Assisting the lead academic to run and mark work from laboratory classes.
- Maintaining contact with the laboratory supervisor.
- Undertaking related administrative duties.
- Attending training courses and briefing meetings.
- Undertaking preparation as requested by the module supervisor.
- Making students aware of all relevant health and safety procedures.
- Where required, mark scripts associated with the laboratory session, and provide students with appropriate constructive written feedback.
- Any other duties that may from time to time be assigned by the Head of School or her/his nominee.

*These duties are a guide to the work that the post-holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances and do not form part of the contract of employment.*



### **Essential experience, skills and attributes of the post-holder**

- A degree or other appropriate qualification in the relevant subject area.
- A willingness to undertake a programme of training relevant to the requirements of this post.
- Ability to communicate clearly and effectively with a wide range of students.
- Adequate English language competence for teaching and assessing a wide range of students who are both native and non-native English speakers.

### **Desirable experience, skills and attributes of the post-holder**

- Good knowledge of the requirements of the subject area of the course taught.
- Previous experience of teaching or evidence of other activity requiring similar skills.
- Evidence of the ability to show flexibility and adaptability in teaching style.

Appointment to these posts will be for a specified period of weeks during the academic year. Payment will be made on the basis of monthly timesheets completed by the post-holder and authorised by the module supervisor. It will vary according to the number of laboratory sessions and will be based on multiples of the University base rate for Graduate Laboratory Assistants, currently **Grade 5 SP21** plus holiday allowance. Current pay scales can be found here <https://www.essex.ac.uk/staff/working-at-essex/salary-scales>

Short-listed candidates will be interviewed by the relevant module supervisor. Candidates invited to interview will be provided with feedback on their interview performance and suitability for the role of Graduate Laboratory Assistant on request.

**Applicants for posts as Graduate Laboratory Assistant must be registered for a postgraduate degree at the University of Essex during all or part of the academic year 2019-20.**

## **C ADMINISTRATIVE ARRANGEMENTS**

### **C.1 Paid Duties**

Please note that, in line with clause 4.27 of the University's 'Principal Regulations for Research Degrees' (see below), your GTA/GLA work should not exceed an average of six hours per week:

#### **“Paid Duties”**

4.27.

*Applicants for posts as Graduate Teaching Assistants must be registered for a postgraduate degree at the University of Essex during all or part of the academic year. This includes students in completion and under examination. No student in further completion is to be employed as a GTA/D.*

4.28.

*Students who are registered as full-time students may with the consent of their supervisors undertake paid duties in the University for a maximum of eighteen hours per week averaged across the year. Students employed to teach at the University should normally have a maximum teaching load of six teaching hours per week and not more than a total of eighteen effort hours per week.*

*Tier 4 sponsored students must adhere to the regulations relating to the maximum number of hours of paid work permitted by their work permit.*

*Students funded by a Research Council studentship/scholarship must adhere to relevant terms and conditions of their studentship/scholarship relating to paid work.*

Please refer to the following web-link for further information:

<https://www.essex.ac.uk/about/governance/policies>

### **C.2 Rates of Payment**

In 2019-2020 Graduate Teaching Assistants (GTAs) will be paid at Grade 7 SP27 plus holiday allowance; Graduate Laboratory Assistant (GLA) will be paid at Grade 5 SP21 plus holiday allowance. The payment may be weighted according to work undertaken.

### **C.3 Marking**

From time to time, there may be opportunities for marking coursework or examination papers which are not associated with teaching duties.

If a Graduate Teaching Assistant or Graduate Laboratory Assistant is employed to mark examination papers, the School must first seek permission from the Dean of the School, and the GTA/GLA will be expected to have contributed to the teaching of the module, either as a class teacher or as a laboratory assistant.

The total payment for each marking duty will be agreed in advance.

## C.4 Overseas Students

### Working in the UK

Students seeking clarification about working in the UK are advised to contact the International Student Adviser in the Student Support Office (01206 874000).

