

## **Baseline workload tariffs for DTs FINAL**

The 2016 DT contract contains a very general statement for Arts/Hums and Social Science Schools involving a x 4 multiplier for each hour of contact time, and a more detailed matrix for the Science Schools. In line with the direction of travel of the new DT collective agreement, we would like to move towards a system that is more similar to the workload tariffs used for other staff who teach, including a minimum of 10h per annum paid training and other minimum baselines.

We propose a common but slightly differentiated approach for the Humanities and Social Science Schools vs the Science schools. The following principles which should be consistent across Schools:

1. That Doctoral Tutor work represents a valuable opportunity for professional development and Schools must give thought to the types of training provided, as well as ensuring that module convenors and others in teaching teams play an active role in supporting and developing DTs and their work.
2. Whereas there is scope for some local variation in tariffs between Schools, the allocations in this document should be a minimum, allowing provision for additional workload allocation for particular tasks when needed.
3. That workload tariffs should aim to account for work undertaken as accurately as possible, including preparation, delivery, marking, and administration/student responses.
4. In the majority of cases, the tariff system (along with the increase from Grade 5 to 6 where applicable) will result in increased payments from the previous multiplier system, when applied to the same number of hours and work allocation. There may be a small number of cases where a DT receives slightly less. If a DT believes that they are receiving a lower payment for the same work under the tariff system, they should raise this with their School along with supporting information about why they believe this is the case. If they are found to be receiving a lower payment, the difference will be paid to ensure that the DT does not experience a detriment under the new system. This will only apply to DTs who are currently employed by the University in the 2023/24 academic year, for the duration of their employment as a DT with the University. It will not apply to any DTs who are recruited from the 2024/25 academic year onwards. Hours and patterns of work are not guaranteed to remain the same from one academic year to the next.
5. While subject to local variation above the minimum, these tariffs are a mandatory baseline for DTs as per the collective agreement of 2024.

### **Arts, Humanities and Social Sciences**

#### **Training**

- 10 hours per year (includes mandatory training, teaching skills and other generic skills)

#### **Teaching contact time**

- Exact time allocation (as reflected on DTs' timetables). Teaching activities include seminars, workshops or interactive lectures.

### **Preparation time**

- For the first seminar group, 2 hrs preparation time per 1 hour of contact time
- For each additional seminar group – an additional 1 hour of preparation time per 1 hour of contact time, with additional allowances per group applying up to 6 groups (though it will be rare for a DT to run this number of groups)
- 1 hour lecture attendance per week per module where required – clarity to be given by the module convenor on when lecture attendance is necessary or there is an exemption

### **Student Queries, Feedback and follow up**

- 1.5 hours per week for the first seminar group per week or per fortnight (1 hour for feedback and 0.5 for admin and emails) and 0.5 per additional group (i.e. if 2 groups, 2 hours per week, if 3 groups 2.5 hours per week)

### **Meetings with convenor and/or course team**

- 4 hrs per semester per module (including check-ins, guidance on marking etc)

### **Week 0 preparation time**

- 2 hours per semester per module (e.g. reviewing background literature)

### **Marking & feedback**

- Marking time to be itemised as for academic staff. Should be on the basis of length/nature of assessment, multiplied by number of students and reflect expectations for feedback. Detailed marking tariffs will be determined in Schools.

## **Sciences**

### **Training**

- 10 hours per year

### **Week 0 preparation time**

- 2 hours per semester per module (e.g. reviewing background literature)

### **Teaching contact time**

Seminar, Workshop, Tutorial, Practical, Other – First time of delivery within the academic year

- 2 hours preparation time per one hour of contact time

Seminar, Workshop, Tutorial, Other – Repeat delivery within the academic year

- 1 hour preparation time per one hour of contact time

Practical – Repeat delivery within the academic year

- Contact time only

### **Field trips**

- Contact time paid as 7.4 contact hours per day, with 36.5 hours the maximum number of hours allocated in a given week

## **Student Queries, Feedback, Meetings with convenor and Admin**

- 4 hours per semester per module (including check-ins, guidance on marking etc)

## **All Schools: Indicative Marking Tariffs**

Marking should be paid for the exact time spent. This will be determined locally – the time allocations below are indicative minima per assignment.

### **Coursework, Short Answer Questions, Essays, Exams (up to level 5):**

Short answer questions – 10 mins each

Problem sheets, including practical classes – 10 mins each

Long answer questions/essays/exam scripts ~1000 words – 20 mins each

Essays/exam scripts ~2000 words – 30 mins each

Essays/exam scripts ~3000 words – 40 mins each

## **Comment on modifications to tariffs**

Since negotiations around these tariffs were conducted in the DT task and finish group, we have discussed the proposals with HoSs, and done detailed modelling of workloads and costings. In order to arrive at tariffs that provide a fair representation of workload, some modifications to the original proposals were made as below:

- In the Arts/Hums and Social Sciences, for each additional seminar group an additional 1 hour of preparation time **per hour of contact time** (as opposed to additional preparation time **per week**. This provides a fairer outcome when sessions of 2 hours or more are considered.
- In the Arts/Hums/Social Sciences, meetings with the convenor set at 4 hours per term
- Across all Schools, preparation time in week 0 set at 2 hours per term
- In the Sciences, tariffs for field trips introduced
- In the Sciences, student queries, feedback, meetings with convenor and admin set at 4 hours per term

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