Tutor & Demonstrator (T&D) guidance for academic year 2020-2021 – Revised 15th October 2020 in light of experiences of hybrid teaching

The aim of this document is to support teaching teams by clarifying T&D roles and expectations. It comprises three sections: T&D roles, T&D meetings and trainings, Course Organiser checklist. It will be reviewed at the end of the academic year. To provide feedback for that review, please email the T&D Academic Coordinator (Clare Barnes in Semester 1- c.barnes@ed.ac.uk, Marisa Wilson in Semester 2- marisa.wilson@ed.ac.uk)

1. T&D Roles

- More information on pay can be found on the HR website: https://www.ed.ac.uk/human-resources/pay-reward/pay/pay-scales.
- Contact time should not exceed 9 hours per week on average per person.
- Tier 4 visa students should follow guidance on maximum number of hours allowed.

Grade	Role	Role Remit	Outside Role Remit	Channel	Comments on pay
UE05	Demonstrator	Assist lecturer with delivery of practicals Manage online chat during lecturer led online lectures/large group tutorials. In this role you are *supporting* a lecturer who is present in the session (whether online or in person)	Leading practicals or tutorials where the lecturer is not present. Preparing teaching material for practicals.	In person/ online	Initial demonstration will be paid at a flat hourly rate plus 30 minutes preparation time **per hour**. Subsequent repeat demonstrations of the same practical will be paid at a flat hourly rate only, as no extra preparation time is required. See 1
UE05	Field Demonstrator (Residential/Non-Residential)	Assist with smooth running of field trips May also include transporting students/equipment. Must complete Field First Aid training	Designing field trip teaching materials		Paid at flat rate – max 7 hours per day Please see T&D Meetings and Training table for information on payment of mandatory first aid training
UE05	Marking	Marking course work & providing feedback to students	Moderation		To be paid at a flat rate.
UE05	Exam Invigilator	Invigilator, Reader, Scribe, Collection/delivery of exam scripts	Exam moderation		To be paid at a flat rate.
UE05	Course Preparation for hybrid/online teaching	Recognising that teaching in different ways there has been a need for more course preparation than normal. Although this is the responsibility of the Course Organiser we are aware that, in some cases, tutors and demonstrators have been asked to support this extra course preparation. This should be used for any preparation deemed necessary for the full semester See 2			4 hour allowance per course at flat rate to be used as appropriate and in agreement with CO
UE06	Tutor	Lead small groups of students in online or in person tutorial classes, facilitating discussion and helping students understand course content. A tutor is responsible for leading a session where the lecturer is not present i.e. you are the one in charge.	Write tutorial exercises		Preparation time is paid at a rate of 1 hour per tutorial. Attending teaching meetings and responding to student questions will be paid at a flat rate only.
UE06	Course Assistant (CA)	Oversee work carried out by the course team of T&Ds, liaising with Course Organiser and the Teaching Office			CAs are paid a fixed hourly rate to a maximum of 30 hours for courses of less than 100 students. For courses of 100-200 students this maximum number of hours is extended to 50 hours. For courses of over 200 students, a maximum of 70 hours can be claimed. See 3

2.   T&D Meetings and Trainings

- There is a requirement for T&D staff to undertake the following training courses which will be paid for at Demonstrator rate.
- Please submit these hours via your timesheet with the descriptor 'Training' and an indication of the type of training e.g. Training - GDPR

Description	Purpose	Channel & Length	Mandatory/Optional	Comments
Induction	What to expect as a tutor or demonstrator	Online 2 hours	Mandatory	To take place 9-11am 18 September, slides will be made available after the session on the T&D website.
Field Work First Aid	Ensure field demonstrators have necessary health & safety training required for field work	Channel to be confirmed. Number of hours to be in line with the course offered	Mandatory for those individuals taking up the role of Field Demonstrator. Optional for those who will need to work on field trips in the future	First aid training will be paid at a flat hourly rate per hour attended. Field demonstrators are only required to undertake this training once.
GDPR	Data protection training	Online – 1 hour	Mandatory	Needs to be completed prior to starting work.
Information Security	IS training	Online – 1 hour	Mandatory	Needs to be completed prior to starting work.
Marking briefing	Insight into best practice on your course, encourage consistency and transparency. Set guidance on length of time for marking.	Online or in person	Mandatory	To be organised by the CO and to be completed prior to undertaking any marking.
Equality, Diversity and Inclusion (E,D&I)	To reflect on the School's E,D&I policy in relation to our teaching	Online - 2 hours for modules 1 and 2 accessed here: https://www.ed.ac.uk/equality-diversity/training/modules - 1 hour for discussion session	Mandatory	The two online modules accessed through the link should be completed prior to starting work. The discussion session will be organised by the T&D team. Information to follow.
Course Team meetings	To review and reflect on how the course is going with the teaching team and to plan the rest of the course	Online or in person You can expect at least three one-hour meetings with the Course Organiser of each course, across the duration of the course. There may be additional meetings led by the Course Assistant to plan tutorials. COs may require you attend more meetings, depending on the teaching needs of the course.	Mandatory	All meetings with Course Organisers and Course Assistants will be paid at a flat demonstrator rate.

