Maynooth University
Human Resources
Office

# Policy on the Engagement of University Tutors

**Author / Policy Owner:**     Human Resources
**Creation Date:**     18th September 2019
**Scope:**     Contracted University Tutors and Senior University Tutors

## Revision History

| Date of this revision: September 2019 | Date of next review: 2024 |
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## 1. Policy Statement

The University recognises that academic departments require a range of working arrangements to employ an appropriate range of staff to ensure the highest standards of teaching and learning on a range of academic programmes, and to provide for innovation, renewal, currency and relevance in teaching. To ensure that the University meets these rigorous standards, the design, development, delivery, assessment and overall responsibility for modules and their quality lies with the Lecturer or Professor[1] to whom they are allocated. However, in some cases, the core teaching delivered by lecturers or professors may be supplemented by University Tutors under the supervision of the relevant Lecturer or Professor.

This policy outlines the guidelines and procedures to be followed when engaging University Tutors.

## 2. Scope

This policy applies to all staff currently contracted as University Tutors and Senior University Tutors (collectively referred to as "University Tutors" in this policy document) in Maynooth University.

This policy does not apply to:

- the engagement of Occasional staff (please refer to the Policy on the Engagement of Occasional Hourly paid Staff);
- students engaged in teaching support roles (please refer to Policy on the Engagement of Graduate Teaching Assistants);
- external lecturers engaged to deliver a complete module or modules (please refer to Policy on Engagement of External Modular Lecturers).

## 3. Aim

This policy aims to assist a Head of Department to engage individuals as University Tutors, where it is appropriate to do so, and ensure the engagement is in line with University policies, legislation and best practice. A University Tutor cannot be engaged, or retained, in place of an existing or planned lecturing or professorial position.

## 4. Definition

A *University Tutor* is an individual engaged by the University to carry out defined duties. The duties carried out by a University Tutor are supplemental to the core teaching of a module and is carried out under the supervision and mentorship of the Lecturer or Professor with responsibility for the module.

While University Tutors are considered academic members of staff, they are not employed to conduct independent research, and the role is distinct from Academic Staff who hold lectureships / professorships.

It may be appropriate for University Tutors to give lectures, but only under the supervision and mentorship of a staff member holding an appointment as a Lecturer or Professor, and the delivery of lectures will only constitute a minor proportion of a University Tutor's duties.

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[1] Lecturers and Professors are defined as those who are contracted to undertake Teaching, Research, and Service Contribution and Scholarly activity.

The main purpose of the role is:

- To teach students, including seminars, tutorials, laboratory demonstrations, fieldwork, other small group teaching and learning in order to support core teaching.
- To deliver lectures, where appropriate, and under the supervision and mentorship of an academic member of staff holding an appointment as a lecturer or a professor.
- To carry out all necessary preparation on topics in order to be able to guide discussions, impart knowledge and answer queries arising from students and where appropriate set exercises or learning materials.
- To assist, give guidance and supervise students, where required and appropriate.
- To contribute proportionately to marking, under supervision, of coursework, written examination and other forms of assessment.
- To undertake the administrative work associated with teaching duties.
- To monitor student progress and provide feedback to students, highlighting to the lecturer or professor responsible for the module any concerns about student performance.
- To attend meetings and participate with other staff in the development of teaching and learning strategies, including contributing to the design and delivery of designated teaching within the subject area.
- To be responsible for all equipment used and ensure that all health and safety procedures are followed, taking action to maintain a safe environment and raising any concerns with the Head of Department (or their nominee).
- To maintain their area of expertise and exercise a high standard of teaching.
- To ensure appropriate course/programme administration and handling of data is carried out in a timely manner.

Tutors are not responsible for the design of modules and/or the design of associated assignments or examinations.

A job description for the post of University Tutor is provided at **Appendix 1**.


