



# Maynooth University

## Ollscoil Mhá Nuad

### Maynooth University PhD Teaching Studentship in Anthropology (Graduate Teaching Assistant)

The Department of Anthropology is pleased to announce that a departmental PhD Teaching Studentship will be available for one student intending to commence PhD studies in October 2019.

Full time research degree students commencing study in October 2019, and who have a relevant first class or 2.1 honours in their primary degree, or have a relevant Master's degree, are eligible to apply for studentship support in the department. Students who are in receipt of a university scholarship or who have fees paid from external sources are not generally eligible.

The studentship will entail:

1. Full annual tuition fees support (approximately €6200 per annum);
2. A fixed stipend of €9007 per annum;
3. Duties as a Graduate Teaching Assistant with a requirement to undertake teaching support duties for up to 25% of the notional study year. This will entail 455 hours of teaching support duties in the course of a year, with not more than 20 hours in any one week. These duties will be carried out under the direction of the Head of Department, or a member of staff nominated by the Head.

The studentship will be awarded for the expected duration of the studies, subject to satisfactory annual review of progress in research, and performance in teaching support. Master's degree students may benefit for not more than two years and PhD students for not more than 5 years, and this benefit is cumulative i.e. a maximum of 5 years is available where a student on a PhD-track progresses from Masters to PhD.

The studentship will be awarded by the department on the basis of (i) research potential in an area aligned with the department's research priorities and (ii) potential and aptitude to provide high quality teaching support.

#### **The teaching support role**

A Graduate Teaching Assistant is a registered postgraduate student of the University who, within the duration of his/her studies is also employed by the University to play an important role in the delivery of the academic programmes of the University by providing teaching support (e.g., as a teaching assistant, tutor or demonstrator) under the direction and guidance of a supervising member of staff.

#### **Main duties and responsibilities**

The Graduate Teaching Assistant will be required to undertake such duties as may be specified by the Head of Department or his/her nominee within the stipulated maximum of 455 hours per annum. These duties may include, but are not limited to, the following:

- To assist the delivery of a range of teaching and assessment activities, including tutorials and laboratory demonstrations, in support of the required teaching commitments of undergraduate students;
- To contribute, under supervision, to the development of appropriate teaching materials to ensure that content and methods of delivery meet learning objectives;
- To contribute, where appropriate and under supervision, to the assessment process, using a variety of methods and techniques and to provide effective, timely and appropriate feedback to students to support their learning;

- To be available for consultation by undergraduate students;
- To lead classes with groups of students and/or participate in the supervision of practical work, advising on skills, experimental methods and techniques to assist the transfer of knowledge.
- To undertake limited administrative duties as requested by the Head of Department;
- To attend meetings associated with the course they support as requested/ appropriate.

[The duties and responsibilities outlined are general and standard requirements. Additions may be made to reflect the specific requirements of the Department.]

### **Knowledge, skills and experience**

It is essential that studentship holders have the following:

- First class or 2.1 honours primary degree in the subject area, or a relevant masters accepted by the department.
- Excellent communication and language skills both orally and written
- Excellent interpersonal skills and presentation skills
- Time management skills
- Ability to work independently and as part of a team
- Ability to work under supervision
- Self-motivation
- Ability to accept collegiate responsibilities and act accordingly.

### **Selection and Appointment**

- Appointments will be made by the Head of Department based on a transparent internal process that meets the needs of the Department.

### **Terms and Conditions**

The studentship may be held by full-time registered students only, with a part-time (maximum of 20 hours per week) teaching assistant commitment, which is offered on a fixed-term basis during the successful graduate's course of study. The teaching support commitment is consistent with and governed by the University's HR policy on Graduate Teaching Assistants.

### **Stipend**

A fixed stipend of €9007 per annum will be offered. This will be paid in twelve equal instalments from October to September. The studentship will be awarded for the expected duration of the studies, subject to satisfactory annual review of progress in research, and performance in teaching support. Master's degree students may benefit for not more than two years and PhD students for not more than 5 years, and this benefit is cumulative i.e. a maximum of 5 years is available where a student on a PhD-track progresses from Masters to PhD.

The stipend will include 8% holiday pay. The stipend will be subject to such personal taxation and social insurance contributions as will be determined by the Revenue Commissioners; these will be the responsibility of the student<sup>1</sup>.