### National Insurance Numbers

The University cannot pay you without a National Insurance number. Thus, overseas students will need to apply for a National Insurance Number, by contacting the ‘**National Insurance Number Allocation Service**’ on telephone number: **0800 141 2075**. They will confirm which pieces of documentation from the following list you will be required to provide, to enable them to allocate you with a National Insurance Number.

- passport
- driving license
- birth certificate
- student I.D. card
- utility bill
- bank statement
- rental agreement

For students from EU countries, it might be possible for the application to be processed by post. This will involve you posting the necessary documentation (from the list above) to the ‘National Insurance Number Allocation Service’.

For students from non-EU overseas countries, it is likely that you will be required to attend an appointment with the National Insurance Number Allocation Service at their nearest premises in Ipswich:

**Ipswich Job Centre  
St. Felix House  
Silent Street  
Ipswich  
IP1 1TF**

**0845 604 3719**

Obviously there is likely to be a period when you are already working as a GTA/GLA, but still waiting for your National Insurance Number to be allocated. During this time, the University will use a temporary National Insurance Number, pending allocation of your actual National Insurance number. Thus, you will be able to be paid during this period.

## C.5 Appointment Forms / Document Checks / Contracts

### Appointment Forms

If you are appointed to a GTA/GLA role, you will need to complete an appointment form (see Appendix A) and ask the relevant module supervisor to sign it. You will then need to take the forms to Sandra Beckett or Rachel Gooch (room 1NW.3.7) together with the documents listed below:

Your current passport

Your Visa if you are a non EU resident  
A copy of your Curriculum Vitae  
If you hold Tier 4 Visa you should complete a Tier 4 Declaration Form  
A letter showing your details of student registration and term times for 2018-2019  
Certificate of attendance CADENZA training

Under Section 8 of the Asylum and Immigration Act 1996, the University is required to make basic document checks on all new employees, irrespective of nationality. In order to comply with this requirement, please bring your passport and 'right to work' visa (the original documents, not a copy) to Rachel Gooch or Sandra Beckett (room 1NW.3.7) who will make a photocopy of these documents and forward them to the University's Human Resources Department. Please refer to Appendix I ('Employment Document Checklist'), which lists alternative acceptable documentation.

### **Contracts**

Following appointment, all new Graduate Teaching Assistants and Graduate Laboratory Assistants will be issued with a contract of employment (GTAs see Appendix B; GLAs see Appendix C). The GTA/GLA will receive the original copy of the contract and a photocopy of the document will be retained by the School and the Human Resources Department.

A normal contract of employment will run from 1 October 2019 - 31 July 2020 or the end of your studies at Essex University. However, please note that if your 'right to work' visa expires midway through this period, the end-date of your contract will coincide with the expiry date of your visa. A new contract will then be issued with a start date that coincides with the renewal date of your visa.

## **C.6 Arrangements for Payment**

### **Payroll Information Pack**

All new Graduate Teaching Assistants and Graduate Laboratory Assistants will be given a 'Payroll Information' envelope containing a staff questionnaire and a new starter form. Completed Payroll Information forms must be returned to the Payroll Section of the Human Resources Office (room 4SA.6.1) or accompany your appointment form when brought to the Finance Office 1NW.3.7.

### **Monthly Timesheets**

GLAs will be required to complete an electronic time-sheet (GTAs should refer to Appendix A; GLAs should refer to Appendix B) at the end of each month, which must be authorised by the module supervisor and returned to the CSEE Finance Office.

GTAs will be required to complete an electronic time-sheet for any hours worked over the contracted hours. (GTAs should refer to Appendix A; GLAs should refer to Appendix B) at the end of each month, which must be authorised by the module supervisor and returned to the CSEE Finance Office.

