Time allocation per activity

Admin	
Module convening	20 hrs for module 1 to 49 students, 30 hrs for 50 – 99 students, 40 hrs for 100-149, 50 hrs 150+ students *per semester*
Office hour	1 hour per week
Induction, Exam Board and School meeting	1 hour per hour of attendance, if required
Preparation	
Lecture	2 hours per 1 hour of delivery (no preparation for repeat delivery)
Seminar: first delivery	1 hour preparation per 1 hour delivery
Seminar: repeat delivery	Delivery hours paid only as no preparation involved
DL module	5 hours per student on completion of module
Delivery	
eg lecture, seminar	1 hour per hour of delivery
Foundation Arts Leminar	4 hours (covers both prep and delivery)
Assessment (payment is made for summative and formative assessments only where specified in the course/module specification)	
Coursework/dissertation marking	Per item: 10 minutes fixed allocation plus 10 minutes per 1,000 words pro rata (ie 1 minute per 100 words)
Evening Language Class assessment	One-off payment: 20 minutes (class fewer than 20)/30 minutes (class 20+) per attendee
Exam marking	Per exam: 5 minutes fixed allocation plus 10 minutes pro rata per hr of exam
In-class exam	10 minutes per student
Language in-class test	10 minutes per test
Oral exam (individual and group)	Outside timetabled teaching time: no. hrs attendance required + (10 mins per listening x no. students) During timetabled teaching time: 10 mins per listening x no. students
Presentation (solo)	15 minutes per presentation
Presentation (group)	20 minutes per presentation
Supervision	
MA/MSc dissertation	12 hrs per student fte pro rata supervisor %
MRes	40 hours per student fte pro rata supervisor %
PhD	80 hours per student fte pro rata supervisor %
PhD (thesis pending)	40 hours per student fte pro rata supervisor %
UG dissertation	5 hrs per student fte pro rata supervisor %
Other	
Developing new content for lectures	One-off payment equivalent to 4 hours per 1 hour of delivery. Head of School authorisation required for this payment before work commences.
Language grammar & writing teaching	1 hour per hour of teaching requiring regular assessment activity (please see policy document)
Transcriber	5 hours per 1 hour of recorded material

* Normally, TAs are not required to attend lectures in preparation for a module (for example to deliver seminars). Exceptionally, this may be required, but a Module Convenor must first have this approved by the Head of School. Where the attendance is approved, this will be specified in the TA's letter of engagement and payment will be 1 hour per hour of attendance.

Exceptions from staff WLP norms

Staff in the Faculty of Arts in the first three years of their first appointment are given a workload adjustment for training and mentoring needs.

New Teaching Affiliates are invited to and paid to attend an induction. All TAs are assigned a mentor in addition to working alongside their module convenor.

Assessment allocation - staff are allocated a single allocation per student per module to cover all assessment activity associated with that module eg formative and summative, coursework, presentations, exam marking, feedback sessions and so on (1 hour for 20 credit module, 30 mins for 10 credit module). TAs are undertaking specific aspects of the assessment associated with a module so a different methodology needs to be used.

Preparation - seminar first delivery allocation ratio is 1:1 (rather than 2:1) as TAs are given content and clear/full guidance by module convenors that enable the TA to deliver seminar teaching (eg for lectures this would be learning outcomes, PowerPoint slides and lecture notes; for seminars this would be learning outcomes, lists of key points, specific reading, sources, visual material, guidance notes etc.) rather than being required to create or find new material. Beyond this, TAs are free to experiment with different methods of delivery. Where a TA is the module convenor, the 2:1 ratio applies.

PhD thesis pending - there is a TA norm, but no staff WLP norm.

Queries

Academic and workload-type queries should be addressed by the Faculty Code of Practice, which outlines the responsibilities of academic staff working with Teaching Affiliates. If a TA has further concerns, they should be directed to the Module Convenor, Teaching Affiliate Co-ordinator (English), Departmental Director of Teaching or Head of Department in the first instance. If this does not result in resolution, they should contact the Head of School or School Director of Teaching. The School of Humanities also holds a TA forum, which TAs may choose to attend.

Queries from TAs regarding admin-type issues (such as timing of payments, how to claim payment, inaccuracies in the workload letter) should be directed to the School Management and Research Office in the first instance.