

University of Warwick

Postgraduate Teaching Framework

Revised version 2024/2025

This framework is applicable to the [FA4](#) and [FA5](#) postgraduate teaching roles engaged either Graduate Teaching Assistant contracts or the Sessional Teaching Payroll.

The framework is built on the principles identified in the Postgraduate Students who Teach [policy](#).

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1. General Principles applicable to all departments

Teaching Expectations of Postgraduate Students

Students are not compelled to teach however at Warwick many departments will strongly encourage students to teach as part of their professional development, as teaching is a core transferable skill.

Departments must ensure that the scale of teaching duties that are assigned to students are clearly agreed and take due consideration of the research commitments, the preferences and the general well-being of the students.

Teaching will not be part of a research-based bursary or scholarship. Where departments offer teaching to research scholarships, payment for this must be outlined separately, with no expectation that the student accept the offer.

From the academic year of 2020/2021, the main route of engagement for postgraduate teaching has been through Graduate Teaching Assistant (GTA) employment contracts, with guidance available [here](#).

Sessional Teaching Payroll contracts are an alternative route that may only be used for postgraduate students where the work satisfies one of the conditions defines below:

- A one-off piece of work that required certain expertise (such as lab work delivered by a post-graduate student in the area of their research, and adjacent marking) for a maximum of 10 hours per term (including all elements of teaching).
- A series of smaller pieces of work delivered across different terms throughout the academic year, this work cannot exceed 10 hours per term or 20 hours per academic year

Training

Postgraduate students who undertake teaching at the University whether it is through a Postgraduate Teaching Assistant contract or STP, are required to undertake a departmental induction and any relevant training requirements as part of their probation.

Departments may require bespoke additional sessions specifically for postgraduate students who teach as part of their teaching preparations, beyond what is offered as part of the University's professional development provision (for instance, to brief on specific policies and/or procedures on teaching or marking adopted by the department (e.g. marking/feedback guidelines etc.), to provide training about technology-enhanced learning (e.g. Moodle, Echo 360, Mahara etc.) and/or student administration specific to the department (e.g. Tabula, Moodle, My.WBS etc.),)

All postgraduate students who teach who wish to enhance their teaching skills through further training, including accreditation to the Higher Education Academy (HEA), they will be encouraged to do so, subject to discussion with their academic supervisor (where relevant), providing that this does not interfere with other commitments, notably their PhD research. Attendance at such training courses will not be paid.

2. National Pay Framework and rates of pay for Postgraduate Teaching routes

There are two role profiles used for the purpose of engaging Postgraduate teachers that have been developed in consultation with academic departments and Human Resources. The roles have been graded through the HAY evaluation process according to the nationally recognised criteria in place for salaried posts.

New postgraduate students undertaking teaching will be appointed at the bottom of the scale of the grade and will receive incremental progression year on year.

The Head of Department (or nominated representative) will normally make an appointment at the minimum salary point for the position. A decision to appoint higher in the salary range should be based on consideration of the comparison of similar roles within the department, external labour market pressures in that field and the rare and/or valuable knowledge, skills, experience and qualifications of the candidate. Incremental progression will be received year on year where a continuous contract remains in place.

As the University does not expect teaching to be delivered by postgraduate students consistently through the STP no incremental progression will be applicable to these roles.

3. Terms and Conditions

All Postgraduate students who teach, regardless of the route of engagement, will be issued with contracts that will clearly state roles, responsibilities, assigned hours and rates of pay.

4. Recommended allocations of teaching and limitations for Graduate Teaching Assistants

To encourage and enable postgraduate students to teach as an academic development opportunity, departments are required to allocate a reasonable amount of teaching that is not in the detriment of academic progression. As such, the following recommended number of hours can be allocated for teaching for full-time students.

Visa restrictions and cross-payroll compliance will apply for all visa holders and will supersede any recommendations. That means some students will not be able to work the maximum recommendation and that they should discuss any visa restrictions and other working commitments with the recruiting department before committing to any teaching.

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| Weekly allocation of hours for full-time students | Up to 20 hours per week including all elements of teaching. Where there are no visa restrictions more than 20 hours per week for a maximum of four weeks at a time to account for marking or a peak in workload. |
| Yearly allocation of hours for full-time students | Up to 416 hours across all departments of work |

There are some recommendations made by ESRC and UKRI when funding postgraduate students. The 6-hour limitation for these contracts is a recommendation only. However, the 20 hours a week maximum is mandatory for those on an International Visa. Departments and the GTA themselves must consider their wellbeing and their ability to conduct their PhD studies whilst undertaking the responsibilities of teaching.

5. Preparation and Marking

All tasks within a role will be paid at the same rate of pay including preparation, marking and office hours.

Norms for marking have been considered on a reasonable assessment of how much time needs to be assigned to mark the work and provide appropriate feedback. This can be done based on the number of words that can be reasonably marked within an hour, or the number of questions / problems / scripts that can be marked within an hour.

