**Faculty of Arts Code of Practice on working with Teaching Affiliates (TAs)**

**Head of School/Department (or designated colleague) responsibilities**

1. All TAs should be given a mentor, who must be a member of academic staff, distinct form their PhD supervisor and/or the Module Convenor, who can provide guidance and advice to aid integration. In cases where the TA is contributing to a module convened by someone else, the mentor could be the convenor.
2. TAs should be appraised annually through Student Evaluation of Teaching (SET) and peer observation for career development purposes.
3. In addition to the annual processes TAs should receive constructive and regular feedback on their performance (including strengths and weaknesses) by the mentor or another member of academic staff.
4. Mentors should offer advice and support to TAs on teaching matters, bearing in mind the important role of teaching in the professional development of TAs.
5. HoS/HoD should ensure the Dept/School has followed the casual engagement process including providing information to the School Management and Research Office to enable each TA to be given a workload letter (which includes work, pay, holiday pay etc. details) before any work commences.
6. Work must not commence until the casual engagement is in place as retrospective claims for work cannot be made and will result in no payment being made.

**Role of Module Convenors (MCs) who are assisted by TAs**

1. TAs should not be required to create or find new material. Where convenors require teaching delivery in a particular format then clear and full guidance should be provided. TAs should be provided with content (e.g. for lectures this would constitute learning outcomes, PowerPoint slides and lecture notes; for seminars this would be learning outcomes, lists of key points, specific reading, sources, visual material, etc.). Beyond these requirements TAs should be free to experiment with different methods of delivery.
2. MCs should provide enough material and guidance so that the TA can carry out all preparation needed within the hour allocated for seminar preparation.
3. MCs should guide and moderate assessment undertaken by TAs.
4. MCs should not ask TAs to undertake work for which they are not paid under the terms of their casual engagement. This includes but is not limited to:

* Contributing to module development;
* Compulsory lecture attendance;
* Developing reading lists;
* Pastoral work;
* Completing mark-sheets;
* Work on Moodle sites;
* Dealing with correspondence with students they do not personally teach
* Setting essay topics that are very distant from seminar topics: Module Convenors should endeavour to create as much overlap as possible between the seminar topics (for which TAs are paid to prepare) and essay topics (for which TAs are not paid to prepare);
* Formative assessments not specified in module specs;
* Exam feedback
* Attending exam boards (unless the TA is a Module Convenor and attendance has been specified in the letter of engagement).

1. MCs must check with their Head of Department (HoD) or nominee which tasks TAs are paid to undertake and should seek agreement in writing from the HoD before any changes to the casual engagement are made. Agreed changes must be communicated in writing to SMRO in advance of the work taking place so that relevant documentation can issued. Failure to do this could result in the TA being unable to claim for work completed.
2. Staff should be aware of relevant terms and conditions of the casual engagement of each TA and ensure that discussions with TAs avoid making reference to the possibility of future paid work or leaving the amount of preparation time to “your own ethical sense” or “moral judgement”.
3. MCs should provide TAs with the information they need to carry out tasks required for their role.
4. TAs are not required to attend lectures in preparation for a module (for example to deliver seminar teaching). Exceptionally this may be required but a Module Convenor must have this approved by the Head of School and where attendance is approved it will be specified in the TA’s letter of engagement and payment will be made as per the Teaching Norms.
5. If TA is required by the School to attend meetings, e.g. School/Dept meetings, Induction or Exam Boards, the time for this will be paid and it should be stated clearly in the letter of engagement so that TAs are not left unsure about whether attendance is required.

**Next steps in case of difficulties**

1. 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. If this does not result in resolution the TA should be directed to the Faculty Operations Manager based in the School.

Academic and workload-type queries should be addressed by this 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 MC, Teaching Affiliate Coordinator (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 has a regular TA forum where issues may be raised.

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