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[REDACTED]

11 April 2014

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_14-067)

We have now considered your request of 31 March 2014 for information relating to the recruitment, performance management and training of University tutors.

Our response can be found, together with your original request, on page 3 of this letter. We hope this will meet your requirements.

However, it is not possible to provide all the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold information in response to question 6.

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You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the above address.

You must appeal our decision within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
Website: <http://www.ico.org.uk/>

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson

Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_14-067)

Our understanding is that your request refers to the group of staff the University calls 'associate tutors'.

In responding to the questions below we have provided information that is generally applicable across the University.

*Recruitment of undergraduate and postgraduate tutors**

1. How are tutors for undergraduate and postgraduate courses recruited?

Recruitment can be done through external or internal advertisements, through expression of interest or by invitation. The standards and qualifications will vary depending on the requirements of the posts, therefore the expectation is to have an appropriate qualification up to PhD or subject specific experience.

2. What minimum standards must applicants demonstrate in order to be employed as a tutor on an undergraduate or postgraduate degree course?

See answer above.

3. What specific qualifications must a prospective tutor hold?

See answer above.

Performance management of undergraduate and postgraduate tutors

1. How is the performance of tutors on undergraduate or postgraduate degree courses monitored?

Methods such as peer observation review, student feedback, second marking or meetings are used.

Training and professional development of undergraduate and postgraduate tutors

1. What pedagogical training is offered to tutors of undergraduate and postgraduate degree courses?

The University offers the following training and professional development for associate tutors of undergraduate and postgraduate degree courses:

- a. A (level 7) Master of Arts in Higher Education Practice (MA-HEP). The initial 60 credit Post-graduate Certificate (PGCERT) programme in Higher Education Practice (HEP) is accredited with the Higher Education Academy (HEA) at level two, giving Fellow level status. This PGCERT is generally undertaken by permanent staff on an academic lecturer contract who are serving their probationary period; however, the University also admits associate tutors engaged in teaching on a regular basis.
- b. A 20 credit Developing Teaching Skills (DTS) programme primarily aimed at all post graduate researchers (PGRs) who are engaged in teaching, which is accredited with the HEA at level one, giving Associate level status.
- c. An Academic Practice programme, which comprises a variety of shorter sessions aimed at developing a range of teaching skills and other elements of academic development. The Academic Practice programme is open to all staff (including associate tutors) who teach and/or support learners.
- d. Individual Faculties also offer training in teaching skills according to the Faculties' particular requirements.

2. *If so, is this optional or compulsory?*

For associate tutors engaged in teaching, including PGRs, all the staff development programmes detailed above are optional.

3. *Does the university offer a formal qualification in higher education, for example, a Postgraduate Diploma in Higher Education? Please provide details.*

See answer to question 1 above.

4. *If so, is this optional or compulsory for tutors on undergraduate or postgraduate degree courses?*

See answer to question 2 above.

5. *If optional, are the tuition fees and any associated fees waived?*

Yes.

6. *What other policies are in place to further the professional development of tutors on undergraduate or postgraduate degree courses?*

[Information not held - s.1(1)(a), Freedom of Information Act]

The University holds no policies specifically concerned with the professional development of Associate Tutors.

* Clarification received on 01 April:

Further to my initial e-mail, the project's definition of a tutor (which your institution may refer to as a 'demonstrator', especially in science subjects, or a 'teaching assistant' is as follows;

"A member of staff who delivers the academic component of an undergraduate or postgraduate course, excluding lectures. This may involve any and all of; leading tutorials (sometimes known as seminars), marking essays and other assessed pieces of work, marking exams and in science subjects, demonstrating in and leading lab sessions. Tutors are typically not full or part time permanent members of staff, but are often Masters by Research and PhD students, post-doctoral fellows, or similar working on a contract unrelated to their primary role at the university. In small institutions however, there may not be a distinction between lecturers and tutorial staff, and lecturers may perform both roles"