

SALC TA Contact list and Quick reference guide

<http://documents.manchester.ac.uk/display.aspx?DocID=38270>

Academic and Administrative TA Coordinators

Responsibility for TAs sits with the SALC School Office (Samuel Alexander Building):

- Academic TA coordinator: Dr Tine Breban (tine.breban@manchester.ac.uk)
- Administrative TA coordinators:
 - Kim Hunter (kim.hunter@manchester.ac.uk), room A5, tel: 27 (58070)
 - Martin Bardell (martin.bardell@manchester.ac.uk), room A6, tel: 27 (53222)
 - Steph Holmes (stephanie.holmes@manchester.ac.uk), room A6, tel: 27 (53092)

Art History and Cultural Practices	Steph Holmes
Music	Steph Holmes
Drama	Steph Holmes
History	Steph Holmes
English and American Studies	Steph Holmes
Language Based Area Studies	Martin Bardell
Languages and Intercultural Studies	Martin Bardell
Linguistics and English Language	Steph Holmes
Religions and Theology	Steph Holmes
Classics, Ancient History and Archaeology	Steph Holmes
Humanitarian Conflict Response Institute	Martin Bardell

! Note: The Graduate School office (Ellen Wilkinson Building) does not deal with TA issues.

TA representatives

Each division has a TA rep you can contact to raise issues.

You can find a list of TA reps in the Resources for TAs section of the SALC staff intranet (<http://www.staffnet.manchester.ac.uk/salc/teaching-and-supervision/undergraduate/>).

Important contacts in your subject area are

- Head of Department/Division (HoD),
- Programme Director (member of academic staff responsible for a programme overall, its running and the students on it),
- Programme Administrator (member(s) of PSS staff who manage(s) the administrative processes surrounding a programme; you can find them ‘physically’ in the subject area Undergraduate Office – there is a list of Programme Administrators in the SALC TA Handbook, which you can find in the TA Resources section of the SALC staff intranet <http://www.staffnet.manchester.ac.uk/salc/teaching-and-supervision/undergraduate/>),

- Course Unit Director (CUD).

Quick reference guide

To be used in combination with the SALC TA handbook for more detailed information. You can find the handbook in the Resources for TAs section of the SALC staff intranet (<http://www.staffnet.manchester.ac.uk/salc/teaching-and-supervision/undergraduate/>).

WHO TO CONTACT IF YOU:

have questions about the teaching materials or assessment instructions	CUD
are ill	<u>Before the day on which you teach</u> : CUD <u>On the day you teach</u> : CUD + Programme Administrator
have a problem with your teaching room	<u>Technical problem on the day</u> : Phone number on the desk/wall <u>Room is too small/big for group</u> : Programme Administrator who can contact Timetabling to request a change of rooms
do not have Blackboard access	Programme Administrator
Experience problems with Turnitin	IT services – Call the Service Desk on 65544 or put in a request via http://www.itservices.manchester.ac.uk/help/elearning/
do not know whether any of your students is registered with DASS and needs special support (reports are usually available by week 6)	CUD who can pass on the information verbally or email it in a password protected email
are experiencing inappropriate behaviour or comments	CUD if you feel comfortable, otherwise

	Academic TA Coordinator
suspect (self-)plagiarism or other forms of academic malpractice	CUD (who can contact the subject area Assessment Coordinator if needed) (There is a section in SALC TA handbook on what constitutes malpractice.)
are experiencing problems with your CUD	Academic TA Coordinator
have a problem with late payment or are not being paid	Your Administrative TA Coordinator
have a problem with your contract	Your Administrative TA Coordinator
need to discuss your teaching allocation	Contact the relevant HoD via your Administrative TA Coordinator

WHAT TO DO IF YOUR STUDENT:

<u>tells you</u> about difficulties in their personal lives that are significantly affecting their attendance or performance	Advise the student to contact their Academic Advisor and/or Refer the student to the SALC Student Support and Guidance Office – Samuel Alexander A15 or salc-studentsupport@manchester.ac.uk
is absent very often and/or is behaving erratically	Programme Administrator (who can contact the student's Academic Advisor and the Programme Director)
tells you about a problem with the CUD or with the content/assessment of the unit	Advise the student to contact their Programme Director (potentially via the Programme Administrator)
does not submit their assessment on time or misses an exam	Advise the student to contact the Programme Administrator

