Teaching Opportunities for Research Students

The School of English offers opportunities for our research students to be considered for appointment as Teaching Affiliates and to teach at undergraduate level. Research students are invited to apply to teach from the equivalent of their second year of full-time registration at the University of Nottingham onwards (e.g. after Confirmation Review) and will be paid in accordance with the Faculty of Arts Casual Staff Engagement Policy. Full details about how to apply are below.

Please note that opportunities depend on School budget, student demand and individual research specialisms in each academic year. The University also has guidelines for PhD Students who teach.

Rates of pay are benchmarked against the University’s salary scales at the first point of the appropriate level. Teaching Affiliates will normally fall within the Research & Teaching job family at level 4a. For a full list of the current rates of pay and teaching norms (how the payments are made depending on preparation time, marking, office hours etc.) please see the Faculty of Arts Casual Staff Engagement Policy which includes:

- Code of Practice for Working with Teaching Affiliates
- terms and conditions
- rates of pay
- guidance for casual engagements which explains how Teaching Affiliates are casually engaged and paid

It is important to note that any teaching offered must not take precedence over the PGR student's own study. The priority for the PGR student is to ensure timely submission of their PhD thesis by their submission date.

Casual engagements of students are subject to registration status and satisfactory academic performance. An assignment will not be offered where academic performance is not satisfactory and will cease with immediate effect where study is suspended either by the University or the student opting for Voluntary Interruption of Study, for example.

Support and Training

Teaching Affiliates are supported through all aspects of module teaching by staff already convening and teaching on the module and by a training programme run by the University’s Professional Development Unit.

New Teaching Affiliates must attend the following training courses provided by Professional Development and will not be able to teach until both these courses have been attended:

- A Practical Look at Core Teaching Skills
- Marking and Assessment

Information about how to register to attend these courses is available in the Short Courses programme on the Professional Development website, under 'Learning and Teaching'.

There is an additional short course on Lecturing for Learning, if you are asked to lecture or would like to do this for your professional development the course can be found at the following link:

https://training.nottingham.ac.uk/Guests/GuestCourse.aspx?CourseRef=GFSL&dates

A system of peer observation within the School provides the opportunity for ongoing feedback and discussion of teaching.

There is also a member of academic staff who is appointed as the Teaching Affiliate Co-ordinator in the School and who holds an induction meeting/workshop at the beginning of the academic year to discuss any concerns and questions. The Co-ordinator and the Module Convenors also provide on-going support to Teaching Affiliates on any aspect related to teaching and assessment.

Training and Review for Teaching Affiliates

Observation of Teaching

All marking by part-time Teaching Affiliates should be moderated by Module Convenors.

All Teaching Affiliates should be observed teaching every year.
Informal oral feedback could be given directly to the Teaching Affiliate; a short evaluation report should be used and sent to the PhD supervisor (if the Teaching Affiliate is registered as a PhD student in the School.)

Training Courses for Teaching Affiliates

All new Teaching Affiliates will be required to undergo training, unless they already have professional qualifications and/or demonstrable experience in teaching at this level. Because of the timing of these courses, most initial training must be undertaken by Module Convenors.

Induction
An induction session will be held before teaching starts in the autumn term. This session will be led by the Director of Teaching, the Teaching Affiliate Co-ordinator and the Year 1 Module Convenors.

Courses in Teaching and Learning
New Teaching Affiliates must attend at least two Graduate School/Professional Development courses on ‘Marking and Assessment’ and ‘A Practical Look at Core Teaching Skills’.

Please ensure that you discuss with the Teaching Affiliate Co-ordinator your plans for training and development. You will also be assisted in your teaching by a programme of peer observation and mentoring.

Teaching Review

Reviews for Teaching Affiliates was introduced in 2016 and was a useful opportunity for the Director of Teaching and Teaching Affiliate Co-ordinator to meet Teaching Affiliates individually, to review their teaching year. It will be compulsory for all Teaching Affiliates to attend a Teaching Review meeting each year and a separate form is used at a meeting with the Director of Teaching and Teaching Affiliate Co-ordinator. Teaching Affiliates are asked to complete the form and submit it at least 3 full working days before their scheduled meeting.

‘New to Teaching’ Resource

The University’s Professional Development department has an online resource dedicated to new PG teachers, entitled ‘New to Teaching’, which you may find helpful.

Mentoring

All Teaching Affiliates would be provided with a teaching mentor. This could be the convenor of a module on which a Teaching Affiliate teaches, unless the module convenor also happens to be the PhD Supervisor. The mentor would be responsible for general advice and support.

For further information please contact the Teaching Affiliate Co-ordinator.

