



## **Minutes of the Postgraduate and part-time tutor liaison committee**

Monday 4<sup>th</sup> April 2022

12.30 – 1.30 pm

Microsoft Teams

### **Present**

Dr Catriona Pickard, Director of Undergraduate Studies – Chair (CP)  
Dr Adam Budd, Graduate School Deputy Director, PGR (AB)  
Professor Diana Paton, Head of History (DP)  
Dr Lucy Grig, Head of Classics (LG)  
Dr Guillaume Robin, Director of Teaching, Archaeology (GR)  
Dr Calum Maciver, Director of Teaching, Classics (CM)  
Dr Richard Oosterhoff, Director of Teaching, History pre-honours (RO)  
Anne Brockington, Tutor and Demonstrator Co-ordinator (AB)  
Monique De Pace, Archaeology representative (MDP)  
Jess Nutt, Archaeology representative (JN)  
Richard Kendall, Classics representative (RK)  
David Ritchie, History representative (DR)  
Kerry Penman, HR (KP)  
Daniel Gaines, HR (DG)

### **Apologies**

Professor Ewen Cameron, Head of School  
Dr Caroline Proctor, Director of Professional Services  
Dr Manuel Fernandez-Gotz, Head of Archaeology

<b>1. Welcome, Introductions and Apologies</b>
The committee introduced themselves and the apologies were noted.
<b>2. Approve minutes from last meeting</b>
The minutes of the last meeting on 28 <sup>th</sup> February 2022 were approved.
<b>3. Matters Arising</b>
AB advised that recruitment for 2022/2023 is progressing as discussed at the last meeting and with input from the Teaching Directors and Heads of Subject. CP confirmed that HCA recruitment is in line with university policy and the changes in process will be kept under review and revised as necessary.
<b>4. People and Money and claiming hours</b>
AB updated the committee that tutors and demonstrators will now claim their hours through the Time Cards in People and Money. For the rest of this academic year an

interim process will be in place. Any questions or problems with inputting hours in this way tutors and demonstrators should contact the [HCA-teaching-support@ed.ac.uk](mailto:HCA-teaching-support@ed.ac.uk) email.

#### **5. Course feedback form**

RK asked if it would be possible for the tutors to have an anonymous formalised mechanism for giving feedback on the courses they are tutoring on in the way that students do.

The committee all agreed the feedback of tutors and demonstrators is extremely important and that it is key to ensure that it is sought in such a way that they all feel comfortable contributing to discussions. There was discussion around how best this could be achieved.

CP advised that discussions on this would continue with the Subject Area Teaching Directors so that it could be incorporated into the processes already in place for reviewing courses.

#### **6. Reports from Subject Area representatives**

##### **Archaeology**

MDP asked about the preparation time component of demonstrators guaranteed hours in relation to the time actually spent on task and the physical work involved. CP confirmed that these were known issues and the tutoring tariffs are arranged at College level. The location of storage and Health and Safety considerations about the back stairs are being raised. MDP also enquired about whether the level of pay should be different for tutoring and demonstrating on undergraduate pre-honours courses and MSc courses. AB advised that currently differences of pay grade relate to the job function undertaken, with those that act as course organiser classified in the higher grade.

JN asked about the availability of the Skills Passport for interested non-Archaeology students. CP advised that Archaeology would look into the possibilities of maybe supplying them at cost price to these students. GR also advised, on a related topic, that fieldwork opportunities for non-Archaeology students were limited due to the backlog of Archaeology students still to complete their compulsory fieldwork. Archaeology will make sure clear communications about the situation on both are sent out.

##### **Classics**

There was nothing further to report back on from Classics.

##### **History**

The History representative had had to leave the meeting earlier.

#### **7. AOB**

CP thanked everyone for their work on the committee over the course of the last academic session.

**Date of next meeting:** to be confirmed, semester 1, session 2022/2023