

Graduate teaching assistants

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Cross reference/related documents:	UAE Labour Law Contract of Employment 1.0 Policies & procedures manual 4.0 Staff handbook	

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will give appropriately qualified students the opportunity to gain experience of teaching and research within their disciplinary field.
- 1.2 The University wishes to afford students enrolled in a module/programme access to the widest range of support, including that of their peers.

2.0 Scope

- 2.1 Applies to the appointment of recent graduates of Masters programmes and students enrolled on doctoral programmes.
- 2.2 Graduate Teaching Assistants are normally drawn from the body of students enrolled at the University.

3.0 Definitions

- 3.1 A Graduate Teaching Assistant has completed a Masters degree, and is enrolled on a programme of doctoral study.
- 3.2 A Graduate Teaching Assistant is normally appointed to assist a senior member of academic staff with their teaching.
- 3.3 A Graduate Teaching Assistant may be primarily recruited to undertake administrative and/or research duties, and may also undertake teaching duties.

4.0 Policy

- 4.1 Graduate Teaching Assistants are appointed by the Vice Chancellor on the recommendation of the Dean of Faculty.
- 4.2 The Dean of Faculty is responsible for oversight of Graduate Teaching Assistants within the Faculty.
- 4.3 Graduate Teaching Assistants work under the supervision of a senior member of academic staff.
- 4.4 Graduate Teaching Assistants may not have sole responsibility for a module, a component of a module, or processes associated with learning, teaching, and assessment.

Responsibilities at the faculty level

- 4.5 Each Faculty will have an induction programme which includes:
 - 4.5.1 clear specification and explanation of their duties;
 - 4.5.2 access to the module resources;
 - 4.5.3 relevant policy and procedures.
- 4.6 Each Faculty will provide oversight of the work of the Graduate Teaching Assistant(s) through review processes, meetings for feedback and reflection, and forward planning.
- 4.7 Each Faculty will keep records of the performance of Graduate Teaching Assistants, and provide the Graduate Teaching Assistant(s) with appropriate professional development opportunities related to teaching, learning, and assessment in the subject area.

Responsibilities of the Graduate Teaching Assistant

- 4.8 Graduate Teaching Assistants:
 - 4.8.1 may undertake teaching and research duties as specified on appointment;
 - 4.8.2 may hold Office Hours for students;
 - 4.8.3 may respond to student emails;
 - 4.8.4 may support grading of assessed work;
 - 4.8.5 may give instruction in the classroom;
 - 4.8.6 may be present as required at meetings of the module or programme team;
 - 4.8.7 will abide by the University's policies on standards of professional and academic conduct, and demonstrate respect for the University's values and ethics.

Privileges

- 4.9 Graduate Teaching Assistants will have access to:
 - 4.9.1 University resources which may including some or all of the following: staff common rooms; office space; a computer; staff email ID; telephone; stationery; and office equipment.

4.10 Graduate Teaching Assistants are paid monthly in arrears based on an agreed and approved timesheet.