6. Attendance

Where attendance at a lecture is required (or equivalent, e.g. performance, presentation, screening, pre-lab talk etc) this time will be paid.

Where attendance at a departmental meeting is required (e.g. teaching committee / Exam Boards, disciplinary meetings, personal tutor meetings, course team meetings) this time will be paid.

Where representatives or spokespeople are invited to attend departmental meetings this time will not be paid.

Marking meetings to determine the final marks of students are not part of preparation and will be paid.

7. Regular Reports on Student Progress

Where a department requires the Postgraduate Teaching Assistant to provide regular reports on student progress, this should be stipulated in the contractual agreement with appropriate additional paid administration time included.

8. Laboratory Sciences Teaching

(may be used by all departments for teaching with similar requirements)

Preparation Time and Administration

For each laboratory class (which may be taught multiple times), PG Tutors will be able to claim for preparation and administration up to the length of a single laboratory class. If a department requires a PG Tutor to undertake preparation beyond this length, it will be stated in the contract and will be paid. The total preparation time and administration for a specific contracted role will be stated in the contractual agreement and can be reviewed by the PG Tutor prior to commitment to the teaching.

Laboratory Class Overruns

Where students of a laboratory class takes longer to complete the work than the time contracted, PG Tutors should speak to the academic responsible for the class to authorize that they should continue to work for the remaining hours and these will be paid. Where no responsible academic is available, the PG Tutor should report the additional hours to the STP Coordinator/Teaching Mentor at the earliest possible opportunity.

NOTE: Tier 4 visa holders cannot work beyond contracted hours and departments must manage this when allocating teaching.

9. Mathematical Sciences Teaching

(May be used by all departments for teaching with similar requirements)

Preparation Time and Administration

This will be paid as appropriate to the role. The number of hours of preparation and/or advice and feedback for a specific contracted role will be stated in the contractual agreement and can be reviewed by the PG Tutor prior to commitment to the teaching.

Standard Warwick Mathematics Institute Classes Preparation

Preparation and/or marking will be paid for standard Maths classes at the following rates (noting that some exceptions will be required where the class requires additional time):

Supervision Classes

Combined marking, preparation and advice and feedback paid at a minimum of 2 hours per hour of class time.

Support Classes

Combined preparation and advice and feedback paid at 1.5 hour per hour of class time in addition to marking time.

10. Induction and Training

All postgraduate teaching assistants are required to complete all the University standard Induction and Training, which includes:

Mandatory Induction training, these are Moodle courses for all new employees and can be found on our Welcome Hub.

The Prepare to Teach in Higher Education module (or a department-led equivalent that has been approved by the Academic Development Centre (ADC)). Postgraduate students who have previously attended the Prepare to Teach module are not required to undertake the training again.

A department led induction where all the relevant information required to enable the Postgraduate Teaching Assistants to fully engage with their department and their role. Guidelines to what an induction should include and departmental contacts is available [here](#).

The expected time taken to complete the induction and training is defined below and postgraduates can claim for up to:

- 15 hours in year one of a postgraduate teaching contract
- 5 hours in year two and any future years of a postgraduate teaching contract

Please note, the proposed 15 hours is based on GTAs undertaking Preparing to Teach (5 hours), mandatory moodle training (6.5 hours) and the remaining 3.5 are for induction, PDR and any specific departmental training e.g. H&S, marking expectations etc.

11. Dispute Resolution Routes

Where postgraduate teaching assistants have questions or concerns they should address these to the Module convenor or the academic they normally liaise with in relation to their teaching role.

Every department will also have an GTA Co-ordinator / Teaching Mentor (a member of staff with academic oversight over all the postgraduate teaching assistants). A list of the names of the GTA Co-ordinator / Teaching Mentor will be published on the GTA webpages. This role will be the first person to escalate concerns or questions with if these cannot be addressed at the local level. Should matters not be resolved by them, they can be escalated to the Head of Department.

Should all departmental efforts at resolving concerns or complaints fail, then these will be resolved by the PVC for Education or a nominated representative.

If there is a conflict of interest with a member of the staff within the escalation route, the Postgraduate Teaching Assistant may choose to automatically escalate an issue to the next level in the process. Advice may be sort from the Student Union Advice Centre, a Trade Union where they are a member or Report and Support.

Where an informal resolution is not possible the University Grievance Policy is available.

12. Departmental GTA Tutor Forums

All academic departments contracting postgraduate teaching assistants will hold termly GTA Forum convened by the GTA Co-ordinator. All current postgraduate teaching assistants will be invited to attend, and the meeting will provide an opportunity to raise any relevant issues.

13. Notice Period

The notice period for postgraduate students who teach is one month.

14. Mutual termination

Early termination of contract may happen by mutual consent between the postgraduate teaching assistant and the contracting department.

