Tutor & Demonstrator Guidance
Academic Year 2023-2024
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The aim of this document is to support teaching teams by clarifying T&D roles and expectations. It comprises three sections: Course Organiser's role, T&D roles, T&D meetings and trainings.

Course Organiser's Role

The table below is intended to be a checklist to guide and support COs in managing and meeting with their T&Ds, and is not intended to be prescriptive. The CO role is outlined in order to encourage consistency and transparency of our support for T&Ds across the School.

Notes
- Course Organisers (COs) are responsible for familiarising themselves with the role remits of T&Ds, supporting tutors and/or demonstrators as part of the course team and for providing teaching materials for T&Ds working on their courses.
- COs must ensure clear and timely communication with T&Ds on their roles, responsibilities, and payments (see T&D table, pp. 2-3).
- COs should not directly employ T&Ds or promise T&Ds work unless discussed with the T&D Administrator. All questions on recruitment and the process for claiming payment should be directed to the School's Tutor & Demonstrator Administrator (td.geos@ed.ac.uk)
- Any questions on the guidance should be directed to the T&D Academic Coordinator c.barnes@ed.ac.uk

Description	Purpose	Channel & Length	Comments
Familiarise yourself with this guidance	Establish consistency of approach for both T&Ds and student experience	Email communication and ask Jackie/Clare as required	
Arrange T&D meetings for the course (see below and T&D meetings and training table, p. 4)	These meetings should take place before the course begins, midway through the course, and at the end of the course. Guidance on the content of the meetings is provided below.	In person or online 1 hour per meeting (4 hours total)	All meetings will be paid at flat tutor rate.
T&D Meeting 1 (ideally to be held before the course begins) **Welcome meeting**	CO to arrange. Bring T&Ds, CO, lecturers, & CA together to establish a sense of team camaraderie and understand expectations of each other's roles. Establish who does what and where tasks may be outwith roles (*see T&D roles table, below*); check that T&Ds understand their roles and discuss any further support or training they may need; indicate any specific IAD training courses appropriate to teaching on the course, which can be used towards the extra 8 hours of paid training time provided to T&Ds during their time as a T&D, direct T&Ds to appropriate lectures and readings to ensure that their 1 or ½ hour of preparation time (for tutorials and practicals, respectively) is used wisely and not exceeded.	In person or online 1 hour	Paid at tutor rate, plus 30 minutes for any required preparation for the meeting provided in advance by the CO.

Description	Purpose	Channel & Length	Comments
T&D Meeting 2 (to be held early in the semester): **Marking briefing**	In order to support markers and ensure consistency of marking and feedback, COs are to arrange a marking briefing with all markers before marking commences; work to be assessed should be discussed at this briefing; a discussion of the marking criteria should be facilitated; COs should give guidance on marking within a specified time frame as appropriate for the assignment being marked. Exact timings for marking assignments and what T&Ds can claim for marking are to be worked out with T&Ds at T&D Meeting 3.	In person or online 1 hour	Paid at flat tutor rate, plus 30 minutes for any required preparation for the meeting provided in advance by the CO.
T&D Meeting 3 (to be held towards the middle of the semester): **Course and marking mid-term review**	CO to arrange. The main purpose of this meeting is to review how T&Ds and CA are experiencing their tasks and discuss any concerns, and to determine what T&Ds will be able to claim for marking. COs should ensure that new T&Ds or those who may take longer to mark individual assignments are paid for the amount of time it is actually taking them to complete the marking. It is appropriate to decide in this meeting on a paid unit of time per assignment (e.g. 20 minutes per essay), for all T&D markers on a course, which is determined by conversations with T&Ds in this meeting.	In person or online 1 hour	This meeting should be held once marking has commenced to allow T&Ds to reflect on their experience of marking a few assignments. Paid at flat tutor rate.
T&D Meeting 4 (to be held after the course ends): **End of semester review meeting with full T&D team.**	CO to arrange. COs and T&Ds to reflect on T&D roles. T&Ds to provide feedback on what worked well and what could be improved.	In person or online 1 hour	CO to take notes of T&D feedback and incorporate into planning for next year's course (if teaching), or to pass on to the next CO. Paid at flat tutor rate.

T&D Roles

Please read the following table to understand the different remit of tutors and demonstrators. The remit of the role accords with its pay grade (UE05-UE06).
Please note that tutors and demonstrators *should never be asked to design teaching material, deliver lectures, supervise dissertation students (at any level) or moderate scripts*.

Notes:
- Contact time should not exceed 9 hours per week on average per person.
- Tier 4 visa students should follow guidance on maximum number of hours allowed.
- More information on pay can be found on the HR website: https://www.ed.ac.uk/human-resources/pay-reward/pay/pay-scales.
- As of September 2023, all marking will be paid at **tutor** rate. This decision is taken as part of an ongoing University-wide review to introduce more consistency across the different expectations of a grade 5 (demonstrator) role in comparison to grade 6 (tutor) role.

