

## Sessional Teachers Pay Rates – Mathematics 2018/19

The proposals were originally drafted in 2016 following a fresh look at current pay levels and their appropriateness. Updates reflect changes to implementation at University level and annual increases to pay spines.

### **A. Supervision Groups (for First and Second Year Undergraduate Students) – “Assistant Tutor FA4”**

- Supervisions are groups of 4 or 5 undergraduates which focus on written assignments for core and other specific modules and are led by PhD students or fourth year MMath students (called supervisors).
- Separate groups exist for external students taking first year maths modules (on joint degrees with Statistics, Physics and Computer Science).
- The assignments are prepared by academic staff who also provide the mark scheme. Assignments are usually returned within a week and marked by the supervisors for a subsequent supervision group meeting where they will be discussed within the group. Preparation (and admin) is small and counted in the marking hours as the lessons learnt by marking will dictate the areas to cover in the meetings.
- Supervisors (allocated by DUGS to volunteers) should have the necessary pre-requisite knowledge and be ready to deal with difficulties raised by the undergraduates themselves; they can also ask their undergraduates to make short presentations at the blackboard, or stimulate discussion by asking questions in the supervisions.
- In Term 3, besides going over written homework, supervisors will often encourage their undergraduates to attempt past exam questions, and will go over their solutions with them.

#### Payment Schemes:

All costs include holiday pay (but exclude pension costs).

#### **A1. Supervision Groups for First Year Maths Students (5 students per group)**

<b>Contact Hours</b>	FA4 SP19	£14.19 hour
[18 hours T1 + 18 hours T2 + 5 hours T3 = 41 hours]		

<b>Marking Hours</b> (including preparation/admin)		
[= 1.5 x contact hours = approx. 62 hours]	FA4 SP19	£14.19 hour

**TOTAL = 102.5 hours @ £14.19 = £1,454.48**

**A2. Supervision Groups for First Year Math/Physics, Statistics and Discrete Maths Students (5 students per group)**

**Contact Hours** FA4 SP19 £14.19 hour  
[9 hours T1 + 9 hours T2 + 0 hours T3 = 18 hours]

**Marking Hours** (includes small element for admin/preparation)  
[= 2.0 x contact hours = 36 hours] FA4 SP19 £14.19 hour  
[There is proportionately more marking per student per contact hour].

**TOTAL = 54 hours @ £14.19 = £766.26**

**A3. Supervision Groups for Second Year Maths Students (5 students per group)**

**Contact Hours** FA4 SP19 £14.19 hour  
[8 hours T1 + 6 hours T2 + 0 hours T3 = 14 hours]

**Marking Hours** (includes small element for admin/preparation)  
[= 2 x contact hours = 28 hours] FA4 SP19 £14.19 hour

**TOTAL = 42 hours @ £14.19 = £595.98**

**B. Teaching Assistants (for Support Classes) – “Associate Tutor FA5”**

- Many lectures have support classes associated with them, especially core second year modules, and many third and fourth year modules (around 70). Support classes are led by PhD students (called Teaching Assistants or TAs) and are typically for group sizes of 15 - 90.
- Support classes vary in style depending on the material, and in what way they support the lectures. Some will spend most of the time going over the assignments sheets (assessed or otherwise), and if these sheets are assessed it is usually the TA of the support class that marks them. Other classes will go over particularly difficult parts of the module, or additional examples that give a better insight. Many will be a mixture of the two.
- TAs are expected to be well prepared, competent and prepared to answer relevant questions. In particular, most of the TAs will not be experts on the course they are covering (especially higher level courses) so cannot be expected to answer questions outside of the material covered in lectures (although many will be able and willing to do so).
- The TA will mark any assessed work and return marks to the lecturer promptly.
- Students are encouraged to email the TA with suggestions for topics that they are particularly having problems with so that they have sufficient time to prepare. It is however not the TAs role to email individual solutions to students as this is what the support classes are for.
- The TAs are funded at a higher level than supervisors given the higher level of expertise and skills required.
- Volume of marking is dependent on module registrations. Initial contracts are therefore likely to need amendment after week 3 of Term 1.

Payment Schemes:

**B1. Teaching Assistant with no marking [T\_0]**

<b>Contact Hours</b> [9 hours for a 1 term module]	FA5 SP24	£16.43 hour
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<b>Preparation/Admin Hours</b> [9 hours per term]	FA5 SP24	£16.43 hour
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**TOTAL per term = 9 x £16.43 + 9 x £16.43 = £295.74**

**B2. Teaching Assistant with marking for up to 15 students [T\_15]**

<b>Contact Hours</b> [9 hours for a 1 term module]	FA5 SP24	£16.43 hour
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<b>Marking Hours</b> (includes small element for admin/preparation) [= 1 hour marking/15 students/week = 9 hours/term]	FA5 SP24	£16.43 hour
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<b>Preparation/Admin Hours</b> [9 hours per term]		
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**TOTAL per term/TA = 9 x £16.43 + 18 x £16.43 = £443.61**