An e-mail will be sent out each month to confirm the deadline for the return of timesheets. Payment will be made on a monthly basis, based on the information provided on the timesheet. Copies of time-sheets are available from the 'Information for Graduate Teaching/Laboratory Assistants' on the School web pages at:

<https://moodle.essex.ac.uk/course/view.php?id=7106&section=4>

Please complete your timesheet with the week number, week ending date, number of hours worked and select either "lab", "lecture", "class", "invigilating", or "marking" from the drop down list. Your pay will automatically be calculated. Please print the form, ask your supervisor to sign it and submit it to the CSEE Finance office. Incorrectly completed forms will NOT be accepted.

You should note that, if you fail to submit your timesheet on time, and submit two or more timesheets the following month, you may be subject to increased National Insurance contributions as these will be based on the total payment for that month.

## **C.7 Maximum Teaching Hours**

Please note that a full-time graduate student may not normally work for more than **6 contact hours per week** or a maximum of 180 hours during the academic year. Any variation to this should be subject to the *prior* approval of the relevant Dean. Any student wishing to teach in excess of six contact hours should consult his or her supervisor (research students) or the Director of Graduate Studies (taught course students), and submit a request for the relevant Dean's approval **via Rachel Gooch or Sandra Beckett (room 1NW.3.7)**.

## **D TEACHING**

### **D.1 Teaching Sessions**

Teaching sessions begin on the hour and end at ten minutes to the hour. It is important that you begin and end on time to allow students to move on to their next teaching session, and for other staff and students to obtain access to the room you are vacating.

If it is necessary to cancel a session because of illness or other reason, can you please ensure that you contact either the module supervisor or one of the administrative team (extension 3488 or 2418) **as soon as possible** in order that arrangements can be made to inform the students.

**Please note that sessions should only be cancelled or re-arranged in very exceptional circumstances in consultation with the module supervisor.**

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Graduate Teaching Assistants and Graduate Laboratory Assistants should note carefully the information from the Students' Handbook for the following, and in particular familiarise themselves with the School's policy regarding submission of assignments:

### **D.2 Submission of Assignments**

Please see the 'Coursework' section of the Students' handbook for information.

<http://www.essex.ac.uk/students/study-resources/handbooks/>

### **D.3 Late Submission of Assignments**

Please see the 'Coursework' section of the Students' handbook for information.

<http://www.essex.ac.uk/students/study-resources/handbooks/>

### **D.4 Extenuating Circumstances**

Please see the 'Extenuating Circumstances' section of the Students' handbook for information.

<http://www.essex.ac.uk/students/study-resources/handbooks/>

## **D.5 Plagiarism (Cheating)**

All GTAs/GLAs should be aware of the University's Regulations relating to cheating and the procedure for dealing with allegations of cheating which are published in the University Regulations, Policies and Procedures booklet and can be found on the University web site at:

<http://www.essex.ac.uk/about/governance/regulations/affairs.aspx>

GTAs/GLAs should read the section headed 'Academic Offences' in the Students' Handbook and, if you suspect any student of cheating, you must inform the module supervisor.

<http://www.essex.ac.uk/students/study-resources/handbooks/>

## **D.6 Teaching Observation**

As part of its internal quality procedures, the School operates a peer review of teaching exercise in each of the autumn and spring terms. Graduate Teaching Assistants will be observed during the teaching session by the module supervisor. Graduate Laboratory Assistants will **not** be required to undergo teaching observation.

## **D.7 Student Assessment of Courses**

The University requires all academic departments to offer students the opportunity to provide feedback on the teaching modules by completing a questionnaire. This exercise normally takes place in the summer term during the revision lectures in weeks 30 - 32.

## **D.8 Teaching Timetable**

The School Administrator is responsible for the teaching timetable. Full details of the teaching timetable are on the web at the following link: -

<https://www.essex.ac.uk/depttimetables/>

## **D.9 Photocopying**

Arrangements for photocopying material for your teaching should be made through the School Office.

