
Appointment of Tutors and other Teaching and Research Support Staff - Guidelines

Human Resources Policy Group

1. Purpose:

These guidelines set out the Victoria University of Wellington (VUW) appointment processes for Tutors, Oral Language Tutors, Research Assistants and Fellows (less than one year), Sessional Assistants, Laboratory Demonstrators, Teaching Assistants and Audio-visual Teaching Assistants. They are designed to provide a fair and transparent process for the appointment of, and remuneration for, these staff, and ensure compliance with the terms and conditions of employment contained in the Tutors' Collective Agreement (CA).

2. Organisational Scope:

These are University-wide guidelines. They are effective from 1 September 2014 subject to the provisions of the CA.

3. Definitions:

For the purposes of these guidelines, the following definitions shall apply:

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| Oral Language Tutors/ Tutors, Demonstrators, Audio Visual Teaching Assistants/Teaching Assistants | Fixed term employees who are responsible for teaching/tutorials, which may include marking student assessment, and who work under the supervision of course-co-ordinators or Programme Directors, but excluding those employees who have final responsibility for awarding course grades. |
| Research Assistants and Research Fellows | Fixed term employees employed for less than one year who provide research assistance and/or support to academic staff. Research Fellows work at a higher level than Research Assistants and may have responsibility for supervising the work of Research Assistants. |
| Sessional Assistants | Fixed term employees who assist with and/or provide support for tutoring or teaching |
| Manager | Head of School or delegate such as Course Coordinator or Programme Director. |

Note: Casual employees are excluded from the coverage of the CA. Casual employees are defined as those employees who are generally employed on an 'as and when' required basis without an ongoing expectation of work and without regular hours.

4. Guidelines:

4.1 Appointments

4.1.1 Appointments of six months or more

- (a) Any appointment of six months or more must have the approval of the SMT Appointments Committee before the position can be advertised.
- (b) Applications for appointments of six months or more must be made electronically on the University's electronic recruitment system.

4.1.2 Notifying Vacancies

- (a) All vacancies should be advertised on School notice boards or in a similar location to enable suitably qualified and interested persons to apply.
- (b) Advertisements shall include the duration of the fixed term, intended start dates, work responsibilities, reporting lines, location, pay rates, an estimate of hours (including marking hours), the selection criteria (education, experience and skills required) and process.

4.1.3 Selection Process

- (a) All applications must be assessed against the agreed selection criteria. Where appropriate, interviews should be held to establish suitability for the role. All applicants must be treated fairly, and the requirements of the Human Rights Act and Privacy Act observed. Please contact your Faculty HR Manager if you require advice on the appropriate selection process.
- (b) Appointment decisions must be based on merit. In the case of comparable applications, preference should be given to current post-graduate students with previous experience.
- (c) The successful applicant should be advised immediately and given reasonable notice of the intended terms and conditions of employment, including hours of work and commencement date.
- (d) Unsuccessful applicants should also be advised as soon as possible, and confirmation provided in writing.
- (e) All employees must receive their employment offers prior to them commencing work. They must also have enough time to seek independent advice on the intended terms and conditions of employment.

4.1.4 Allocation of Hours

- (a) Employees are entitled to be paid for all hours that they are required to work.
- (b) In the case of Research Assistants/Fellows and Sessional Assistants, hours will be agreed between the employee and the Manager, and specified in the letter of offer.
- (c) In the case of Tutors/Oral Language Tutors, Demonstrators, Audio Visual Teaching Assistants and Teaching Assistants who undertake duties similar to these roles, the following guidelines should be used to determine the appropriate allocation of hours:
- (d) Where a tutor believes they are required to work additional hours over and above those allocated they will notify their immediate supervisor. All requests for additional hours will be considered on a case-by-case basis by the supervisor in consultation with the Head of School. Where approved, additional hours will be claimed by submitting a timesheet authorized by the supervisor.

Orientation/Training:

All new Tutors that have not been employed by VUW as a Tutor in the preceding two years are entitled to three hours paid orientation/introduction to teaching per year. This may be

either an in-house programme or a generic workshop offered by the Centre for Academic Development (CAD), such as Introduction to Tutor Training.

Additionally all Tutors who have not marked before will be required to undertake an assessment workshop, consisting of training in marking, feedback and assessment. This training will consist of a one-off two hour (paid) training session. This assessment workshop is offered by CAD.

Tutors who are PhD scholarship students should discuss with their School Manager and Supervisor whether or not the Tutor orientation/introduction to teaching and/or the assessment workshop can be counted towards their 150 hours service to VUW.

