University of Warwick
Department of Chemistry

Sessional Teaching Project Information Booklet

Approved for use in 2015-16

Author: Lynne Bayley
Feedback: Lynne Bayley / STP user group
Department of Chemistry STP Information

Sessional Teaching in Chemistry:

Information for Postgraduates and Prospective Sessional Teachers

This section:
- States the range and magnitude of sessional teaching within the Department of Chemistry
- States how allocations of paid sessional teaching are made in the Department of Chemistry
- States how persons who are not members of the Department of Chemistry can access paid sessional teaching in the Department
- Provide guidance on the STP (define) payroll process

Sessional teaching available in the Department of Chemistry comprises of laboratory demonstrating, marking, invigilating and small group teaching assistants. There is currently no availability of sessional teaching in tutoring, lecturing or any other senior teaching roles. Open day tour guides and administrative work may be available but is not within the remit of sessional teaching and will be administered through UniTemps.

There is a significant amount of demonstrating and marking teaching available in each academic year taking place across all three terms. Topic areas where sessional teaching is likely to be available include synthetic chemistry, analytical chemistry, computational chemistry and mathematics.

Postgraduate students in the Department of Chemistry* are required to demonstrate for a minimum of 10 days during the course of their studies AND undertake the marking of one experiment for an academic year (or the equivalent) as allocated. Employer feedback has shown us that demonstrating is very valuable professional development during a PhD therefore this requirement will be waived only in exceptional circumstances.

Scheduled laboratory demonstrating is expected to take place primarily in the first two years of a PhD candidature but may also take place in other years if the requirement has not already been met. From 2015–16 onwards, allocated marking is expected to be scheduled in the second or third years and may be completed out of working hours.

Demonstrating and marking is allocated centrally in the department according to a best fit model relating areas of expertise to available work. New postgraduate students will be allocated to laboratory demonstrating with reference to their supervisor’s areas of research. Academic laboratory leads and/or supervisors may be consulted on appropriate work. Continuing students who have already completed the required amount of demonstrating / marking will usually be given the opportunity to continue demonstrating (see career progression possibilities below). A survey, carried out during the summer period, will be available for continuing students to indicate their preferences. Sessional staff who wish to make an application to progress but have not been allocated sufficient hours are advised to contact the member of staff responsible for allocations.

Examination invigilation is allocated by dividing the number of hours equally amongst those who register an interest. Chemistry examinations take place in term 2 weeks 9 and 10 and term 3 weeks 1 and 2 as well as the main examination period.

Small group teaching assistants are allocated via research groups. Only a very small number of hours are usually available each academic year (max. 30).

Candidates who meet the person specifications with suitable background / experience but are not studying for a postgraduate degree in the Department of Chemistry at the University of Warwick may apply to be allocated demonstrating / work through STP but are advised that the allocations for demonstrating and marking for the entire academic year are usually made in September.

Sessional teachers must register with STP and provide documentation showing their right to work in the UK. Visa holders are responsible for checking that allocated sessional teaching meets their visa requirements and inform the department of any issues. Time sheets should be completed online by the weekend following the scheduled session for departmental approval at the start of the working day on Monday. Under exceptional circumstances (such as
illness, family issues) time sheets **MAY** be accepted and approved up to six weeks after scheduled sessions, however, this should be the exception rather than the norm. Time sheet approval will be carried out weekly in the department and payment will be processed centrally on a monthly basis. Allocated demonstrating / marking is required to be carried out in the Department of Chemistry. Failure to register with STP or inform department of allocations not conforming to visa requirements will result in non-payment for sessional work carried out. No sessional teaching activity should be carried out without a clear contract and online system allocation in advance.

* Postgraduate students in the Department of Chemistry are defined as those whose primary PhD supervisor is a member of academic staff in the Department of Chemistry at the University of Warwick. This includes self-funded and industrially funded postgraduates as well as those enrolled *via* doctoral training centres. If a student’s background is inappropriate for demonstrating then alternatives with small group teaching will be arranged.

† A reduction in the quantity of marking / demonstrating required **may** be permitted for students who can present a case for detrimental impact on their career.

