**Departmental Policy on the Employment of Postgraduates as Teachers**

Revised policy, incorporating the revised University Policy (http://www2.warwick.ac.uk/services/academicoffice/gsp/formslibrary/bgs\_3\_14-15\_postgraduates\_who\_teach\_-\_university\_policy.pdf)

This document takes account of consultation at SSLC, and was approved at a Staff meeting in March 2016. It takes effect for all PG teaching starting in Oct 2016.

**Teaching experience**

Subject to availability, we will open to PhD students the opportunity to gain experience in undergraduate level teaching, as part of your professional development. We usually expect that PhD students will be at least in their second year of research. All teaching will be paid, at the University's published rates. While we will endeavour to make teaching experience available to those who desire it, we cannot guarantee it.

The DGS is the formal nominated Departmental contact on PG teaching issues.

**Recruitment Procedures for allocating teaching:**

PGR students wishing to be considered for teaching roles should indicate this on the annual report form discussed with the DGS during review meetings in the summer term.

Following these meetings the DGS and HOD will meet to discuss what teaching is available, and what students have expressed interest. Teaching will be matched to students according to the following criteria:

* The possession of relevant skills and competences (subject specific knowledge and skills in language and communication)
* The compatibility of teaching with the student’s research timetable
* There will not be an automaticpreference to give teaching to pgs who wish to undertake PGA course, but account will be take of pg skills/ knowledge in allocating teaching.

In cases where a substantial part of a module is to be taught, there will be an open selection procedure amongst Dept candidates, on the basis of a person specification setting out required qualifications, skills and competences. Smaller amounts of teaching will be allocated on a more informal basis, according to the criteria above.

**Remuneration:**

The hours of teaching and rates of remuneration will be agreed in advance and set out in a VAM contract. Rates for lecture teaching may include payment for essay marking, but if so, this will be explicitly agreed in advance. The HoD will oversee the issuing of all contracts, to ensure comparability.

**Training, Mentoring, Support and Feedback.**

PGs who teach will be required to first attend the University's one-day Introduction to teaching and Learning in Higher Education (http://www2.warwick.ac.uk/services/ldc/development/pga/introtandl/).

Some may also choose to take the PGA (<http://www2.warwick.ac.uk/services/ldc/development/pga/tandlinhe/>) and should register for the introductory session for PGA during their first year.

PGs will be briefed on Departmental practices by their mentor (see below). Where PG teachers are involved in marking, they will be given clear details of the marking criteria, and all summative marking will be moderated by a member of academic staff

PGs who teach will be assigned an academic mentor, usually their personal tutor, who can provide advice on the standards and procedures expected, and will also conduct a teaching observation and provide feedback to the student. Reviews and feedback of Postgraduates who teach are also part of the PGA, and Departmental procedures will work in tandem with this for those students concerned.

Postgraduates who teach will be offered opportunities to observe more experienced teachers, either their mentor or another member of academic staff.

Postgraduates who teach will be asked for their feedback about the quality and effectiveness of the training, supervision and support which they receive via the Annual Report form. They are also able to raise any issues via the SSLC, or directly with the DGS during the course of the year.

Further support is available from the Learning and Development Centre (http://www2.warwick.ac.uk/services/ldc/teaching\_learning/)