

The University of Leeds
Human Resources
Postgraduate Research Students Engaged in Teaching
Teaching Engagement Framework

The following provides faculties/schools with a framework to ensure that the registration and teaching engagements for postgraduate research students engaged in teaching are managed fairly and transparently, provides equality of opportunity and, which conforms to the principles of the Code of Practice for Postgraduate Research Students Engaged in Teaching. It sets out the required minimum standards for faculties/schools to adopt when engaging postgraduate research students in teaching. The framework should be read in conjunction with the **Code of Practice for Postgraduate Students Engaged in Teaching** available at http://hr.leeds.ac.uk/pgr_cop.

Planning & approval

- ◆ Faculties/schools plan for the number of hours/teaching activities to be undertaken by PGRs during the forthcoming semester/teaching session.
- ◆ The authorisation process should be followed in line with the faculty/school procedures.

Register of interest

- ◆ All PGRs will be given the opportunity to register an interest in being involved in teaching activities. Students that have registered will be placed on the 'Student Teaching Register' held in faculties/schools. The purpose of the teaching register is to build up a 'bank' of suitable PGRs who are available to teach. PGRs can remain on the teaching register for the period they are registered as a student at the University therefore; they do not need to re- register at the start of each teaching session.
- ◆ Only current PGRs at Leeds University will be eligible to register an interest in teaching.
- ◆ To confirm their registration to teach, PGRs will receive written confirmation by form **Registration to Teach**. A copy of this form should be forwarded to Human Resources together with the relevant documentation required as proof of the right to work in the UK. The details provided will form the basis of the student's payroll record on SAP.
- ◆ Faculties/schools may offer applications of interest to teach from PGRs studying in other faculties/schools. Where such applications are received the faculty/school in which the PGR is registered to teach will be responsible for the registration, engagement and training etc.

Training & induction

- ◆ As an introduction to teaching in HE, PGRs must receive training and guidance in planning and leading learning activities as appropriate before they can teach. The timing of the training is at the discretion of the faculty/school but must take place before PGRs teach. It is the responsibility of faculties/schools to have in place an appropriate training programme to meet this requirement (SDDU can offer support and advice). Faculty Deans/Heads of School are asked to ensure that all training provided locally is recorded on SAP. SDDU will record training they have delivered on SAP.
- ◆ PGRs must receive an induction in to the specific role and module they will be teaching.

- ◆ In addition, faculties/schools should ensure that PGRs receive training and on-going guidance and support in accordance with the **Code of Practice for Postgraduate Research Students Engaged in Teaching** available at http://hr.leeds.ac.uk/pgr_cop.
- ◆ Payment for the completion of agreed generic training e.g. introduction to teaching will be paid at the rate of pay for module assistant A. Agreed training completed which is role specific e.g. induction for the role, will be paid at the rate of pay applicable for the role.
- ◆ **Rates of pay** can be found at http://hr.leeds.ac.uk/PG_teaching_assistance.
- ◆ SDDU training in teaching for postgraduate research students forms part of a framework of progressive continuing professional development (CPD) for postgraduate research students engaged in teaching at the University of Leeds. Further information can be found at <http://www.sddu.leeds.ac.uk/research-innovation/post-grad-research-students/>.

