

## School of History, Classics and Archaeology

### Minutes of Meeting of PG and PT Tutor Liaison Committee

Thursday 8<sup>th</sup> December 2016, 3pm – 4.30pm, Teaching Room 8, Doorway 3

**Present:** Dr Adam Fox, (Chair), Director of Undergraduate Studies  
Dr Thomas Ahnert, Head of History  
Ms Laura Girdwood, Archaeology Tutor  
Mr Richard Kane, Graduate School Manager  
Mr Paul Jarvis, Classics Tutor  
Mr Alastair Learmont, History Tutor  
Mr Neil McGillivray, Director of Professional Services  
Dr Mark Newman, Graduate School Deputy Director  
Dr David Ritchie, History Tutor  
Ms Giulia Sagliardi, Classics Tutor  
Ur Ulf Schoop, Head of Archaeology  
Dr Marc di Tommasi, History Tutor

**Apologies:** Prof Ewen Cameron, Head of School  
Ms Roseanna Doughty, History Tutor  
Dr Linda Fibiger, Lecturer in Archaeology  
Miss Louise Fleming, School Resources Manager  
Dr Emma Hunter, Graduate School Director  
Prof Gavin Kelly, Head of Classics  
Dr Robert Leighton, Senior Lecturer in Archaeology  
Ms Audrey Scardina, Archaeology Tutor

	<b>Action</b>
<p><b><u>1. Welcome, Introductions and Apologies</u></b></p> <p>AF welcomed all colleagues to the meeting, and apologies were noted.</p>	
<p><b><u>2. Confirmation of minutes from previous meeting</u></b></p> <p>The minutes from the last meeting were approved and are available on School homepage, via the tutor's quick link to 'useful information for all tutors.'</p>	
<p><b><u>3. Issues from Tutor Representatives</u></b></p> <p><b>a. <u>Contracts</u></b></p> <p>The Committee discussed the role and responsibilities of demonstrators, as it was brought to the committee's attention that this is not being made clear to new staff members, which</p>	

<p>may have resulted in some confusion and also the allocation of too many hours to some staff members.</p> <p>The Committee discussed the possibility of adding the role and responsibility description to the contract.</p> <p>UDS will meet with LF and LG to discuss this further, and NM requested that any information regarding tutors being asked to do extra hours be emailed over to him as soon as possible.</p> <p>The Committee received a query regarding plagiarism checks being included as part of the marking expectations. It was confirmed that plagiarism checks have been part of the marking process for the past 18 months, so will continue to be required when marking.</p>	<p><b>UDS/LF/LG/NM</b></p>
<p><b>b. <u>Allocation of Work</u></b></p> <p>The Committee discussed the timeous allocation of tutoring hours. Some Committee members raised a concern that sufficient notice is sometimes not given, and that some PHD students have not been allocated hours at all.</p> <p>AF confirmed that the School is aware of this and is committed to solving the problem, as well as providing explanations to students who have not been allocated hours. Dates have been brought forward as much as possible to allow for more planning time. TA also noted that we should be able to predict at least 1<sup>st</sup> year courses more accurately next year, which will also help. TA requested information on which History students had not been allocated tutoring hours. AL to contact TA with this information.</p>	<p><b>TA/ AL</b></p>
<p><b>c. <u>Communications</u></b></p> <p>EH circulated a 'Useful Contacts' document, which clarifies contacts for new staff members.</p> <p>LG advised that the Tutors handbook exists, but that not enough people know about it. The Committee discussed that it would be beneficial to send out the link again and to really draw attention to it. AF confirmed that he will do this and also ask for feedback from tutors regarding their experiences with the handbook.</p> <p>Linking back to the previous issue from the Contracts section, LG raised the need for proper communication with demonstrators regarding their job description.</p> <p>NM and UDS discussed the need for Archaeology to provide better training and to take responsibility for preparing new staff fully. UDS will look into this with LF.</p>	<p><b>AF</b></p> <p><b>UDS/LF</b></p>

**d. Timetabling**

The Committee discussed issues related to the teething problems with automatic tutorial allocation but these are now being resolved.

**e. Marking**

AL raised two issues –the first regarding problems accessing eMarking, and the second regarding the fact that tutors want confirmation that they will be paid for marking presentations. TA advised that presentation marking should be included in the paid marking time, and that this should be the same across all courses. He advised that tutors should flag the issue up to course organisers if they feel that there is too much to do within the paid hours.

The eMarking issue has already been addressed and tutors should be able to access it without issue now.

**f. Marking for Language Courses in Classics**

Issues were raised under this heading which will be most effectively dealt with at the Subject Area level and will be taken up with the Head of Classics.

**g. Lecturing**

Training sessions on giving lectures to be held in March 2017.

LG noted separately that it is important when advertising that the School makes it clear that the role is for tutoring/demonstrating, and not lecturing. AF will look into this further regarding changing the description if required.

**h. Fourth Year Tutoring**

A letter from the SMC has been recirculated, which states that people are employed up to 'prescribed' period of study, and not 'whole' period of study.

**i. Training and Support**

LG queried where tutors could find information on how to deal with issues such as bullying, sexual harassment and disability. AF advised that the handbook should have this information, but perhaps doesn't and that we therefore need to ensure that clear guidelines are disseminated.

AL

AF