‡ Allocations for demonstrating and marking are currently made by the Director of Student Experience, Dr Lynne Bayley. Please contact l.bayley@warwick.ac.uk if you wish to register interest.
Department of Chemistry STP Proposal: Job Details

Laboratory Demonstrator

This section;
- States the functions and duties of laboratory demonstrators within the Department of Chemistry.
- States the person specification required for laboratory demonstrators within the Department of Chemistry.
- States the rates of pay for laboratory demonstrators including the spinal progression points.
- States the functions and duties that are required or optional and those that will and will not be paid.
- Provides the names and contact details for members of staff in the Department of Chemistry for various aspects relating to demonstrating.
- Gives information about the availability of CPD and how progression on the spinal points can be achieved.

Functions and Duties

- Teaching
  - Conduct demonstrations and provide advice to students on usage of laboratory equipment and techniques
  - Assist in the collection of data which may include setting up and running samples on equipment that does not allow student access e.g. running NMRs
  - Consult with staff on issues / improvements with experiments.
- Safety
  - Carry out check on students’ laboratory books prior to allowing them to start experimental work and advise as required to ensure risk assessments completed appropriately.
  - Monitor safety of students and inform them of steps they should take to develop safe laboratory practices.
  - Inform staff in charge of laboratory of serious infringements of safety policy.
- Facilities
  - Check kits and ensure that students properly clean and put away equipment at the end of the laboratory session.
  - Ensure that the laboratory is kept is a clean and orderly fashion.
  - Notify technicians of low chemical stock levels and equipment malfunction.
- Carry out administrative duties as required, including but not limited to:
  - Check emails for notification of students not allowed to take part in experiments.
  - Complete electronic registers online, accurately, within 7 days of practical class.
- Timetabling and Attendance
  - Arrive promptly at the start of scheduled sessions.
  - Use electronic timetable to verify agreed scheduled hours.
  - Demonstrate on agreed days (changing days is only allowed if you find a replacement demonstrator that can carry out the duties to the required standard and is agreed in advance)
  - Inform staff ASAP of absence relating to illness.
- Timesheets
  - Complete online time sheet by the week end (Sunday) following the scheduled session. (Under certain circumstances such as illness, family issues etc. time sheets MAY be accepted up to 6 weeks after scheduled sessions
  - Sign in and out of laboratory with accurate times.
- Marking
  - Award marks for student data, physical products and / or safety as required
  - Complete practical based mark-sheets during the laboratory time.

Duties not included in role of laboratory demonstrator

- Responding to student queries about assessments (other than checking laboratory marks are accurate and feedback explains grade).*
- Communicating with students regarding late penalties and unauthorized absence.
- Marking of student submissions made after the laboratory session has finished.
• Synthesis of chemicals, set up and maintenance of equipment / resources unless agreed in advance. Technical support of this nature, if required, must be pre-contracted and will be paid for the set number of hours specified in advance.

*If you receive a communication from a student that you are not required to respond to please forward the email (no explanation required) to l.bayley@warwick.ac.uk

**Person Specification:**

There are 3 levels of Demonstrator with differing levels of responsibility being expected. It is anticipated that most demonstrators will begin on the Assistant grade and progress upwards.

**Assistant Laboratory Demonstrator:**
- Minimum BSc honours in Chemistry OR equivalent qualification or experience.
- Knowledge and experience of general laboratory procedures and equipment common to undergraduate laboratory experiments.
- Awareness of laboratory health and safety guidance.

**Laboratory Demonstrator:**
As for Assistant Laboratory Demonstrator plus:
- Proven ability to understand and communicate theory related to experiment procedures and background information.
- Ability to effectively manage student groups.
- Active engagement in promoting laboratory health and safety.
- Experience of demonstrating at Warwick.

**Senior Laboratory Demonstrator:**
As for Laboratory Demonstrator plus:
- Knowledge and understanding of pedagogic methods.
- Ability to progress learning of students through;
  - design and delivery of teaching activities
  - face to face feedback.
- Engagement with experiment design and improvement.

**Pay**

The rates of pay for laboratory demonstration duties are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Spinal Point</th>
<th>Base Rate</th>
<th>Holiday Pay</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Laboratory Demonstrator</td>
<td>14</td>
<td>£10.34</td>
<td>£1.25</td>
<td>£11.59</td>
</tr>
<tr>
<td>Laboratory Demonstrator</td>
<td>19</td>
<td>£11.95</td>
<td>£1.44</td>
<td>£13.39</td>
</tr>
<tr>
<td>Senior Laboratory Demonstrator</td>
<td>24</td>
<td>£13.84</td>
<td>£1.67</td>
<td>£15.51</td>
</tr>
</tbody>
</table>

All new demonstrators will be appointed as an assistant laboratory demonstrator and can progress to the higher levels through completion of training / professional development. With respect to the implementation of the sessional teaching project all sessional teachers who carried out demonstrating prior to 2015–16 will be entered at the Laboratory Demonstrator level at a minimum. Sessional teachers who have previously met the requirements for the Senior Laboratory Demonstrator should provide evidence on allocation of teaching duties to be contracted at the higher level.

