



**WORKING
AS AN
ASSOCIATE
TUTOR AT UEA**

**A brief guide for
Postgraduate Research
Students**

Postgraduate Research (PGR) students play an important role in the delivery of teaching at UEA, to the benefit of taught programme students, the research students themselves, and the University.

The employment of PGR students as Associate Tutors (ATs) is governed by two documents:

- (1) Research Degree Policy Document 14 *Policy on Postgraduate Research Student employment in teaching at UEA*, which can be found on the University's Postgraduate Research webpages <https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms>
- (2) *Terms and Conditions of Appointment for Associate Tutors*, which can be found on the University's Human Resources Division webpages <https://www.uea.ac.uk/hr/employee-information/forms/associate-tutors>. You will also find the Contract of Employment for Associate Tutors template on this webpage.

You also have the right to be an active member of a recognised trade union and be represented by that union to the institution.

If, as a UEA PGR Student, you apply for and are successful in being appointed to an AT role, you can reasonably expect the following before the start of your period of employment:

- To receive a contract via the responsible person in the School of Study that is employing you, usually the School Manager, which states your working hours and the rate at which you will be paid for those hours. It is important that you are content with these arrangements as there are different rates of pay for different types of teaching - these include appropriate allowances for preparation time and holiday pay, for the marking of scripts and attendance at lectures. Details of the current pay scales can be found at <https://www.uea.ac.uk/hr/employee-information/payscales>.
- To receive a copy of the *Terms and Conditions of Appointment for Associate Tutors* which outlines arrangements for: commencement and duration of employment, remuneration, holiday, sickness, superannuation (pension arrangements), maternity, discipline and termination.
- To be made aware of the mechanism by which your contract can be varied by mutual agreement, using the Amendment to Associate Tutor contact form (<https://www.uea.ac.uk/hr/employee-information/forms/associate-tutors>)

- Know the identity of an appropriately qualified staff member, not on your supervisory team, responsible for offering you appropriate levels of supervision and mentoring in your AT role.
- Access to a suitably qualified academic point of contact with whom you can raise issues and seek advice.
- To be made aware of the arrangements in the School employing you of the opportunities and arrangements for receiving feedback on your performance, both from students and an academic manager or mentor.
- Access to the necessary facilities and resources required to undertake your AT role.
- Know who to inform in the event that you are unable to teach a class by reason of sickness or injury. This allows you to comply with Section 5 of the *Terms and Conditions of Appointment for Associate Tutors*, and, if appropriate, enables the employing School to arrange cover.

If for any reason any of these arrangements are not in place you should, in the first instance, contact the responsible person in the School of Study that is employing you.

The University greatly values the contributions made by ATs to its teaching programmes. We hope that you enjoy your time working as an AT, and that it makes a positive contribution to your personal and professional development, as well as your future career.