

Use of TAs to support Postgraduate Taught teaching activities

Section 11 of the TA Policy makes reference to TAs normally having attained the qualification above that for which they are undertaking marking duties:

11. TAs may assist Course Unit Convenors in marking (e.g. as first marker or part marker). If they do so, TAs will normally have attained the qualification above that for which they are marking.

Within that principle of the policy, section 11.7 goes on to clarify:

TAs may provide facilitation/support for PGT classes as long as the academic member of staff is also present.

- TAs may only have sole responsibility for teaching in PGT seminars if they can demonstrate additional criteria for appointment that is relevant to the subject that is being taught (refer to Section 5.4) via the appointment process.
- TAs will not normally mark PGT summative assessment.

The following is provided as guidance to Schools who may be recruiting TAs to assist with PGT classes, in accordance with the TA Policy, Section 11:

Candidates applying to support PGT course units and to be appointed to have sole responsibility for teaching on PGT seminars may be considered if they meet the following criteria:

1) Hold a PhD qualification in the subject area

or

2) Hold a postgraduate qualification; be beyond their second year of a PhD and have internal experience as a TA for UG units with a recommendation for supporting teaching at PGT level from a course unit convenor they have worked with.

In addition, the applicant must have either:

- a. Relevant professional experience (e.g. in a relevant industry)**
- b. Considerable relevant teaching experience at another HE institution which is supported by good feedback from the previous institution**

Meeting these specified appointment criteria will not make a TA eligible to mark PGT summative assessment. This should only be done in extenuating circumstances (to be approved by the School Director of Teaching and Learning) and in such circumstances the TA must not have sole responsibility for marking that assessment.

In cases of exceptional circumstances where TAs not meeting these criteria are being considered for appointment to support PGT teaching, advice should be sought from the Associate Dean for Teaching, Learning and Students, via the Faculty Teaching and Learning Office.