The stipend is notionally equivalent to a payment of €18.33 per hour of teaching support duties (basic tutorial or intermediate demonstrator standard hourly rate).

There will be no pension entitlements arising from the studentship.

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<sup>1</sup> If the student is receiving no other income and they are eligible for the standard PAYE and single person's tax credits then they would not be liable to pay tax, as their earnings would be under the threshold.

## Application Procedure

Applicants should submit a curriculum vitae (no more than five pages) and a cover letter (no more than two pages) outlining their interest in the position, their suitability and their proposed doctoral research plan to the Anthropology Office on/before Thursday 11<sup>th</sup> July. Applications should be forwarded by email to [anthropology.office@mu.ie](mailto:anthropology.office@mu.ie)

All eligible candidates will be considered for open positions.

Applicants may be shortlisted for interview and if so, will be contacted directly by the Department.

## Termination

A Graduate Teaching Assistant's employment with the University is contingent on them being a registered graduate student, and their employment as a Graduate Teaching Assistant will terminate automatically when they cease to be a registered graduate student. The grounds for termination are that a Graduate Teaching Assistantship is primarily a training role offered to postgraduate students to gain experience of teaching: it is a legitimate objective of the university to provide education and training for successive cohorts of postgraduate students, that providing an opportunity to students to develop skills in teaching by serving as a teaching assistant, tutor or demonstrator is an important part of postgraduate training, so where work as a teaching assistant, tutor or demonstrator is available, the University makes such work available to postgraduate students as a priority.

In addition, the GTA appointment may be terminated for misconduct, or poor performance, or for other reasons under the general HR policies of the university.

## Notes for departments

1. The €9,007 figure includes holiday pay; the additional costs to the Department would be 8.6% Employer's PRSI. Total cost to the Department would be €9782.
2. A PhD registration will qualify for any "PhD bonus" payment to the department within the Resource Allocation model.
3. No fee income will be attributable to the department for the student, within the resource allocation model (no double counting of the fees waived).
4. A stipend of €9007 is the minimum stipend that will qualify for a fee waiver by the University. The department may increase the stipend offered, provided all students are treated equitably.
5. Two or more departments may join together to offer a studentship for interdisciplinary studies, or for a rotated offering of studentships. A Faculty may also offer studentships.
6. Once the Graduate Teaching Assistant has been recruited and engaged, the Head of Department should advise the Graduate Studies Office of the holder of the studentship. The Head must also advise the Human Resources by submitting a completed *Graduate Teaching Staff Appointment Form (GTSAF)* specifying a fixed-hours appointment of 455 hours per annum (departmental teaching studentship). This form will be available via the Graduate Studies Office and must be completed in full and provided to Human Resources before the payroll deadline of the first month for which payment is to be made. It is not necessary for the student to submit monthly occasional pay forms but the Head of Department must satisfy him/herself that the conditions of the studentship have been met and, for audit purposes, the department must keep a record of teaching support hours delivered. If the required teaching support hours are not delivered then the Head should contact HR for advice on how to proceed. The GTSAF must be re-submitted to HR annually at the beginning of the academic year.

Schedule of Hourly Paid (Occasional) Rates 2018/19 is available at the following link  
[https://www.maynoothuniversity.ie/sites/default/files/assets/document/Occasional%20Staff%20Pay%20Rates%202017-18%20Explanation\\_0.pdf](https://www.maynoothuniversity.ie/sites/default/files/assets/document/Occasional%20Staff%20Pay%20Rates%202017-18%20Explanation_0.pdf). (Rates applicable to Graduate Teaching Assistants).

**Guidance on payment for preparation:** The rates for teaching given above are paid for each hour worked, not just for classroom contact time. Given the nature of the work, preparation hours will not be paid for general work, invigilation, administration, grading or oral examinations. Preparation hours may be paid for lectures, tutorials and demonstrations. It is a matter for each department, understanding the nature of the work involved, to establish how much preparation time should be paid. The preparation time could be established as a ratio (one hour preparation for each hour teaching) or as block of work (for example 2, 3 or 6 hours preparation in total for a 12 hour block of tutorials). There is an existing university norm of paying one hour preparation for each hour of lecturing. Grading assignments or preparing other forms of feedback to students should be paid for using the grading rates only (per hour or per item, as applicable).