- If you have accepted a post for teaching in **Semester 1 2020-2021** you can be paid up to a maximum of 8 hours specifically (and only) for training in online teaching (First Aid training is not considered within this maximum as it is a separate training requirement). This can be used for formal training courses such as those from IAD above, and for time to familiarise yourself with the software you will be using for teaching e.g. Collaborate, MS Teams etc. Please record this on your timesheet as Digital Online Training
- Before undertaking any training, **please check with the Course Organisers** of the courses you are working on to discuss the software being used in each course and your teaching responsibilities, so that you can select the most appropriate training course
- You may choose to do more time-intensive teaching courses for your own professional development, but please note that we cannot pay for more than eight hours of training per person.

Details of this support can be found on the T&D FAQ web pages

3. Course Organisers Checklist

- Course Organisers (COs) are responsible for supporting and instructing tutors and/or demonstrators as part of the course team and for providing teaching materials for T&Ds working on their courses.
- COs ensure clear and timely communication with T&Ds on responsibilities and pay grades for different roles.
- All questions on recruitment and the process for claiming payment should be directed to the School's Tutor & Demonstrator Administrator.

This table is intended as a checklist to guide and support COs where needed, and is not intended to be prescriptive. Some COs may prefer covering the topics below in shorter, more frequent meetings.

Description	Purpose	Channel & Length	Comments
Attend CO Briefing	Establish consistency of approach for both T&Ds and student experience	Online 1 hour	Several dates for the CO briefing sessions will be offered and the slides will be made available afterwards. The T&D team will hold CO briefings at the start of each semester for any new COs
Meeting 1: Organise Initial welcome meeting with your full T&D team	CO to arrange. Bring T&Ds, CO & CA together to establish a sense of team camaraderie and understand expectations of each other's roles. Establish who does what and where tasks may be outwith roles. Check that T&Ds understand their roles and discuss any further support or training they may need.	In person or online 1 hour	
Meeting 2: Organise Team meeting with your full T&D team	CO to arrange. The main purpose of this meeting is to discuss marking and feedback for the course, establish good practice and determine what T&Ds will be able to claim for marking. COs should also review how T&Ds are experiencing their tasks and discuss any T&D concerns.	In person or online 1 hour	This meeting should be held once marking has commenced to allow T&Ds to reflect on their experience of marking a few assignments.
Meeting 3: Organise end of semester review meeting with your full T&D. See 4	CO to arrange. COs and T&Ds to reflect on T&D roles. T&Ds to provide feedback on what worked well, what could be improved.	In person or online 1 hour	
Organise a marking briefing	In order to support markers and ensure consistency of marking, COs are to arrange a marking briefing with all markers before marking commences. Examples of work to be assessed should be shared in advance and discussed at this briefing. A discussion of the marking criteria should be facilitated. COs should give guidance on marking within a specified time frame as appropriate for the assignment being marked.	In person or online 1 hour	T&D markers will be paid at the marking rate for marking briefing attendance, plus 30 minutes at the same rate for preparation.

1. For example, a demonstrator supports a lecturer with a one-hour practical on topics A, B and C and there are three practical sessions on each topic. The demonstrator will be paid for the first practical on topic A at the demonstrator rate for 1 hour plus 30 minutes preparation time. For the two subsequent repeat practicals on topic A, the demonstrator is paid the flat hourly rate with no extra time for preparation. For topic B, the first practical will be paid at the demonstrator rate for 1 hour plus 30 minutes preparation time, and the two subsequent repeat practicals will be paid at the flat hourly rate with no extra time for preparation. Payment of practicals for topic C follow the same pattern. If you feel this prep payment of 30 mins per hour doesn't adequately cover the work you have put in, please use the Notes column to clarify what extra work you have been doing. There is no guarantee that you will receive an automatic payment beyond 30 mins per hour, and the T&D administrator may need to discuss with the CO for the course before payment can be approved

2. This is for: 1) General lesson preparation such as reading of course handbooks, planning a range of lessons, familiarising yourself with the course Learn page, anticipating frequently asked questions and generally getting familiar with the course, 2) Supporting the Course Organiser with capturing 360 photos or any kind of work to transition teaching material to a different format, 3) Identifying supporting materials e.g. videos, weblinks, newspaper articles etc., 4) Preparing samples

3. The upper limits have been put in place to protect CA's research time/ non-T&D work. Under very exceptional circumstances, these maximum number of hours can be revised on an individual CA basis. This would need to be agreed well in advance of reaching the maximum hours by the Director/ Convenor of the relevant degree programme, the Course Organiser, and the T&D office. In dealing with each request, alternatives to increasing the CA hours will firstly be sought as the preferred option, before approving any increases to the CA maximum hours. This is to protect the CA's non-T&D time.

4. This should be held soon after teaching is completed. It may be held later if T&Ds are marking on the course, to allow a reflection on the marking process.