## 5.  When to engage a University Tutor

It is appropriate for a Department to request approval for a University Tutor where teaching and teaching-related work is required. Specifically, a University Tutor role should be considered when teaching or teaching-related work:

- is required on a regular and frequent basis;
- is not appropriate due to its nature or volume for assignment to a Graduate Teaching Assistant;
- requires intensive ongoing engagement between the student and an individual teacher;
- where the nature of the duties to be performed do not require the coordinating/supervising Lecturer of Professor to carry out same.

## 6. Terms of engagement

University Tutors will receive an annual salary on an incremental scale. The salary includes payment for all duties and responsibilities associated with the role, and therefore, no further payments will be made in respect of activities such as the assessment of examination scripts and/or oral examinations which fall within the scope of the role[2] (Ref. *Appendix 1 – University Tutor Role Description)*.

The salary also encompasses paid annual leave and public holiday benefits. University Tutors are entitled to applicable statutory and contractual benefits (such as sick leave, maternity leave, parental leave).

Where a University Tutor works on a part-time basis, their salary and all statutory and contractual benefits to which they are entitled will be pro-rated to reflect their particular part-time working arrangements, based on the relevant full-time equivalent salary and benefit entitlements. The explicit calculation of these will be provided in contracts and notified in writing if any changes are proposed.

## 7. Calculating a full-time equivalent for a University Tutor[3]

It is a matter for the Head of Department to determine the workload of a University Tutor, and when making a part-time appointment, to recommend to Human Resources the full-time-equivalent to be used in calculating salary and benefits. The workload must be within the limits set out by this policy.

The Head of Department should be mindful that the University Tutor role is a teaching-only role. As such, the teaching commitments and other related duties will ordinarily result in the required working hours of University Tutors being in excess of the teaching hours undertaken by Lecturers or Professors. There should be regular reviews of contact hours after agreed periods of time.

The normal working hours for a full-time University Tutor will be 37 hours per week, 44.38 weeks per year or 1642 hours per year. The 44.38 weeks allows for paid annual leave and public holidays.

A Head of Department, in evaluating a University Tutor role, should evaluate the typical weekly workload of the University Tutor across a range of activities: contact time, preparation, grading and feedback, administration and professional development. It is recognised that an effective Tutor in preparation for the performance of their contracted duties and for professional development requires appropriate time for background reading and scholarship to remain current.

A full-time University Tutor would typically be assigned 18-20 contact hours per week, allowing 17-19 hours in total for preparation, grading, feedback, administration and professional development.

However, it should be noted that if this workload applies to the autumn and spring semesters only (30 weeks) a full-time University Tutor is available for work for a further 14.38 weeks (or 532 hours). If an individual is to be appointed on a full-time contract, this must be justified on the basis of added work which is undertaken by the Tutor during the summer term. This added work may include summer teaching, revision and preparation of course materials, and reading, scholarship and professional development in preparation for the performance of their contracted duties.

The Head of Department should estimate the likely total hours worked per week, and hence per year, by a University Tutor, and use this to justify either a full-time appointment or to determine the appropriate full-time-equivalent to be used in calculating salary and benefits.

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[2]A workload review of University Tutors will be undertaken by the end of 2020; an analysis of the scope of the contracted duties, including remuneration for the assessment of examination scripts, will be included in this review.

[3] A workload review will be undertaken by the end of 2020 in order to review this calculation, and every three years thereafter

When making such calculations, the following principles should apply:

- where a University Tutor is not required to be available to support assessment and grading over the examination period, their hours worked per term week should be multiplied by 12 weeks per semester
- where a University Tutor is required to be available to support assessment and grading over the examination period, their hours worked per term week should be multiplied by 15 weeks per semester
- a calculated full-time-equivalent should be rounded up to the next 0.05; a calculated full-time equivalent greater than 0.9 should be rounded up to 1.0.

## 8. Supervision, Monitoring, Engagement and Support

The Head of Department bears overall responsibility for ensuring that University Tutors are appropriately selected, trained, supported, supervised and monitored. The Head of Department may delegate this responsibility to Professors, Lecturers, appropriate nominees and course leaders. They will ensure that any necessary supports are provided to the University Tutor, which may include, where appropriate, induction into the Department, mentoring, participation in departmental meetings and training and development in line with University policies as they develop under the auspices of the University's strategic plan (2018-2022).