Expectations

Teaching Affiliates normally teach seminars or workshops to first-year undergraduate students and required to deliver established modules under supervision. They will manage their own teaching activity and reflect on practice and development of skills. Teaching Affiliates are required to have an understanding and knowledge of their subject/discipline gained through a degree or equivalent qualification. A Teaching Affiliate’s specific duties include (but are not limited to):

- Administration
- Preparation
- Teaching
- Assessment

As per the Faculty Code of Practice on working with Teaching Affiliates, a convenor should set preparation work that corresponds appropriately to the time paid (one hour per contact hour; no preparation payment for a repeat delivery, e.g. second or third seminar group in a week for the same module). The preparation allowance includes time for oral or written communication between the Teaching Affiliate and convenor about the structure and content of the seminar, particular areas of focus, or for the Teaching Affiliate to plan approaches and questions that might stimulate discussion. While this preparation allowance might include time for some basic preliminary reading, it does not constitute payment for reading a whole text or body of literature, and this should be considered both at the stage that a TA is appointed and when the convenor is setting preparation work.

In addition to delivering these direct contact hours, Teaching Affiliates are also expected to:

- attend the Teaching Affiliates’ induction meeting held in the School at the beginning of the year;
- read the section on the staff intranet for Teaching Affiliates and observe the standards of good practice
- attend further training sessions run by Professional Development as required by the School
- be available to students for consultation at an appointed office hour every week plus during assessment periods;
• attend meetings organised by the Module Convenor as appropriate.

Application procedures

Essentials before you apply:

Research students are invited to apply to teach from the equivalent of their second year of full-time registration at the University of Nottingham onwards (e.g. after Confirmation Review.)

In order to be prepared for applying to join the teaching affiliate pool for 2019-20 (interviews for which will take place in Spring 2019), you will need to:

a. undertake the following training courses;
   These are all led by the Central Short Courses team, the first two are compulsory and the third, fourth and fifth are optional;
   i. A Practical Look at Core Teaching Skills - https://training.nottingham.ac.uk/cbs-notts/Guests/GuestCourse.aspx?CourseRef=PLCTS
   v. Small Group Teaching (Optional) - https://training.nottingham.ac.uk/Guests/GuestCourse.aspx?CourseRef=DLST&dates=

b. ensure that you observe three first year seminars in total, in autumn and/or spring semesters, in order to gain the necessary experience. Please arrange this via your supervisor(s).

The Application Process:

The application procedures for Teaching Affiliates are in accordance with the Faculty of Arts Casual Staff Engagement Policy.

Teaching Affiliates who are successful at interview will be put into the schools casual staff pool for a maximum of five years, subject to satisfactory performance. When in the pool, Teaching Affiliates are not required to re-interview in order to take on further casual assignments. Please note that casual staff have no obligation to be available for work, nor does the University have an obligation to provide work.

The next deadline to return an Expression of Interest forms to Louise Mason, in the School Office (A107) is Friday 29th March 2019

The interview will be held at some point between 23rd June 2019 to 4th July 2019. Exact dates will be confirmed once all EOI deadline has passed.

Applicants must provide the following to Louise Mason, School Administrator (Operations) and include the following:

• a completed Expression of Interest Form (available on the Faculty of Arts Casual Staff Engagement website)
• an up to date CV
• permission from their supervisors (see relevant section of the Expression of Interest Form)
• your passport (not a photocopy of the relevant pages) to prove eligibility to work in the UK - to be brought to the interview.

Research students who have already taught in the School do not need to re-apply to teach in 2019/20 but should contact their current Head of Section and Harriet Lander, to confirm their availability for teaching in the following academic year.

Current Heads of Section (2018/19):

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<tr>
<th>Head of Drama and Creative Writing</th>
<th>Dr Peter Kirwan</th>
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<tr>
<td>Head of English Language and Applied Linguistics</td>
<td>Dr Violeta Sotirova</td>
</tr>
<tr>
<td>Head of Literature, 1500 to the present</td>
<td>Dr Adam Rounce</td>
</tr>
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<td>Head of Medieval Language and Literature</td>
<td>Dr Paul Cavill</td>
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Payment

A copy of your passport will be taken to confirm to Human Resources that you are eligible to work in the United Kingdom. You should bring with you your passport when you are interviewed.

If you are successful at interview you will be sent a Letter of Engagement by the School offering you work as a Teaching Affiliate. This will detail the work that you will be expected to undertake, including the length of the engagement and the number of hours you will be paid.
How Unitemps are involved in the process for Postgraduates

If you are a Postgraduate you will need to sign up with Unitemps to become a Teaching Affiliate.