Advertising & selection

- ◆ All teaching opportunities should be displayed locally in advance, for example, on local websites and emailed to PGRs on the teaching register. Opportunities may also be displayed at the discretion of the faculty/service elsewhere in the University. It may be necessary on some occasions to fill teaching roles quickly due to unforeseen circumstances e.g. sickness and, therefore, it may not be practical to advertise in these circumstances. In these cases, suitably qualified students with the relevant skills, qualification and experience from the teaching register should be selected.
- ◆ Advertised opportunities, based on the example generic roles descriptors and criteria, should clearly indicate the hours involved in terms of preparation, contact, assessment, training and other activities required for the teaching role. The agreed **example generic role descriptors and criteria** for Module Assistant Levels A & B can be found at http://hr.leeds.ac.uk/PG_teaching_assistance. An example PGR Teaching Roles – Advertising and Application Form which may be used for this purpose is available at http://hr.leeds.ac.uk/PG_teaching_assistance.
- ◆ Faculties/schools using their own advertising form must ensure that it is clear to postgraduate research students the activities to be undertaken, the number of roles available, the hours involved, the teaching module, the role descriptor and criteria and the rate of pay.
- ◆ Only PGRs on the teaching register will be eligible to apply for advertised teaching opportunities.
- ◆ PGRs interested in applying for advertised teaching opportunities should submit in writing details of their relevant qualifications, skills and experience and how they meet the criteria for the role.
- ◆ To ensure that teaching standards are maintained, an assessment by faculties/schools should be carried out against the criteria for the role to ensure PGRs have the relevant qualifications, skills and experience for the allocated teaching role. Faculties/schools wishing to follow the University's selection process can find a copy at http://hr.leeds.ac.uk/PG_teaching_assistance.
- ◆ The student's supervisor should be given the opportunity to comment on the potential impact teaching may have on the progress of a PGRs research degree studies.

Teaching allocation & delivery

- ◆ Only PGRs who have completed the relevant training can teach.
- ◆ At the start of each semester, faculties/schools will draw up a rota of teaching activities and allocate these to PGRs who have been selected.
- ◆ Selected PGRs must be provided with a **Teaching Activity Schedule**. The Teaching Activity Schedule confirms to students the teaching they have been allocated in terms of dates and times of teaching, the teaching role & module they are to teach, a breakdown of the agreed hours of engagement e.g. hours allocated for preparation, delivery etc, the rate of pay, the number of hours holiday pay and the terms and conditions of engagement. Teaching Activity Schedules must be signed by PGRs to confirm their acceptance of the allocated teaching and the terms and conditions on which they will provide teaching. Details of the **terms and conditions of engagement** can be found at http://hr.leeds.ac.uk/PG_teaching_assistance
- ◆ If a PGR is unable to undertake the teaching allocated, another suitable PGR from the teaching register will be allocated the teaching activities.
- ◆ Although PGRs may be on the teaching register, the University is under no obligation to offer teaching. Equally, PGRs are under no obligation to accept teaching offered, except where it is a condition of their studentship. Responsibility for the allocation of teaching rests with the Dean of Faculty/Head of School.
- ◆ In the event of a teaching activity being cancelled, faculties/schools should inform PGRs of the cancellation at the earliest opportunity. If the teaching is cancelled with less than 24 hours' notice, any agreed preparation time for that activity will be paid. The University will however, only pay for hours actually worked.
- ◆ If a PGR is unable to carry out the allocated teaching activities, they should notify a nominated individual within the faculty/school at the earliest opportunity. As a minimum, this should be 24 hours before the agreed start time. In exceptional circumstances e.g. sickness, PGRs should notify the nominated individual as soon as possible.
- ◆ PGRs who have concerns about their teaching activities should wherever possible try to resolve the matter informally with for example, the module leader. Where this has not been possible, PGRs may raise a formal complaint through the **Complaints Procedure for Postgraduate Research Students Engaged in Teaching** available at http://hr.leeds.ac.uk/PG_teaching_assistance.

Hours

- ◆ Full-time PGRs covered by the Code of Practice are normally subject to a limit of 250 hours of paid activities per session associated with teaching or the equivalent in professional practice. Part-time PGRs are not subject to these restrictions.
- ◆ A session is a period of 12 months (1 September to 31 August). The limit of 250 hours includes preparation, contact, assessment, office hours, training and other activities related to teaching.
- ◆ PGR nationals from outside the European Economic Area and hold a student visa permitting them to work in the UK are normally allowed to work up to 20 hours a week during term-time (and more during vacations or work placements that are part of their studies). These limits must be observed.