When photocopying material for teaching, you must observe the copyright laws. Further details are available at:

<http://libwww.essex.ac.uk/copy.htm>

## **D.10 Staff Student Liaison Committee**

Graduate Teaching Assistants and Graduate Laboratory Assistants are represented on the School's Postgraduate Staff Student Liaison Committee. You will be contacted by the Graduate Administrator at the beginning of the autumn term and invited to nominate a representative.

## E GENERAL INFORMATION

**Important note:** *The University has concluded that no PhD student who is in Further Completion (or is about to go into Further Completion) should be appointed as GTA/GLA and that this policy should be implemented with immediate effect.*

### E.1 Location of Teaching Rooms

Locations of teaching rooms can be found at

[http://www.essex.ac.uk/about/colchester/find\\_your\\_way.aspx](http://www.essex.ac.uk/about/colchester/find_your_way.aspx)

### E.2 Students' Handbooks

Please familiarise yourself with the contents of the Undergraduate and Postgraduate Students' Handbooks. The handbooks contain useful and important information on the Schools' procedures. In particular, you should be aware of academic staff with administrative responsibilities, especially those with responsibilities particularly relevant to teaching, i.e. the Directors of Undergraduate and Postgraduate Studies. Copies of the Handbooks are available on the web at:

<http://www.essex.ac.uk/students/study-resources/handbooks/>

### E.3 Dates of Term/Week Numbers

<i>Dates of Term 2018-2019</i>	
<i>Autumn term</i>	Thursday 3rd October 2019 – Friday 13th December 2019
<i>Spring term</i>	Monday 13th January 2020 – Friday 20 <sup>th</sup> March 2020
<i>Summer term</i>	Monday 20 <sup>th</sup> April 2020 – Friday 26 <sup>th</sup> June 2020

Week numbers can be found at:

[University year 2019-20, week by week](#)



## E.5 School Advisers

The School has a Senior Adviser and a Disability Liaison Officer, who may be contacted by any student at any time (see contact details below):

Name	Room	Telephone	E-mail
Dr Nick Zakhleniuk (Senior Adviser)	1NW.4.14	4248	██████████@essex.ac.uk
Dr Francisco Sepulveda (Disability Liaison Officer)	1.NW.3.20	4151	██████████@essex.ac.uk

If a student comes to you for advice, please refer him or her to the relevant School Adviser. In some cases it may be more appropriate to refer them to the relevant Year Administrator, the School Administrator or the relevant Year Supervisor.

## E.6 Teaching Modules

Full module descriptions are available in the Undergraduate and Postgraduate Students' Handbooks, and on the web at:

<http://www.essex.ac.uk/modules/>

**For any additional help or information, please contact:**

Rachel Gooch and Sandra Beckett  
Telephone: 01206 ██████████ & 01206 ██████████ 1  
Room: 1NW.3.7  
E-mail: ██████████@essex.ac.uk  
██████████@essex.ac.uk

## **APPENDICES**

Appendix A	Appointment Form: Graduate Teaching Assistant and Graduate Laboratory Assistant
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**APPOINTMENT FORM: GTA/GLA**

**Appendix A**

The most up-to-date version can be found at:

<https://moodle.essex.ac.uk/course/view.php?id=7106&section=4>

**CONTRACT: Graduate Teaching Assistant**

**Appendix B**

The most up-to-date version can be found at:

<https://moodle.essex.ac.uk/course/view.php?id=7106&section=4>

**CONTRACT: Graduate Laboratory Assistant**

**Appendix C**

The most up-to-date version can be found at:

<https://moodle.essex.ac.uk/course/view.php?id=7106&section=4>

**TIMESHEET: Graduate Teaching Assistant**

**Appendix D**

The most up-to-date version can be found at:

<https://moodle.essex.ac.uk/course/view.php?id=7106&section=4>

**TIMESHEET: Graduate Laboratory Assistant**

**Appendix E**

The most up-to-date version can be found at:

