

**RECRUITMENT OF CASUAL (HOURLY PAID)**

**TEACHING ASSISTANTS**

**A GUIDE FOR EXECUTIVE DEANS AND**

**HEADS OF SCHOOL**

**RECRUITMENT OF CASUAL (HOURLY PAID) TEACHING ASSISTANTS**

**A GUIDE FOR EXECUTIVE DEANS AND HEADS OF SCHOOL**

The University introduced measures to formalise and standardise the recruitment procedures for Casual (hourly paid) Teaching Assistants.

 These measures include:

* the use of generic minimum selection criteria;
* the use of a standard application form; and
* a formal ‘three stage’ selection process.

The procedures apply to all Casual (hourly paid) Teaching Assistants engaged to deliver teaching.

This guidance document is intended to help Executive Deans and Heads of School in implementing the new arrangements.

***What is the ‘three stage process’?***

Prior to March 2012 the procedures for recruiting Casual (hourly paid) Teaching Assistants were often informal and varied significantly across different Schools and Faculties. It has been decided that the following three stage selection process should be used.

Stage One: The Head of School obtains an application form from the potential Casual (hourly paid) Teaching Assistant.

Stage Two: The Head of School gives consideration to whether or not he/she is willing to support this application. This may involve the Head of School meeting with the potential Casual (hourly paid) Teaching Assistant particularly where the applicant is not known to the Head of School. If the Head of School is willing to support the application and has a need for additional Casual (hourly paid) Teaching Assistants, he/she should write a letter of commendation to the Executive Dean and provide a copy of the application form.

Stage Three: The Executive Dean will decide if the potential Casual (hourly paid) Teaching Assistant is suitable for inclusion on the Faculty Register of Casual (hourly paid) Teaching Assistants, based on the generic selection criteria and the Head of School’s letter of commendation. The application form of all new entrants to the Register will be copied to HR who will ensure that no one is engaged as a Casual (hourly paid) Teaching Assistant unless they are on the Faculty Register.

***What are the generic minimum selection criteria?***

The University has defined the following essential and desirable criteria.

Essential Criteria

* A first or second class honours degree or a higher degree in a discipline relevant to the teaching area.
* Experience of teaching and assessment at tertiary level.
* Experience of giving student feedback at a tertiary level or in a professional or training context.

Desirable Criteria

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* A teaching qualification.
* Evidence of examining at tertiary level.
* A PhD completed or nearing completion in a relevant subject area.
* Evidence of significant work based experience in a relevant professional or training area.
* Professional practice experience.

A standard application form has been developed to gather information in regard to these criteria.

***What is the role of the Head of School in this process?***

The Head of School will manage the process.

Should the Head of School wish to supplement the existing pool of Casual (hourly paid) Teaching Assistants, he/she may encourage new applicants to apply to join the Faculty’s Register. A sample email from the Head of School to potential new applicants is attached as Appendix One.

On receipt of an application the Head of School must first consider if the applicant meets the essential criteria. The Head of School may also apply desirable criteria where they are oversubscribed with applicants or where there are subject specific requirements.

If the Head of School is satisfied that the applicant meets the criteria and wishes to support the application, he/she should write a short letter of commendation to the Executive Dean and attach the application form. The letter of commendation should clearly indicate how the applicant could support the Faculty’s teaching provision.

Should the applicant not meet the criteria, or if the School has no need to supplement its existing pool of Casual (hourly paid) Teaching Assistants, the Head of School should ask their HR Business Partner to advise the applicant accordingly.

For further guidance on these issues, the Head of School should contact their nominated HR Business Partner.

***What is the role of the Executive Dean in this new process?***

The Executive Dean will decide if the applicant is suitable for inclusion on the Faculty Register of Casual (hourly paid) Teaching Assistants, based on the generic selection criteria and the Head of School’s letter of commendation.

On the final page of the standard application form there is a box marked ‘For Official Use’. The Executive Dean should complete this box and copy all of the documentation to their HR Business Partner.

***Who will maintain the Faculty Register?***

The HR Department will maintain an electronic copy of the Faculty’s Register of Casual (hourly paid) Teaching Assistants.

It is recommended that each Faculty should also maintain an electronic copy of the Register for day-to-day usage. This should be stored securely on a password protected ‘network drive’, by a member of the Faculty’s administrative staff, nominated by the Executive Dean.

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***Is the application form available on-line?***

Yes. A copy has been provided. It is not necessary to print a hard copy of the application at any stage. The entire process can be conducted electronically. When sending emails with an application form attached, the email should be marked **’CONTROL – HR RECORD’** (in line with the University Policy entitled ‘Protecting University Information’) and should only be sent from and to a University email account.

HR is currently exploring the possibility of adding a module to the University’s e-recruitment system which could support this process for future years.

***When should applicants apply?***

In an ideal situation the Faculty should have its Register compiled before the 1 August in any given year. That being said it is recognised that Schools may need to supplement the Register during the academic year and therefore applications can be processed at any time during the academic year.

***What ID checks need to be carried out?***

ID Checks should be conducted in line with the guidance document previously issued to HFAs.

Under regulations introduced by UK Visas & Immigration (UKVI), the University is required to verify the identity of all Casual (hourly paid) Teaching Assistants, before taking up an engagement. For most this will be a relatively simple process involving checks on their original passport.

As advised by UKVI, the University, as an Employer, cannot rely upon former ‘Right to Work’ checks which have been carried out for individuals who have previously been employed, even if they were EEA nationals and are being re-engaged. Therefore, it is necessary for the University to conduct a ‘Right to Work’ check again and record the actual date when this check was conducted.

Schools may wish to attach a copy of the passport to the application form before it is sent to the Executive Dean.

***How long is the Register valid for?***

There is currently no time-limit on the Register. HR will however send a request to Faculties on an annual basis asking that they identify individuals on the Register who are no longer required.

***Who should I contact if I require further guidance or information in regard to the Register?***

Your initial point of contact should be your nominated HR Business Partner or their Support Assistant.

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