**B3. Teaching Assistant with marking for between 15 and 30 students [T\_30]**

<b>Contact Hours</b> [9 hours for a 1 term module]	FA5 SP24	£16.43 hour
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<b>Marking Hours</b> (includes small element for admin/preparation) [= 1 hour marking/15 students/week = 18 hours/term]	FA5 SP24	£16.43 hour
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<b>Preparation/Admin Hours</b> [9 hours per term]		
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**TOTAL per term/TA = 9 x £16.43 + 27 x £16.43 = £591.48**

#### **B4. Teaching Assistant rates (summary including larger volumes of marking)**

Summary of TA rates:

Rate	Number of Module Registrations at Term 1/2 snapshots for modules with marking	Contact Hours (per term) @ £16.43 rate [FA5/24]	Prep/Admin Hours (per term) @ £16.43 rate [FA5/24]	Marking Hours (per term) @ £16.43 rate [FA5/24]	Termly Cost/TA 2018/19 (approx.)
T_0	Zero marking	9	9	0	£296
T_15	1-15	9	9	9	£444
T_30	16-30	9	9	18	£591
T_45	31-45	9	9	27	£739
T_60	46-60	9	9	33	£838
T_75	61-75	9	9	39	£937
T_90	76-90	9	9	45	£1035

- Marking hours for T\_60 and above rise incrementally by 6 as marking larger volumes of mathematical assignments will naturally bring efficiencies.
- It may occasionally be necessary on large modules to pay a few students the marking rate to undertake the marking activity only.
- Marking is added to contracts once module registration closes. Normally student numbers will be rounded up to nearest 15 for each TA.

#### **C. Small Group Teaching (for module Analysis 1)**

- Collaborative teaching by PhD students in group sizes of 30 (typically around 10 groups).
- PhD students must have a good track record of undertaking supervisions and/or TA work and an excellent understanding of the subject area.
- Must be able to prepare the lessons with guidance from lecturer.
- Some administration required (e.g. Moodle).
- No marking involved.

Payment Scheme:

**Contact Hours** FA5 SP24 £16.43 hour  
[9 weeks in Term 1 x 4 hours/week = 36 hours]

**Preparation/Admin Hours** FA5 SP24 £16.43 hour  
[= 1 x contact hours, plus 2 hours in total for organisational meetings = 38 hours]

**TOTAL per teacher = 74 hours x 16.43 = £1215.82**

#### D. Teaching Assistants for module Maths by Computer

- 2 hour lab sessions led by PhD students (TAs).
- The TAs make use of their knowledge to provide guidance and advice.
- PhD students must have a good track record of undertaking supervisions and/or general TA work and an excellent understanding of the subject area.
- Marking and some preparation/ administration required.

##### Proposed Payment Scheme:

<b>Contact Hours</b> [8 weeks in Term 2 x 2 hours/week]	FA5 SP24	£16.43 hour
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<b>Marking/Preparation/Admin Hours</b> [= 5 hours x contact hours = 40 hours in Term 2]	FA5 SP24	£16.43 hour
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**TOTAL per teacher = 16 x £16.43 + 40 x £16.43 = £920.08**

#### E. Teaching Assistants for module Experimental Maths

- Lab sessions in group sizes of 20 led by PhD students (TAs).
- The TAs make use of their knowledge to provide guidance and advice.
- PhD students must have a good track record of undertaking supervisions and/or general TA work and an excellent understanding of the subject area.
- Some preparation/ administration and marking required.

##### Payment Scheme:

<b>Contact Hours</b> [4 weeks in Term 3 x 3 hours/week]	FA5 SP24	£16.43 hour
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<b>Preparation/Admin/Marking Hours</b> [= 4/3rds x contact hours = 16 hours in Term 3]	FA5 SP24	£16.43 hour
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**TOTAL per teacher = 12 x £16.43 + 16 x £16.43 = £460.04**

#### F. One on One Support (e.g. for SEN students)

- Similar to supervisions but for individuals.
- Suitably qualified students/employees (e.g. from Disability Services) who must be excellent, empathetic teachers with a good understanding of the subject area.
- Some preparation and marking required.

##### Payment Scheme:

<b>Contact Hours</b> [dependent on individual's needs]	FA4 SP19	£14.19 hour
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<b>Preparation/Marking Hours</b> [= 1 x contact hours]	FA4 SP19	£14.19 hour
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**TOTAL per week = 2 x £14.19/student**

#### G. Peer Tutors (for module Analysis 1)

- Second or third year maths undergraduate students who support the TAs for Analysis 1.
- No preparation and marking required.

##### Payment Scheme:

<b>Contact Hours</b> [9 weeks in Term 1 x 2 hours/week]	FA1 SP6	£10.08 hour
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#### H. Exam Script Marking

- Requires PhD students who have appropriate level of subject knowledge and are accurate whilst marking quickly.

##### Payment Scheme:

<b>Marking Hours</b>	FA4 SP19	£14.19 hour
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- Based on £1 per standard question per script or, £2 per compulsory (40%) question per script

**Revised September 2018**