As part of the casual engagement process we will work closely with Unitemps to get your engagement record set up so you can be paid for the work you are engaged to do. To enable this to take place, you will need to register with Unitemps as a casual worker. To do this you must create an online candidate profile and present original documents showing proof of your eligibility to work in the UK. Your profile will then be linked with the information that the School submits so that the ‘job’ appears on your Unitemps account.

Please visit: www.unitemps.com/Register/Candidate

It is essential that you register with Unitemps before undertaking any work. You will not be paid for any work done prior to registering as it is a legal requirement to have your eligibility to work confirmed before working. Once you have registered you will be issued with a unique six digit payroll number, which is required in order for payments to be made to you.

How you will be paid and the process for claiming the hours you work.

You will find your assignment(s) within your online Unitemps account under the ‘My Jobs’ section. If you are teaching on more than one module you will have a separate timesheet for each. It is important to claim your hours accurately against the correct timesheet.

The timesheets require you to enter the start and end time of any work that you do. As you are aware the teaching norms associated with your assignment allocate specific amounts of time for preparation for each type of delivery. You should ensure your timesheet for the week includes this allocation of preparation time as it will not automatically be paid.

Payments will be made via Bank Credit Transfer monthly on the penultimate working day of the calendar month. Payment will be for fully completed and authorised timesheets submitted online through your Unitemps account. The deadline for the School to approve timesheets is the 14th of each month, or the preceding working day if the 14th should fall on a weekend.

It is recommended that you submit timesheets on a weekly basis and by the 10th of each month to ensure timesheets are checked and approved before the payroll cut-off for the month.

Claiming Holiday Pay

Holiday pay is accrued for hours you have worked. Once you receive your first payment any accrued holiday pay will be available at the next available payroll. You will be able to access your accrued holiday pay within your online account.

Unitemps Contact Details

Telephone: 0115 84 67374
Location: Job Zone, Portland Building, B17
Website: www.unitemps.com
Email: unitemps@nottingham.ac.uk

How HR are involved for non-postgraduates

As part of the casual engagement process we work closely with HR to get your engagement record set up so you can be paid for the work you are engaged to do. To enable this to take place, you will need to register with HR as a casual worker. You will receive an email from the HR department, which explains how to complete this process.

It is essential that you register as a casual worker as payments for the work you undertake cannot be processed without you having received a HR Casual Assignment number (e.g. CA01234) and your unique six digit payroll number which will be generated as part of this process.

Once your engagement has been agreed you will be paid on a monthly basis and the amount you will be paid will be outlined in the document sent to you by the School.

If you have any queries concerning the appointment of Teaching Affiliates in the School of English please contact Harriet Lander or Rebecca Peck.

Notice Period

The engagement automatically terminates whenever the Teaching Affiliate has completed the tasks for which they were engaged, and the University has no obligation to offer any other work or engagements in the future. Both parties can terminate the arrangement at any time upon one weeks notice in writing, if one or both parties wish to end the engagement.

HR Update 17/028 - Change to University Policy on Working Hours for Postgraduate Research Students with Tier 4 Visas

Students with Tier 4 visas on courses at degree level and above are usually permitted to work up to 20 hours per week in term-time and full-time in vacation periods. Unlike taught degree courses, Postgraduate Research courses do not follow the University’s term-time and vacation pattern, and have a year-round study commitment. PGR students wishing to work full-time for short periods have previously been able to do so during an agreed period of annual leave. From 3 January 2018, the University’s policy is changing so that PGR students will
need to abide by the 20 hours per week maximum working hours limit throughout the year, regardless of any time taken as annual leave. Periods of annual leave agreed with supervisors and within your School/Department policy are of course still permitted, but full-time work within those periods will not be allowed.

We would also like to remind you of the following existing regulations relating to students working during their studies:

- Students undertaking temporary work for the University must be engaged via Unitemps.
- A week is defined in the Immigration Rules as “a period of 7 days beginning with a Monday”.
- The Home Office considers unpaid work and some types of voluntary work to contribute to the 20 hour limit.
- Tier 4 students are not allowed to be self-employed or engage in business activity.
- Students wishing to work part-time up to 20 hours per week should be aware that University regulations stipulate that full-time research students can only take paid employment with the permission of the Head of School, in consultation with their supervisor and in accordance with the requirements of any scholarship they hold.
- The 20 hour limit continues to apply to PhD students once they have submitted their thesis, when they are waiting for their viva and during any corrections period. Following approval of the final version of their thesis, they may work full-time on their Tier 4 visa for up to 4 months or until their visa expires, whichever is sooner.

Should you have any queries, please do not hesitate to contact a member of the HR Employment Support Services Team, tel: 0115 95 15202 or email: hr@nottingham.ac.uk.