The Head of Department (or nominee) will ensure that appropriate processes are in place to monitor performance and teaching quality and to offer feedback to ensure the highest quality of teaching.

The Head of Department (or nominee) is also responsible for monitoring the duties performed by the University Tutor, as well as the number of hours and weeks worked to ensure that the work carried out is consistent with what is defined and agreed in the University Tutor's contract of employment.

University Tutors on a part-time and/or term-time arrangement should not be engaged to take up additional work in another Department without the knowledge and advance agreement of both the Heads of Department and Human Resources. If it becomes apparent that a University Tutor has carried out work beyond that defined by their contract of employment, the Head of Department should seek guidance from Human Resources[4].

## 9. Procedure to engage and appoint University Tutors

The University's standard recruitment and selection procedures apply to the engagement of all University Tutors.

The Head of Department (or their nominee) should complete a *Post Requisition Form (PRF)* outlining the rationale for the required appointment, the exact FTE requirement and proposed working arrangements, including the anticipated duration of the engagement. This form is available online via https://www.maynoothuniversity.ie/human-resources/vacancies/heads-departments and must be submitted to Human Resources for approval by the University Executive. This will typically be prior to the commencement of the academic year and normally submitted between June and September. However, further requests for University Tutors will be considered, if required, in advance of the second semester of the academic year.

Once approval has been granted for these proposed engagements, Human Resources will liaise with the relevant Head of Department and a recruitment and selection competition will be initiated and undertaken.

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[4] The details of how a University Tutor progresses to the grade Senior University Tutor will be agreed in conjunction with the above-mentioned workload review by the end of 2020.

Once an appropriately qualified and skilled individual has been recruited and engaged as a University Tutor, the Head of Department (or his or her nominee) should submit, as standard, to Human Resources a *Contract Staff Appointment Form (CSAF)* available online via: https://www.maynoothuniversity.ie/human-resources/vacancies/heads-departments in order to be processed accordingly.

On the basis of the information provided in the CSAF, Human Resources will issue a contract of employment (permanent or temporary) to the University Tutor that will confirm their employment details, including a description of the work to be performed and confirmation of working hours (whether full-time, part-time and/or term-time).

Each University Tutor must complete an *Online Personnel Form* available online via: https://www.maynoothuniversity.ie/cgi-bin/hrforms/index.pl before the payroll deadline of the first month in which payment is required.


**10. Vetting**

A person employed under this policy may be required to work in roles involving contact with children or vulnerable adults. In such cases appropriate vetting is required before the relevant work is commenced, and the employment is conditional on the receipt of vetting disclosure(s) considered satisfactory by the University.

Where vetting is required, the Department should liaise with the Human Resources department, which will facilitate the process.

**APPENDIX 1: Job Description**



## Maynooth University
## Ollscoil Mhá Nuad

## University Tutor

**The Role**

The University Tutor plays an important support role in the delivery of many of the University's academic programmes and is appointed for the primary purpose of contributing to teaching within a clear and established teaching programme by providing tuition and/or demonstrations to groups of, usually undergraduate students, in specific aspects of the programme. The University Tutor assists and supports students to further develop their understanding of key course topics and to draw out key learning points from course materials.

**Main duties and responsibilities**

The University Tutor will be required to undertake, to the satisfaction of the designated Head of Department, such duties as may be specified by the University within the number of hours of contracted work. These duties may include, but are not limited to, the following:

- To teach students, including seminars, tutorials, laboratory demonstrations, fieldwork, other small group teaching and learning in order to support core teaching.
- To deliver lectures, where appropriate, and under the supervision and mentorship of an academic member of staff holding an appointment as a lecturer or a professor.

To carry out all necessary preparation on topics in order to be able to guide discussions, impart knowledge and answer queries arising from students and where appropriate set exercises or learning materials.