Grade	Role	Role Remit	Outside Role Remit	Comments on pay
UE05	Demonstrator	Support a practical with a lecturer present either at the start of, or throughout a session, (whether online or in person); manage the online chat during lecturer-led online lectures/large group tutorials. In this role you are *supporting* a lecturer who is present for all or part of a session (whether online or in person)	Preparing teaching materials for practicals, marking assessments and feedback	Demonstrators can claim 30 minutes of preparation time for every full hour of demonstrating. This does not apply to field demonstrating (see next row). See table above on pay for attending meetings.
UE05	Field Demonstrator (Residential/ Non-Residential)	Assist with the smooth running of field trips, including, where necessary, transporting students and/or equipment. Must complete Field First Aid training.	Designing field trip teaching	Field demonstrators are paid at flat rate, up to a maximum of 10 hours per day. From April 2023 up to 4 hours prep can be claimed per field trip for e.g. watching videos and reading course materials. This is paid at flat demonstrator rate.
UE06	Marking	Marking assessments & providing feedback to students	Moderation	To be paid at flat tutor rate. See table above on pay for attending meetings.
UE06	Tutor	Lead small groups of students in online or in person tutorial classes, facilitating discussion and helping students understand course content. A tutor is responsible for leading a session where the lecturer is not present i.e. you are the one in charge.	Design/write tutorial exercises	Tutors can claim 1 hour of preparation for every hour of tutorial. See table above on pay for attending meetings.
UE06	Course Assistant (CA)	Oversee work carried out by the course team of T&Ds, liaising with Course Organiser and the Teaching Office		CAs are paid a fixed hourly tutor rate, up to a maximum of 30 hours for courses of less than 100 students. For courses of 100-200 students this maximum number of hours is extended to 50 hours. For courses of over 200 students, a maximum of 70 hours can be claimed. See endnote 1

For notes on mid-course changes to responsibility see endnote 2 and exceptional circumstances See endnote 3.

T&D Trainings and Meetings

- T&D staff are required to undertake the following **mandatory** training courses. Please note, HR Advisors are currently reviewing which courses constitute mandatory courses so this table is subject to change. We will update you when we know more
- When claiming for development hours leave the course code field blank and choose work category development, using the comments field to clarify the type of development
- All training will be paid at flat **tutor** rate, with **the exception of the Field Work & Mental Health First Aid courses** which are specifically linked to demonstrating and are therefore paid at demonstrator rate
- As of September 2023, course teams meetings are paid at a flat **tutor** rate

Mandatory Training

Description	Purpose	Channel & Length	Comments
Induction Training	What to expect as a tutor or demonstrator	Online 2.5 hours	To take place at the beginnings of each semester. Slides will be circulated after the event. To be completed prior to starting work.
GDPR	Data protection training	Online – 1 hour for the module 'Data Protection Essentials' https://www.ed.ac.uk/data-protection/training- events	To be completed prior to starting work.
Information Security	IS training	Online – 1 hour for the module 'Information Security Essentials training' https://www.ed.ac.uk/records-management/training/information-security	To be completed prior to starting work.
Equality, Diversity and Inclusion (E,D&I)	To reflect on the School's EDI policy in relation to teaching	Online 2 hours for modules 'Equality and Diversity Essentials' and 'Challenging Unconscious Bias' accessed here: Training Modules	The University of Edinburgh	The two online modules accessed through the link should be completed prior to starting work.

Additional Training

Please note that it is the responsibility of the CO to organise the meetings indicated in the last row of the table.

Description	Purpose	Channel & Length	Comments
Field Work First Aid	To ensure that field demonstrators have the necessary health & safety training required prior to field trip.	In person 2 x 8-hour courses	Strongly recommended for demonstrators taking up the role of Field Demonstrator.
Mental Health First Aid	To ensure that field demonstrators have the necessary health & safety training required prior to field trip.	In person 2 x 8-hour courses	Strongly recommended for demonstrators taking up the role of Field Demonstrator.
* NB The Field First Aid and Mental Health First Aid training courses are specific to field demonstrating and subsequently paid at flat demonstrator rate. These are capped at 8 hours per day and, from 1ˢᵗ May 2024, will only be paid if you have a confirmed post as a field demonstrator. Retrospective payments for either First Aid training courses undertaken prior to receiving a confirmed post as a field demonstrator will not be made.			
Teaching related training	Appropriate training courses/workshops to support development as teachers. Includes both specific training/online tutorials such as for software used on a course or broader teaching-related development offered by IAD Resources for Tutors and Demonstrators	Up to 8 hours paid development over course of your employment	T&Ds should seek advice on training courses/workshops from COs and/or their supervisors
Course Team meetings (4)	To ensure that T&Ds understand their roles and responsibilities before the course begins and support various tasks during the semester. See full descriptions on Page 1 under CO's role	Online or in person You can expect at least four one-hour meetings for each course, across the duration of the course. There may be additional meetings led by the Course Assistant to plan tutorials. COs may require you attend more meetings, depending on the teaching needs of the course.	These meetings with Course Organisers and Course Assistants are paid at a flat tutor rate.

This document will be reviewed at the end of the academic year. To provide feedback for that review, please email the T&D Academic Coordinator (Clare Barnes c.barnes@ed.ac.uk).

Notes

1. The upper limits have been put in place to protect the CA's research time/non-T&D work. Under very exceptional circumstances, the maximum number of hours can be revised on an individual CA basis. This would need to be agreed well in advance of reaching the maximum hours by the Director/Convenor of the relevant degree programme, the Course Organiser, and the T&D office. In dealing with each request, alternatives to increasing the CA hours will firstly be sought as the preferred option, before approving any increases to the CA maximum hours. This is to protect the CA's non-T&D time

2. Mid lesson changes to responsibilities - A CO should agree a back-up plan with their T&D team and agree to the individual/individuals who are prepared to undertake a change of responsibilities mid lesson if required. One example is if a lecturer is leading an online session supported by demonstrators. If the lecturer loses connectivity, the agreed individual steps up to lead the lesson. In such a case, the demonstrator has effectively taken on tutoring responsibility and should claim and be paid at flat tutor rate for that entire session, regardless of how long the lecturer was offline for. Please use the Notes column on your pay sheet to indicate this.

3. Exceptional circumstances – If a T&D feels that the payment they have received for T&D work doesn't adequately cover the work they have put in, please use the Notes column to clarify what extra work has been done. There is no guarantee that the T&D will receive an automatic payment and the T&D administrator may need to discuss with the CO before payment can be approved