The following activities are required and will receive renumeration:
- Face-to-face contact time in laboratory or small group teaching. Laboratory sessions finishing prior to the scheduled time will be paid for the actual contact hours subject to a minimum of 3 hours per session.
- If the physical sign in / out sheet is not completed correctly on the day of demonstrating then the average of the contact time for the experiment set in the same term will be paid.
• Scheduled time to practice experiments prior to carrying out demonstrating. Practice time will be paid for the actual hours spent in the laboratory subject to a minimum of 3 hours. This time may also be utilized to practice the assessments relating the demonstrating.
• Sessions lasting longer than 4 hours and less than 8 hours should include a paid break of up to 0.5 hours. Sessions lasting longer than 8 hours will not be scheduled but if circumstances extend the session then paid of up to 1 hour will be paid.
• Demonstrators are required to be present in the laboratory for all paid time excluding the paid breaks detailed above. If there are long reaction times etc. demonstrators should carry out teaching and learning activities with students.
The following activities are required for your professional development and are not paid:
• Department of Chemistry introduction to demonstrating training OR equivalent LDC course.
• New demonstrators will shadow an existing demonstrator for whole or part of a day.
The following activities are optional and are not paid:
• If you request to change experiments after your first year demonstrating then you must practice the experiments and this will not be paid. If the department asks you to change experiment then you will be paid for the additional experiment practice time.
• Set up and maintenance of equipment / resources unless agreed in advance.

Organization / Contacts
Professional development contacts: Lynne Bayley / Nikola Chmel
Experiment content and resources contact: Section lead
Allocation and scheduling contact: Lynne Bayley
Facilities and equipment contact: Rajan Randev / Eddie Ryan
Illness / absence contact: Rajan Randev
Payroll contact: Department of Chemistry Finance Office
STP departmental user group and feedback: Lynne Bayley / PG representative to be announced.

Training and Professional Development
The following training and professional development activities are required prior to the start of any student contact time:
• Department of Chemistry introduction to demonstrating training day OR equivalent LDC course.
• Practice of individual experiments.
• Shadowing an existing demonstrator.
• Complete departmental health and safety induction.
• Familiarisation with module regulations.
• Completion of equality and diversity training module;
  http://www2.warwick.ac.uk/services/ldc/development/diversityelearn/

Timing of Progression
• Progression applications may be submitted at any time.
• Assessment of progression applications will be carried out as soon as practical but no later than 1 calendar month after submission.
• Processing of progression to the higher rate is only able to take place between terms.

Progression from Assistant Laboratory Demonstrator to Laboratory Demonstrator may be achieved by;
• Achieving a passing grade after submission of the Laboratory Demonstrator Progression Form.
• It is expected that progression to the required standard will require a minimum of 10 days contact time with at least 5 scheduled hours per day (or equivalent of 50 hours scheduled teaching time).
• Applications that are rejected will be accompanied by clear feedback and targets to enable the candidate to develop and progress at a later stage.

Progression from Laboratory Demonstrator to Senior Laboratory Demonstrator Progression may be achieved after successful completion of any one of the following courses:
• CH961 Introduction to Teaching for Postgraduates in Science.
• PGA Teaching and Learning in Higher Education
• It is expected that progression to the required standard will require 15 days contact time with at least 5 scheduled hours per day (or equivalent of 75 hours scheduled teaching time).

It is possible, for a demonstrator to progress directly from Assistant Laboratory Demonstrator to Senior Laboratory Demonstrator in situations where the criteria for the progression to the senior level have been met.

