**Guidance for planning time allocation Teaching Associates and Teaching Fellows in HSS and S&E**

**08.06.16**

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| **Activity** | **Teaching Associate** | **Teaching Fellow** | **Comment** |
| Lecture delivery | n/a | 1hr |  |
| Lecture prep – new | n/a | 7hrs | Based on a model of a 1hr lecture. Where a lecture is 2hrs, preparation time would be in the region of 12 hrs. |
| Lecture prep – repeat in same week | n/a | 0hrs |  |
| Lecture prep – refresh in a new year | n/a | 2hrs |  |
| Seminar/Tutorial delivery | 1hr | 1hr |  |
| Seminar/Tutorial prep – new | 2 hrs prep + 1 lecture attend if necessary | 2 hrs prep + 1 lecture attend if necessary | Based on a model of a 1hr seminar/tutorial. |
| Module leadership | n/a | 1hr / module / week |  |
| Fieldwork | 10 hrs/day on trip + accommodation + subsistence | 10 hrs/day on trip + accommodation + subsistence |  |
| Dissertation supervision | n/a | 11hrs/ dissertation |  |
| Office hours availability for students | 30 mins/group/ week | 30 mins/group/ week |  |
| Exam setting | n/a | 5hrs (MCQ)  10hrs (paper) |  |
| Marking – exam | 3 hr exam: 45 min / 2hr exam: 30 min / 1hr exam: 20 min  *or*  12 short answers / 1 hr  *and*  2nd marking at 50% time allocation. | 3 hr exam: 45 min / 2hr exam: 30 min / 1hr exam: 20 min  *or*  12 short answers / 1 hr  *and*  2nd marking at 50% time allocation. | Estimating based on exam duration (the first measures in this cell) work reasonably well for essay-based exams. The second measure (short answers / hr) is offered as an alternative where essay writing is not the main focus. |
| Marking – non-exam / coursework | 1hr/5-6,000 words  *or*  12 problems / 1 hr  *and*  1hr uploading to QMPlus / group  *and*  1hr moderation / group  *and*  2nd marking at 50% time allocation. | 1hr/5-6,000 words  *or*  12 problems / 1 hr  *and*  1hr uploading to QMPlus / group  *and*  1hr moderation / group  *and*  2nd marking at 50% time allocation. |  |
| Marking (practical / performance) | 6hrs/ group  (2-3hrs attendance+ marking) | 6hrs/ group  (2-3hrs attendance+ marking) | This estimate based on the model for Drama. Other Schools may identify variations. |
| Administration | 4hr/group/semester | 4hr/group/semester |  |
| Training/ supervision of new TA | 8-12hrs/ year | 8-12hrs/ year |  |
| Probation/ appraisal/ review | 1hr/ semester | 1hr/ semester |  |

**Notes**

The above table is designed to be a guide for the 2016-17 academic year in support of creating a consistent experience across the population of Teaching Associates and Teaching Fellows. As a guide, there is nothing here which is intended to be either definitive or contractual.

It has been created through consultation with Schools and UCU.

Where it is appropriate that Schools vary from the above, they should provide a justificatory note to HR who will maintain a central role in moderating consistency.

*Variations*

Variations to these guidelines may be appropriate in circumstances that may include:

* The degree to which preparation is based upon working from a blank sheet of paper against having more detailed guidelines and material to follow. This could apply to lecture and seminar/tutorial preparation in particular.
* Different models of marking. Marking is perhaps the most difficult to provide meaningful guidance on. There are many different forms of assessment conducted and Schools will need to exercise individual judgement here more than over some other activities.

*Range of activities*

The above table lists the variety of activities that Schools have indicated they engage Teaching Associates and Teaching Fellows for. However, the existence of an activity above does not in any way oblige a School to use TAs and TFs for that activity. For example, some Schools organise administration activities making little use of TAs and TFs and relying on other administrative staff instead.

However, where activities are designed to benefit TAs/TFs and their delivery (e.g. training), it would generally be expected that provision is made.