- To assist, give guidance and supervise students, where required and appropriate.
- To contribute proportionately to marking, under supervision, of coursework, written examination and other forms of assessment.
- To undertake the administrative work associated with teaching duties.
- To monitor student progress and provide feedback to students, highlighting to the lecturer or professor responsible for the module any concerns about student performance.
- To attend meetings and participate with other staff in the development of teaching and learning strategies, including contributing to the design and delivery of designated teaching within the subject area.
- To be responsible for all equipment used and ensure that all health and safety procedures are followed, taking action to maintain a safe environment and raising any concerns with the Head of Department (or their nominee).
- To maintain their area of expertise and exercise a high standard of teaching.
- To ensure appropriate course/programme administration and handling of data is carried out in a timely manner.

The duties and responsibilities outlined have been listed as general and standard requirements. Additions or amendments may therefore be made by agreement to reflect the specific requirements of the Department.

**Knowledge, qualifications, skills and experience**

It is essential that candidates have the following:

- A minimum of an honours degree in a relevant discipline and a relevant postgraduate degree;
- Experience of, and commitment to, working in an interdisciplinary setting;
- Good teaching, administrative, organisational, teamwork and communication skills.
- **[additional requirements** in alignment with the tutor policy **customised to specific role]**

It is desirable that candidates have: **[Customised to specific role]**

- Third level teaching experience

**Selection and Appointment**

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview may be required to make a brief presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during the week of the [DATE];
- The appointment is expected to be effective from [DATE].

**Terms and Conditions**

This post is a full-time/part-time and/or term-time post which is offered on a permanent/fixed-term basis. [If the post is fixed term, details of the term, including dates, will need to be specified upfront. If part-time, a general statement will be made to the effect that 'hours will be determined in line with the schedule of classes' but will be expressly stated in the contract].

**Salary**

University Tutor:                                                 €34,394 – €44,868 p.a. (7 points)
Senior University Tutor:                                    €45,766 - €51,649 p.a. (4 points)

Appointment will be made in accordance with the Department of Finance pay guidelines.

A statement on how a candidate will be appointed at the Senior Level if the range is advertised.

**Application Procedure**

Please ensure that you USE THE FOLLOWING REFERENCE '**[HR to complete]**' in the subject line of your application email. This will clarify which role you are applying for.

Please note applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) incorporating all of the below-required information:

- A Curriculum Vitae, including all qualifications and experience, and a covering letter addressing your interest and suitability for the role;

- The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact. **[To be Determined]**

Once the attachment is compiled please send your single document application to recruitment@mu.ie

The completed application documents should be forwarded by email to arrive no later than **midnight, Sunday [insert date]**. Late applications will not be accepted.

**Maynooth University is an equal opportunities employer.**
**The position is subject to the Statutes of the University**

## APPENDIX 2: Estimation of appropriate full-time-equivalent for University Tutors[5]

This appendix presents a set of worked examples estimating the annual hours worked by a University Tutor and hence the full-time-equivalent factor that should be applied when calculating salary and benefits

SCENARIO 1

The Tutor is assigned 18 contact hours per week, is required for examination and grading at the end of semester examination period, and teaches a summer course. A full-time appointment is justified.

| SEMESTER 1 | |
|---|---|
| *Hours per week* | |
| Contact time | 18 |
| Preparation | 6 |
| Grading and feedback | 6 |
| Scholarship and professional development | 7 |
| *Hours per week* | 37 |
| *Weeks worked* | 15 |
| **SEMESTER 1 TOTAL HOURS** | **555** |
| | |
| SEMESTER 2 | |
| *Hours per week* | |
| Contact time | 18 |
| Preparation | 6 |
| Grading and feedback | 6 |
| Scholarship and professional development | 7 |
| *Hours per week* | 37 |
| *Weeks worked* | 15 |
| **SEMESTER 2 TOTAL HOURS** | **555** |
| | |
| SUMMER TEACHING | |
| *Hours per week* | |
| Contact time | 18 |
| Preparation | 6 |
| Grading and feedback | 6 |
| Scholarship and professional development | 7 |
| *Hours per week* | 37 |
| *Weeks worked* | 6 |
| **SUMMER TEACHING TOTAL HOURS** | **222** |
| | |
| **SUBTOTAL HOURS** | **1332** |
| | |
| OTHER WORK | |
| Course revision and preparation | 100 |
| Scholarship and professional development | 150 |
| | |
| **TOTAL HOURS PER YEAR** | **1582** |
| | |
| FULL TIME HOURS PER YEAR | 1642 |
| FULL TIME EQUIVALENT (raw) | 0.963 |
| **FULL TIME EQUIVALENT (rounded)** | **1** |

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[5] A workload review will be undertaken in 2020 to review this estimation, and every three years thereafter.