Additional professional development activities are available at:
• Learning and Development Centre (LDC) teaching and learning- http://www2.warwick.ac.uk/services/ldc/tandl/
• LDC equality and diversity http://www2.warwick.ac.uk/services/ldc/development
• PG transferable skills module CH961: http://www2.warwick.ac.uk/fac/sci/pioneers/modules/#teaching
Laboratory Demonstrator Progression Form

This form is to be used by sessional teachers within the Department of Chemistry who wish to progress from the assistant laboratory demonstrator rate to the laboratory demonstrator rate. All applications will be processed and feedback delivered within one calendar month from receipt. Submission must be made online at http://moodle.warwick.ac.uk/course/view.php?id=3230

Name:  
ID Number:  

Provide a paragraph as a case study example from your demonstrating experience to explain how you have done the following.

1. Communicate theory relating the experiment to students.

2. Check and progress students’ understanding of practical techniques.

3. Manage the student groups effectively.

4. Actively promote health and safety in the laboratory.

5. Observation.  
An observation by an academic or teaching laboratory member of staff is required to show that you carry out these principles during your demonstrating duties.  
Name of Observer:

<table>
<thead>
<tr>
<th>Theory</th>
<th>Understanding</th>
<th>Group Management</th>
<th>Health and Safety</th>
<th>Observation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass / Fail</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Marker

This section will:
- State the functions and duties of markers within the Department of Chemistry.
- State the person specification required for markers within the Department of Chemistry.
- State the rates of pay for marking including the spinal progression points.
- State the functions and duties that are required or optional and those that will and will not be paid.
- Provide the names and contact details for members of staff in the Department of Chemistry for various aspects relating to marking.
- Give information about the availability of CPD and how progression on the spinal points can be achieved.

Functions and Duties

- **Preparation**
  - Complete assessed work task personally.
  - Meet academic lead and carry out trial marking exercise.
  - Marking and feedback.
  - Access mark sheets for laboratory practice from online folder.
  - Access student assignments from online submission area.
  - Use mark scheme appropriately to award and enter grades online.
  - Provide appropriate feedback to advance the knowledge and understanding of students.
  - Complete marking and feedback within 7 days of submission deadline or actual submission date (whichever is later).*

- **Student Contact**
  - Respond to student queries via forums relating to theory and understanding.
  - Respond to student queries via e-mail relating to individual feedback and / or checking grades.
  - Notify academic lead of any student complaint relating to grades.
  - Consult with academic lead on topics, student submissions or mark schema where additional clarity is required.

- **Administration**
  - Check forum for posts relating to theory and understanding of allocated assignments (sign up optional).
  - Check emails for notifications of student submission.
  - Inform nominated staff as soon as possible if you are unable to complete marking within deadline e.g. due to illness.

- **Timesheets**
  - Complete online time sheet by the week end (Sunday) following the scheduled session. (Under certain circumstances such as illness, family issues etc. time sheets MAY be accepted up to 6 weeks after scheduled sessions.
  - Complete time sheet accurately according to number of submissions marked and time spent on responding to student queries.

*Failure to mark within the set time scales will be counted as a breach of contract and persistent lateness (repeated occurrences of marking taking over 7 days) or individual incidences of significant lateness (over 14 days) will result in the work being reallocated.

Duties not included in role of marker

- Awarding of or communication with students regarding penalties, late submissions, absence from laboratories.
- Response to student questions regarding theory and understanding via email.
- Responding to student complaints relating to grades.
- Development of assessments and mark schemes (unless agreed in advance).
Person Specification:

Marker:
• Minimum BSc honours in Chemistry OR equivalent qualification or experience.
• Knowledge and experience of general laboratory procedures and theory common to undergraduate laboratory experiments.
• Ability to award marks accurately to scheme provided.

Senior Marker:
As for Marker plus:
• Proven ability to provide good quality feedback.
• Active engagement in maintaining and using comment banks.
• Engagement and consultation with staff on assessment procedures.
• Knowledge and understanding of pedagogic design to progress student learning.
• Ability to deliver effective feedback and questioning to challenge undergraduate students understanding.
• Engagement and consultation with staff on assessment design and delivery.
• Training and knowledge transfer to new markers.

Pay

The rates of pay for laboratory demonstration duties are as follows:

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<tr>
<th></th>
<th>Spinal Point</th>
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<th>Holiday Pay</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marker</td>
<td>16</td>
<td>£10.95</td>
<td>£1.32</td>
<td>£12.27</td>
</tr>
<tr>
<td>Senior Marker</td>
<td>21</td>
<td>£12.67</td>
<td>£1.53</td>
<td>£14.20</td>
</tr>
</tbody>
</table>

All markers will be paid for a pre-determined amount of time per student submission. The time per student submission depends on the assessed task and has been established in conjunction with prior markers. A flexible time allowance for responding to student queries will be authorized and monitoring of responses through online forums may be carried out. All responses should be carried out through online forum.