Preparation:

Managers must consider what preparation is required for the first tutorial each week. When calculating preparation time, Managers should take account of reading requirements, preparation of lesson plans and requirements to attend weekly meetings to discuss the upcoming tutorials. Payment should be made for attendance at lectures, where such attendance is agreed with the Manager. It is estimated that preparation time will be between ½ hour to 3 hours depending upon requirements. If an employee is taking subsequent tutorials in a week, then preparation is not included in the calculation of hours for those subsequent tutorials.

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| Delivery: | This is the actual delivery time per tutorial. |
| Student Consultation: | Where this is required a general guideline is ½ -1 hour per week per tutorial group. |
| Meetings: | Include all meetings that Tutors are required to attend except where these have been accounted for under orientation, preparation and marking. |
| Marking: | <p>The expected time required to prepare for marking (meetings pre & post marking, training sessions etc,) and to mark should be calculated. When considering what hours should be allocated Managers should consider:</p> <ul style="list-style-type: none"> • The number of students and assessments per tutorial group • The type of assessment – terms test, essay, short answers, etc, • The length of assessment • The level of assessment – 100,200,300 or post-graduate level • Preparation required for marking – meetings, marking guides, training etc • Moderation – meetings or peer moderation <p>Marking will need to be monitored, as individual Tutors will mark at different speeds. If it is anticipated that a Tutor will spend more time marking than the hours allocated, the Manager should investigate to determine if more paid hours or training are required.</p> <p>Managers should ensure that Tutors are aware that additional hours will only be paid with prior agreement.</p> |
| Other duties: | Some Tutors may be responsible for some coordination or training of other Tutors. |

Each employment offer must set out the hours required for each tutorial, including the first and subsequent tutorials in each course, so that Tutors are aware how their rate of pay has been calculated.

ExampleTutorial Times

You are expected to deliver the tutorials as set out in the schedule below.

| Course | No. of tutorials in trimester | Schedule (day/time each wk) |
|---------------|--------------------------------------|------------------------------------|
| UNIV 123 | 10 | Tues 9 – 10 am |
| UNIV 456 | 20 | Wed 2 – 3 pm, Fri 2 – 3 pm |
| | | |
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Remuneration and Hours of Work

- (a) Your hourly rate will be \$18.00 (gross).
- (b) You will be paid a total of \$108.00 for the first tutorial given for each course per week, and \$72.00 for each subsequent tutorial. This is based on the following average hours being performed:

First tutorial in a week (for each course):

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|-----------------------|----------------|
| Preparation: | 2 hours |
| Delivery: | 1 hour |
| Marking: | 1 hour |
| Student consultation: | 1 hour |
| Meetings: | 1 hour |
| Other Duties | 0 hours |
| Total | 6 hours |

Second and subsequent tutorials in a week:

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|-----------------------|----------------|
| Delivery: | 1 hour |
| Marking: | 1 hour |
| Student consultation: | 1 hour |
| Meetings: | 1 hour |
| Total | 4 hours |

UNIV 123: 10 first tutorials @ \$108 = \$1,080

UNIV 456: 10 first tutorials @ \$108 = \$1,080

UNIV 456: 10 second tutorials @ \$72 = \$720

- (c) You will therefore receive a total of \$2,880.00 for the delivery of 30 tutorials. You will be paid in equal fortnightly payments during the term of your employment.

4.1.5 Hourly Rates

Hourly rates are contained in the CA. There are ranges for undergraduate and graduate students. If an employee is not a student, then usually the graduate rate will apply. These are minimum rates that must be paid. When determining the appropriate hourly rate the following should be taken into account:

- Relevant qualifications
- Relevant experience, for example, an employee who has successfully tutored over a period of time would normally be paid above the bottom of the relevant range, in accordance with their experience
- Additional Duties – if more senior duties such as tutor coordination or training other Tutors are required, then an hourly rate towards the top of the range would normally be paid.

4.1.6 Course Content and Marking

Tutors will receive guidance on course content and marking requirements and standards for the courses on which they are tutoring.

4.1.7 Tutoring Evaluations

Staff covered by the CA/GTC who undertake tutoring as part of their responsibilities may be requested to have their tutoring evaluated through a process conducted by CAD.

5. References:

Employment Relations Act 2000

Human Rights Act 1993

Privacy Act 1993

Tutors' Collective Agreement – www.vuw.ac.nz/hr.

Letter of Offer – Tutors/Teaching Assistants – www.vuw.ac.nz/hr

Letter of Offer– Research Assistants/Sessional Assistants – www.vuw.ac.nz/hr Minimum

Standards for Pre-employment Verification – www.vuw.ac.nz/hr

6. Approval Dates:

This version takes effect from:

1 September 2014

7. Contact Person:

The following person may be contacted in relation to these guidelines:

Employment Relations Manager

Extension: 5174