This document is a guide to tutoring staff in the School of Psychology. It outlines the School’s expectations of tutors, the rights of tutors, the opportunities for tutors for professional development, and the policies followed in selection of tutors and payment.

1 EXPECTATIONS OF THE SCHOOL

The School expects that tutors will:

- deliver the basic syllabus specified by the Unit Coordinator;
- attend tutor-training sessions specified by the Unit Coordinator or Head of School;
- be familiar with University policy on academic conduct and relevant School policies on assignments such as extension requests, late penalties, and penalties for exceeding a set word limit;
- attend and engage in the tutors meetings arranged by the Unit Coordinator;
- be familiar with the unit’s Learning Management System (currently WebCT) and with any unit-specific software or equipment (where necessary, Unit Coordinators will arrange training);
- be familiar with Turnitin and be able to use it to mark written assignments;
- know how to access the Online Class Registration software (OLCR) and the Unit Information Management System (UIMS) and how to view the information;
- ensure deadlines for assignment marking are met; Current policy requires that tutors return provisional assignment marks to the Unit Coordinator no later than two weeks after the submission deadline and that they make any mark adjustments in Turnitin before the assignment return date (three weeks after the submission deadline).
- ensure any changes to teaching are communicated to the Unit Coordinator so that payments can be adjusted accordingly;
- be familiar with the support services available to students (e.g. LL&RS, Counselling) and be willing to advise students to take advantage of the services;
- be well prepared for each teaching session;
- treat students with patience and respect;
- begin teaching sessions on time;
- inform the unit coordinator of any important student issues;
- encourage student participation in laboratories and tutorial;
- respond promptly to reasonable unit-related questions from students.

2 RIGHTS OF TUTORS

Tutors can expect to:

- have access to teaching development training;
- to have regular and informative briefing meetings;
- to be able to feed back suggestions to the Unit Coordinator;
- to be treated with patience and respect;
• to be given professional regard as important members of the School’s teaching program;
• to have timely responses from the Unit Coordinator to unit-related questions;
• have teaching materials for each session at least one working day before the first session.

3 DEVELOPMENT OPPORTUNITIES

Tutors can expect:
• to have access to training courses that develop their teaching skills;
• to be able to discuss their teaching performance with the Unit Coordinator and to receive frank and professional feedback (including discussion of SPOT ratings);
• to have the opportunity to present a lecture to a Level 2 or 3 unit and to receive feedback from the Unit Coordinator.

4 SELECTION PROCEDURES
• to be added

5 PAYMENT
• to be added