The following activities are required and will receive remuneration:
• Assessing work personally.
• Meeting with academic lead to mark first set of assessed work according to scheme.
• Marking AND feedback.
• Responding to student queries via forums (to pre-agreed maximum time).

The following activities are required for your professional development and are not paid:
• Department of Chemistry introduction to demonstrating training OR equivalent LDC course.

The following activities are optional and are not paid:
• If you request to change assessed work that you mark, the development time to be come established must be completed but will not be paid for. (If the department asks you to change assessed work then you will be paid for the development time.)
• Discussion with previous markers.
• Other CPD activities.
Organization / Contacts
Professional development contacts: Lynne Bayley / Nikola Chmel
Experiment content and resources contact: Section lead
Allocation and scheduling contact: Lynne Bayley
Illness / absence contact: Lynne Bayley
Payroll contact: Finance Office
STP departmental user group and feedback: Lynne Bayley / PG representative to be announced.

Training and Professional Development
The following training and profession development activities are required prior to the start of any student contact time:

- Department of Chemistry introduction to demonstrating training day OR equivalent LDC course.
- Familiarisation with module regulations.
- Completion of equality and diversity training module; http://www2.warwick.ac.uk/services/ldc/development/diversityelearn/

Progression to Senior Marker can be achieved by successful completion of any of the courses specified below plus an academic review of the quality of marking and feedback of previously marked work:

- CH961 Introduction to Teaching for Postgraduates in Science.
- PGA Teaching and Learning in Higher Education

Applications that are rejected will be accompanied by clear feedback and targets to enable the candidate to develop and progress at a later stage.

Additional professional development activities are available at:

- Learning and Development Centre (LDC) teaching and learning- http://www2.warwick.ac.uk/services/ldc/tandl/
- LDC equality and diversity http://www2.warwick.ac.uk/services/ldc/development
- PG transferable skills module CH961: http://www2.warwick.ac.uk/fac/sci/pioneers/modules/#teaching
Summary of General Terms and Conditions

These will be framed around some core principles that will define the University’s future approach to those on hourly paid and sessional arrangements, currently paid through VAM. A detailed document will also be available.

- A fair, transparent and consistent approach to recruitment and remuneration
- A structured, tailored approach to professional development and also:
- An easy to access record of work completed, to support with the development of CVs
- Simplified and improved administration for both individuals and departments.

The University will provide:

1. An assignment contract with an estimate of the total hours of work and a breakdown by activity (contact hours, preparation, marking etc.), as determined by the nature of the work in individual departments.
2. Rate of pay per hour for different activities, derived from the nationally negotiated pay framework, with a separate associated holiday pay element.
3. A notice period of one month.
4. Automatic enrollment into the USS or UPS pension scheme with the facility to make contributions through salary sacrifice and the ability to opt out of both if so wished.
5. Entitlement to statutory adoption, maternity, paternity and sick pay.
6. The right to join a trade union, to have individual representation and to take strike action.
7. The right to be treated with dignity and respect at all times, as outlined in the Dignity at Warwick policy.
8. Departmental induction and mentoring, adhering where required to standards set by University e.g. by the Board of Graduate Studies for postgraduates who teach.
9. Access to training and professional development opportunities and a record of what has been completed, as well as record of work undertaken, to show to prospective employers.

And, in return, the Department expects:

1. Delivery of the teaching as agreed and specified to a high standard.
2. A notice period of one month if you wish to terminate the agreement.
3. Submission of records of time worked to required deadlines via the web portal.
4. Provision of all of the information requested about eligibility to work and adherence to visa requirements, where relevant.
5. Completion of all mandatory training for your role.
6. Advanced notice of any absence, for whatever reason.
7. Agreeing to checks by the Disclosure and Barring Service where required for the role.
8. Advice from you if the department and/or the University needs to make special arrangements because of a health or a disability issue.
9. Whilst working at the University, being familiar with relevant University policies and conducting yourself in a manner consistent with the Dignity at Warwick policy.
10. Behaviour in accord with the University’s rules around confidentiality and intellectual property rights, adopting expected professional standards of conduct whilst working on the assignment.