<https://moodle.essex.ac.uk/course/view.php?id=7106&section=4>

**Appendix F**

**Code of Practice on Teaching and Demonstrating by Graduate Students**

Please see: <https://www.essex.ac.uk/about/governance/policies>

**Important note:** *The University has concluded that no PhD student who is in Further Completion (or is about to go into Further Completion) should be appointed as GTA/GLA and that this policy should be implemented with immediate effect.*

**Appendix G**

## **SCHOOL OF COMPUTER SCIENCE AND ELECTRONIC ENGINEERING POLICY ON TEACHING AND DEMONSTRATING BY GRADUATE STUDENTS**

- (i) that, normally, only Research Students should be appointed as class teachers;
- (ii) that, where possible, GTAs appointed as class teachers should attend the lectures as part of their preparation;
- (iii) if a GTA fails to attend or complete the training, he/she will be considered to be in breach of contract and will not be permitted to continue teaching;
- (iv) the module supervisor must undertake line management responsibilities as outlined in the University's 'Code of Practice on Teaching by Graduate Students', and hold regular weekly meetings with their GTA;
- (v) the module supervisor should observe the GTA during the initial session(s) in the term;
- (vi) all GTAs should be observed by an independent observer at the end of each term, providing an opportunity for the GTA to report on the line management support which he or she had received;
- (vii) in line with University guidelines, a seminar/workshop should be held for GTAs at the end of each term providing an opportunity for sharing good practice, and providing a preliminary induction for potential new GTAs.

## UNIVERSITY OF ESSEX

**GRADUATE TEACHING ASSISTANT (GTA)/GRADUATE DEMONSTRATOR (GD)/  
GRADUATE LABORATORY ASSISTANT (GLA) STAFF****SUPPLEMENTARY EMPLOYMENT INFORMATION**

**Before you sign this contract:** The Immigration, Asylum and Nationality Act 2006 requires employers to verify a new employee's right to work in the UK by checking and copying certain documents, and to undertake annual checks on individuals whose right to work is time-limited. To comply with equality legislation this applies to all new staff, irrespective of nationality.

You should provide one of the documents, or combination of documents, detailed on the attached Appendix and a copy of the relevant page(s) will be retained on your personal file for the duration of your employment. In the event that you are unable to produce document(s) which satisfy the requirements of the Act then it may be necessary for the University to delay the commencement of your employment and, if you continue to fail to meet the requirements, withdraw the offer of employment.

**During your first week:** You should obtain a Payroll Information Pack from your School Finance office, complete the documentation in the pack as requested, and take this information to the Human Resources Office (Room 4SA.6.1) in the sealed envelope provided. **If you have held a previous contract with us, but there has been a break in your service, you must re-confirm these details with Finance.**

You should also ensure that you complete the Equal Opportunities (HESA) Form provided to you by your Department/School. You must return this to Human Resources in a sealed envelope.

**Attendance at Training**

You are required to attend a short training programme for Graduate Teaching Assistants/ Graduate Demonstrators/ Graduate Laboratory Assistants, organised by the Learning and Teaching Unit, unless you have previously completed this course.

**Payment**

You will be paid in monthly instalments in arrears by direct credit into a bank or building society account.

**Duties of the Post - Graduate Teaching Assistants/ Graduate Demonstrators**

In addition to your teaching duties, you will be required to undertake related administrative, marking and examining work as required by the Head of the Department/School.

Job descriptions for these roles are held at Departmental/School level and do not form part of the contract of employment.

**Duties of the Post - Graduate Laboratory Assistants**

You will assist students in the laboratory and undertake laboratory demonstrations.

The Job description for this role is held at Departmental/School level and does not form part of the contract of employment.

### **Annual Holiday/Leave Entitlement**

You are entitled to paid annual holiday/leave. Leave should be taken monthly at your discretion outside the hours you are required to work by your Department/School and your monthly salary has been calculated to take into account payment for this monthly holiday/leave entitlement. The holiday element equates to 10.77% of your salary payment. This holiday payment is based on 28 days holiday per annum/leave year and includes all entitlements to public holidays and closure days.

