

## **Contracted TA responsibilities and expectations from CUDs**

<http://documents.manchester.ac.uk/display.aspx?DocID=38267>

TA contracts are uniform across SALC. This document outlines the responsibilities and payment of TAs in SALC. Note that TA contracts changed in September 2017, so some elements will be different from prior experience.

In addition to the classes a TA is contracted to teach, paid responsibilities include:

### **Preparation**

TAs are paid for 2 hours preparation per week per course unit regardless of how many classes they teach on that unit.

It is at the individual TA's discretion how they use those two hours: some may choose to attend lectures while others will prefer to use the time reading. CUDs cannot expect that TAs attend lectures; they are advised to pre-circulate lecture material / make it available on Blackboard to aid TA preparation.

It is the CUD's responsibility to ensure that seminars are structured as part of the course unit as a whole, and that there is consistency across TA and UG learning experiences. CUDs should aim to provide TAs with seminar plans, handouts, questions and additional materials as required. In addition, CUDs must make clear to TAs in advance any elements they are expected to develop themselves, bearing in mind that TAs should be able to do this within the two hours preparation time.

### **Out of Classroom Contact and Administration**

TA contracts pay for 'out of classroom' contact and administration as an average across the semester. The total numbers of hours per semester constitutes 10% of the teaching, preparation and marking hours for TAs teaching up to 4 groups and 15% for TAs with more groups. For TAs with 4 weekly classes, this amounts to 1 hour per week. For TAs with fewer classes, this will be less than 1 hour per week.

TAs can use this time for face to face meetings with students, as well as for sending and responding to emails, completing the attendance register, etc. There is also flexibility to schedule (multiple) office hours in weeks with assessment deadlines.

TAs are not obliged to hold regular office hours (and may not be able to within their contracted time). It is the responsibility of the CUD and academic colleagues who lecture on courses to hold two office hours per week.

### **Marking**

TAs are paid for a percentage of marking (ranging from 0-100%). Please ensure TAs are aware that contracts stipulating 100% marking (and payment for 100% marking) means they will be marking 100% of course assessment, including exams where applicable.

CUDs should ensure that assessment word pots at every UG level are in line with SALC norms. It is important that CUDs arrange briefing sessions for TAs in advance of them marking coursework and exams, and provide feedback on a sample of each (inexperienced) TA's marking before they embark on the whole batch. This is in addition to the usual School rules about moderating a set percentage of TA marking.