Payment

- ◆ Payment will be based on the hourly rate of pay for the teaching role allocated, and must be made for all hours of work as agreed at the time of engagement and in line with the duties described in the role descriptor and set out in the Teaching Activity Schedule e.g. for preparation, delivery time, assessment, holiday entitlement etc. However, where the hours stated on the Teaching Activity Schedule are not worked for example: where a PGR is unable to carry out allocated teaching or the University cancels teaching activities, an adjustment will be made to the hours payable.
- ◆ While one-off teaching requirements for developmental purposes may be agreed, requirements for systematic teaching engagements outside of the agreed teaching activity schedule should either be avoided or added to the teaching activity schedule and paid accordingly.
- ◆ The Payroll Office will produce timesheets on a monthly basis for completion by faculties/schools. Payment will be made after the faculty/school in which the teaching is carried out provides the Payroll Office with details of the exact number of hours to be paid on the timesheet.
- ◆ Payment will be made in arrears into a nominated bank account on a monthly basis. For example; hours worked during October should be paid no later than the end of November. However, this will be subject to PGRs following the faculty/school procedure for submitting hours worked. Where procedures are not followed payment will be processed through the payroll the month following the submission of the hours worked. Payments will be subject to the deduction of income tax and National Insurance where applicable. Payroll will contact PGRs to request bank account details if these are required.
- ◆ PGRs that don't have a National Insurance number will need to obtain one from Jobcentre Plus. Information about how to get one can be found at <http://www.gov.uk/contact-jobcentre-plus>.
- ◆ Holiday pay is calculated on the basis of one hours holiday for every 9.5 agreed hours worked.
- ◆ Current **rates of pay** can be found at http://hr.leeds.ac.uk/PG_teaching_assistance.
- ◆ Standard reports are available in managers desktop on SAP for the monitoring of hours worked by PGRs.

Support and ongoing review

- ◆ PGRs must be assigned a mentor who they will meet with regularly to discuss their specific teaching duties and responsibilities. PGRs wishing to receive feedback on their teaching performance are asked to put their request in writing to the module leader.
- ◆ A review of PGR teaching activities will take place through the Faculty Review Group (FRG). The purpose of the review is to provide an opportunity to for PGRs to raise general issues of concern in connection with teaching activities and for faculties/schools to raise issues concerning the operational aspects of the PGR engagement in teaching activities. PGRs who have concerns to raise through the FRG should contact their School PGR representative. Further information about the membership and terms of reference of the FRG can be found in Annex 1.
- ◆ Further information about support and the ongoing review can be obtained from the Quality Assurance Team http://ses.leeds.ac.uk/info/21070/quality_assurance.

Ending engagements

- ◆ The engagement will automatically come to an end once the individual is no longer registered as a PGR student at the University i.e. the date they are awarded their PhD. However, the normal expectation is that PGRs will complete teaching activities they have been allocated up to the end of the semester in which the PhD is awarded.
- ◆ If the standard of performance/conduct of a PGR is deemed unacceptable by the Faculty Dean/Head of School (or nominee) or it is deemed that the teaching activities is interfering with the PGRs studies, he/she may terminate the engagement without notice following advice from the Faculty HRM and in accordance with the **Complaints Procedure for PGRs Engaged in Teaching** at http://hr.leeds.ac.uk/PG_teaching_assistance. If the PGR is dissatisfied with the decision, they may appeal by following the appeals process in the Complaints Procedure.
- ◆ Faculties/schools should inform HR using '**Termination Form for Module Assistance**'; available at http://hr.leeds.ac.uk/madem_termination if a student is no longer on the Student Teaching Register so that their names can be removed from the payroll. This is requirement following the introduction of RTI (Real Time Information) by HMRC.

Further information

- ◆ Further information about the engagement of PGRs engaged in teaching can be obtained from the Faculty/Service HR Manager and Postgraduate Research and Operations.
- ◆ If you require this document in an alternative format (for example, braille or large print), please contact Human Resources at hr@leeds.ac.uk.