SCENARIO 2

A Tutor is assigned 18 contact hours per week, is required for examination and grading in the end of semester examination period, but does not teach a summer course. This is similar to a full-time term-time arrangement, and an FTE of 0.75 is justified.

| SEMESTER 1 | |
|---|---|
| *Hours per week* | |
|    Contact time | 18 |
|    Preparation | 6 |
|    Grading and feedback | 6 |
|    Scholarship and professional development | 7 |
| *Hours per week* | 37 |
| *Weeks worked* | 15 |
| **SEMESTER 1 TOTAL HOURS** | **555** |
| | |
| SEMESTER 2 | |
| *Hours per week* | |
|    Contact time | 18 |
|    Preparation | 6 |
|    Grading and feedback | 6 |
|    Scholarship and professional development | 7 |
| *Hours per week* | 37 |
| *Weeks worked* | 15 |
| **SEMESTER 2 TOTAL HOURS** | **555** |
| | |
| SUMMER TEACHING | |
| *Hours per week* | |
|    Contact time | |
|    Preparation | |
|    Grading and feedback | |
|    Scholarship and professional development | |
| *Hours per week* | 0 |
| *Weeks worked* | 0 |
| **SUMMER TEACHING TOTAL HOURS** | **0** |
| | |
| **SUBTOTAL HOURS** | **1110** |
| | |
| OTHER WORK | |
| Course revision and preparation | 100 |
| Scholarship and professional development | |
| | |
| **TOTAL HOURS PER YEAR** | **1210** |
| | |
| FULL TIME HOURS PER YEAR | 1642 |
| FULL TIME EQUIVALENT (raw) | 0.737 |
| **FULL TIME EQUIVALENT (rounded)** | **0.75** |

SCENARIO 3

A Tutor is assigned 8 contact hours per week, is not required for assessment and grading in the end of semester period, and does not teach in the summer. This is a part-time term-time arrangement and an FTE of 0.35 is justified

| SEMESTER 1 | |
|---|---|
| *Hours per week* | |
|    Contact time | 10 |
|    Preparation | 4 |
|    Grading and feedback | 4 |
|    Scholarship and professional development | 2 |
| *Hours per week* | 20 |
| *Weeks worked* | 12 |
| **SEMESTER 1 TOTAL HOURS** | **240** |
| | |
| SEMESTER 2 | |
| *Hours per week* | |
|    Contact time | 10 |
|    Preparation | 4 |
|    Grading and feedback | 4 |
|    Scholarship and professional development | 2 |
| *Hours per week* | 20 |
| *Weeks worked* | 12 |
| **SEMESTER 2 TOTAL HOURS** | **240** |
| | |
| SUMMER TEACHING | |
| *Hours per week* | |
|    Contact time | |
|    Preparation | |
|    Grading and feedback | |
|    Scholarship and professional development | |
| *Hours per week* | 0 |
| *Weeks worked* | 0 |
| **SUMMER TEACHING TOTAL HOURS** | **0** |
| | |
| **SUBTOTAL HOURS** | **480** |
| | |
| OTHER WORK | |
| Course revision and preparation | |
| Scholarship and professional development | 50 |
| | |
| **TOTAL HOURS PER YEAR** | **530** |
| | |
| FULL TIME HOURS PER YEAR | 1642 |
| FULL TIME EQUIVALENT (raw) | 0.323 |
| **FULL TIME EQUIVALENT (rounded)** | **0.35** |

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