15. Marking and Assessment

Assessments for essay-based modules (formative and summative)

Noting that there will be inevitable differences between disciplines in the time marking will take, but that there will also be difference according to experience (time spent marking will diminish with experience), the University will pay one hour per 3,000 words marked, across the Arts and Social Sciences.

Assessments for Year Abroad essays written in a foreign language

These require marking and feedback both on academic content and on language accuracy and quality, thus one hour will be paid for every 2,000 words marked.

Essay Type Exam Marking

Essay type exam questions will be paid at a rate of one hour for every 6 hours of examination time:

One hour will be paid for every 4 one and a half hour scripts marked

One hour will be paid for every 3 two hour scripts marked

One hour will be paid for every 2 three hour scripts marked

Exam moderators will be paid on a reasonable assumption of the time required to undertake the role.

Non-Essay Based Marking and Assessment

Where there is no common denominator for time spent on marking, the number of hours of marking for a specific contracted role will be state in the contractual agreement and can be reviewed by the Postgraduate teaching assistants prior to commitment to the teaching.

Mixed assessment methods

Where departments use a mix of assessment methods for a course or module, and all assessments are carried out by the same tutor, an alternative model is to pay an amount per student, based upon the size of the module as follows:

1 hour per student for each module up to and including 15 credits

1.5 hours per student per 20 credit module

2 hours per student per 30 credit module

3 hours per student per 40 credit module

4 hours per student per 60 credit module

16. Social Sciences and Arts Standard Teaching Model

(may be used by all departments for teaching with similar requirements)

Advice and Feedback / Office Hours

All departments in the Arts and Social Sciences Faculties will develop and communicate clear guidelines to define what type of feedback is requested from postgraduate teaching assistants and what should be undertaken by employed academic staff in the department.

To allow for feedback to be given in person and by email, the University will pay two hours per week advice and feedback time for up to two seminar groups taught, and a further two hours per week for up to two additional seminar groups taught by the same postgraduate teaching assistant.

Under normal teaching practice, it is not expected that seminars will be comprised of more than 25 students for more departments in the University. In exceptional circumstances, where a group may be more than 25 students and this is considered to be outside the normal departmental practice, it should be treated as two seminar classes in terms of payment for advice and feedback. Where no teaching takes place in a particular week (e.g. reading week) no payment will be made for advice and feedback for that week.

Seminars

The University will pay four hours of preparation time per week at the seminar rate for each non-language-based module taught in addition to contact time.

Where a Postgraduate teaching assistant is giving the lecture and the seminar on the same topic, the total preparation time for both will be 6 hours and 4 hours if this is the first time the lecture has been delivered before by the same Postgraduate teaching assistant.

For departments that do not operate the traditional lecture / seminar model, an allowance is to be added calculated at pro-rata to 6 hours per 30 credit module.

Groupwork

The University will pay one hour of preparation time for each contact hour of groupwork activity.

Credit-bearing courses which do not follow the traditional lecture / seminar model and non-credit-breaking professional / CPD courses

Language Classes (for credit)

Payment will be made for an additional 2 and a half hours per contact hour for a credit-bearing language class (to cover preparation and marking)

Payment will be made for 1 hour per contact hour for oral classes, in addition to the contact time.

CLL accredited courses and modules

For all new accredited courses or modules: 2 and a half hours preparation for every classroom lecture hour
For existing accredited course or modules: 1 and a half hours preparation for every classroom lecture hour

Where an accredited course or module is repeated within an academic year the preparation time is reduced to 1 hour per lecture hour.

Existed or repeated course / modules re-developed for bespoke cohorts 2 and a half hours preparation for every classroom lecture hour.

Non-credit bearing open Programme / leisure and language courses and modules: Language classes

In practice these classes tend to require less marking than for-credit language classes. As a result, payment will be made for 1 and a half hours per contact hour for a noncredit bearing language class, in addition to the contact time.

CLL non-accredited open Programme / leisure short courses and day schools / workshops

For existing non-accredited open Programme / leisure courses or modules: 1 and a half hours preparation for every classroom contact hour.

For existing non-accredited open Programme / leisure courses or modules: 45 minutes preparation for every classroom contact hour.

Lectures including Lifelong Learning Keynote Speakers and Guest Lecturers

Payment for 6 hours per lecture (in addition to the contact time) when this is the first time the lecture is given.

If the lecture was delivered before by the same Postgraduate teaching assistant 2 and a half hours are given for preparation, in addition to the contact time. Where a Postgraduate teaching assistant is delivering both a lecture and a seminar on the same topic that they have delivered previously, 3 and a half hours total preparation time are given in addition to the contact time.

Workplace visits and classroom observations

To be paid on an hour-by-hour basis in addition to travel expenses and where appropriate travel time.

CLL Facilitators

Payment will be made for contact time only.