Faculty Review Group: Postgraduate Research Students Engaged in Teaching Activities

Purposes:

To provide an opportunity for PGR students through their postgraduate research representatives, to raise any issues in connection with their engagement in teaching activities

To provide an opportunity to review the operational aspects of PGR engagement in teaching activities

Suggested Group membership:

Chair (Pro-Dean for Student Education or Director of PGR Studies)

Members: Pro-Dean for Student Education or Director of PGR Studies

Head of School (or representative) for *each School (eg DoSE)*

PGR student representative from *each School*

Faculty HR representative

Faculty Education Services Manager (or representative)

A representative from SDDU

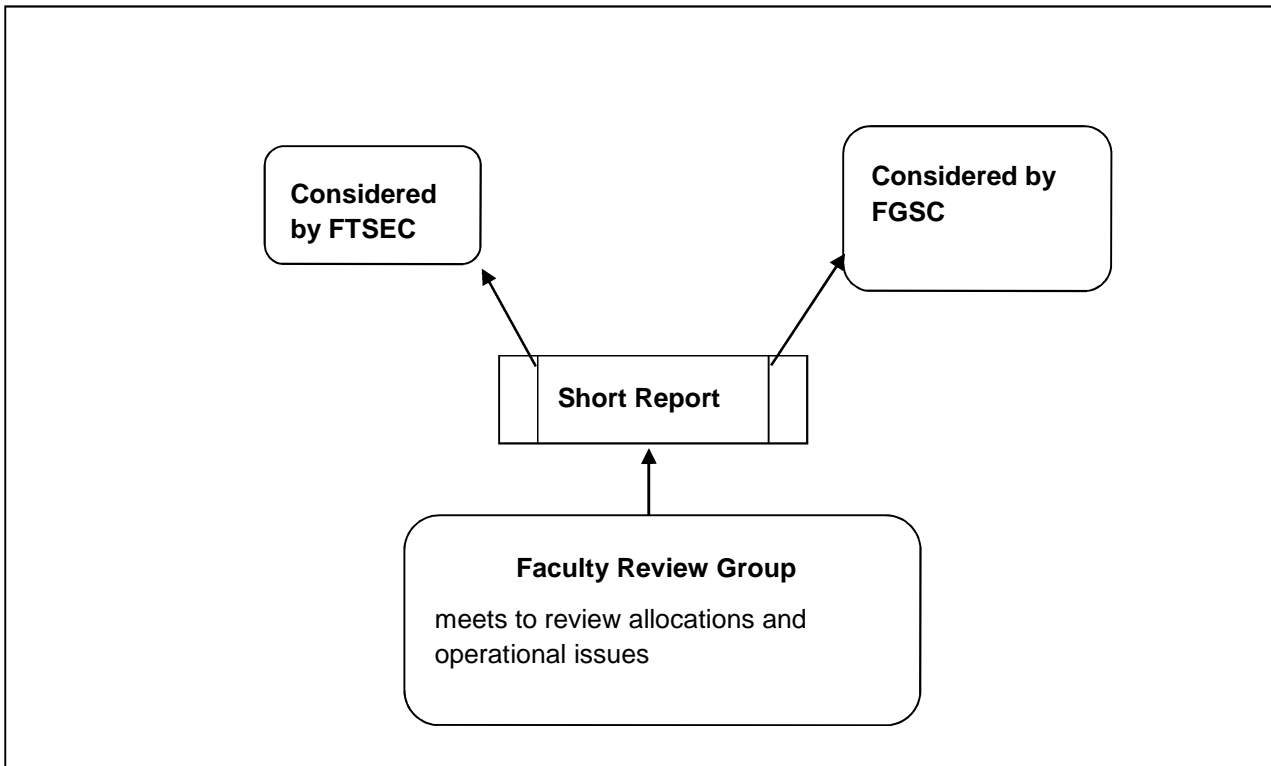
Frequency of Meetings:

Twice a year: mid semester (to ensure any action identified can be implemented). Meetings to be held in November 2014 and March 2015 and the frequency to be reviewed after the first year.

Terms of reference:

- To review PGR teaching activities to ensure equitable arrangements are in place across the Faculty including the time allocated to activities
- To review the operational aspects that support the process and the PGR student
- To review training
- To consider observations from PGRs engaged in teaching activities
- To produce short notes of the meeting with any recommendations and actions clearly identified

Reports to: Notes of meetings to be forwarded to Faculty Taught Student Education Committee (FTSEC) and Faculty Graduate School Committee (FGSC).



16/09/2014