### **Occupational Sickness Pay**

There is no entitlement to occupational sickness pay.

### **Superannuation**

You will note that under the terms of this contract you are eligible to join the Universities Superannuation Scheme (USS). If you are not already a member of USS and now wish to join, please contact the Finance Section for further details.

### **Period of Notice**

This employment may be terminated by either side giving one months notice in writing.

### **Disciplinary Matters**

Details of the procedures for dealing with disciplinary matters, including termination of the appointment may be obtained from Human Resources upon request.

### **Individual Grievances**

A member of staff who has a grievance relating to his/her employment should discuss the matter initially with his/her Head of Department/School. If the grievance is not settled satisfactorily at that stage, then he/she should follow the procedure set out in the Grievance Procedure which may be obtained from Human Resources upon request.

### **Policy Statement of Equal Opportunities**

The University of Essex, in conformity with the intention of its Charter, confirms its commitment to a comprehensive policy of equal opportunities within the University. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction.

The University is committed to a programme of action to ensure that this policy be fully effective.

Members of staff should ensure that they become familiar with, and understand, the contents of both the University Policy and Codes of Practice.

It should be noted that any intentional breaches of the legislation on equal opportunities or of the University Policy or Codes of Practice may lead to disciplinary action.

### **Membership of Trade Unions**

Graduate Teaching Assistants/ Graduate Demonstrators/ Graduate Laboratory Assistants are entitled to join the University and College Union.

### Employment Document Checklist

The Immigration, Asylum and Nationality Act 2006 requires the University to make basic document checks on all new employees, irrespective of nationality. **You must provide the document (or combination of documents) shown in either List A or List B so that we can verify your right to work in the UK before a contract of employment is issued.**

#### **List A (choose from the following)**

- ❖ UK or European Economic Area or Swiss Passport or Identity Card
- ❖ A Residence Permit or Residence Card indicating permanent residence in the UK
- ❖ A Biometric Immigration Document issued by the Border & Immigration Agency (BIA) indicating Indefinite Leave to Remain
- ❖ Passport or other travel document showing Indefinite Leave to Remain
- ❖ A full birth certificate issued in the UK **plus** an official document giving your permanent National Insurance (NI) number and name
- ❖ A full adoption certificate issued in the UK **plus** an official document giving your permanent NI number and name
- ❖ A Certificate of registration or naturalisation as a British citizen **plus** an official document giving your permanent NI number and name
- ❖ An Immigration Status letter issued by the Home Office or BIA indicating the person named is allowed to stay in the UK indefinitely **plus** an official document giving your permanent NI number and name

**OR**

#### **List B (choose from the following - we will need to check documents every 12 months)**

- ❖ A Work Permit (or other approval to take employment) **plus** a Passport or other travel document endorsed to show the holder can stay in the UK and is allowed to do the work in question
- ❖ A Passport or travel document endorsed to show the holder may stay in the UK and is allowed to do the type of work in question provided it does not require a Work Permit (eg. student Visa)
- ❖ A Biometric Immigration Document which indicates that the person named can stay in the UK and can do the work in question
- ❖ A Residence Card or document issued to a family member of an EEA country or Switzerland
- ❖ An Application Registration Card issued by the Home Office or BIA stating the holder is permitted to take employment **plus** evidence of verification by the BIA Employer Checking Service
- ❖ An Immigration Status Document issued by the Home Office or BIA with an endorsement indicating the person named can stay in the UK and do the type of work in question **plus** an official document giving your permanent NI Number and name
- ❖ A letter issued by the Home Office or BIA to the holder or employer/prospective employer indicating the person named can stay in the UK and is allowed to do the work in question **plus** an official document giving your permanent NI number and name
- ❖ A certificate of application issued by the Home Office or BIA to a member of an EEA country or Switzerland stating the holder is permitted to take up employment **plus** evidence of verification by the BIA Employer Checking Service