



**Time allocation per activity:**

<b>Admin</b>	
Point of Contact for Support	Director of Education and Student Experience To be contacted via Faculty Department Manager – Andrew Willits (tel: +44 115 82 32502 or email: <a href="mailto:Andrew.willits@nottingham.ac.uk">Andrew.willits@nottingham.ac.uk</a> )
Module convening	Teaching Affiliates will not be module convenors
<b>Leadership &amp; Management</b>	
Leadership & Management Roles	Not typically required for Teaching Affiliates within the Faculty of Engineering
<b>Citizenship</b>	
Office hour	Not typically required for Teaching Affiliates within the Faculty of Engineering – go to the Faculty for guidance. However, induction/training will be provided/organized by the named contact and will be paid on a 1 hour per hour of required attendance incorporated in a hourly rate
Induction/Training	
Exam board	
School Meeting	
<b>Preparation</b>	
Lecture	Note – ABE have an hourly rate for Teaching Affiliates which is in line with 2 hours per 1 hour of delivery unless delivery of an existing module for the first time or a new career academic (within the first three year of role), where 4 hours per 1 hour would be applied
<b>Delivery</b>	
eg lecture, seminar	Note – ABE have an hourly rate for Teaching Affiliates which is in line with 1 hour per hour of delivery
<b>Assessment (payment is made only where specified in terms of engagement and module specification)</b>	
Coursework/dissertation marking	Note: Majority of ABE Teaching Affiliates are employed in Studio therefore coursework/portfolio markings is incorporated into hourly rates  Dependant on number of credits and coursework/exam split of the module. Typically, a 10 credit module with 100% coursework would result in an allocation of 60 mins
Exam marking	Dependant on number of credits and exam/coursework split of the module. Typically, a 10 credit module with 100% exam would result in an allocation of 30 mins
<b>Supervision</b>	
MA/MSc dissertation	Not typically required for the Teaching Affiliates within the Faculty of Engineering – go the Faculty for guidance.
MRes	
PhD	
PhD (thesis pending)	
UG dissertation	
<b>Other</b>	
Developing new content for lectures	8 hours per 1 hour of delivery
<b>Exceptions – None stated</b>	