



 <p>OLLSCOIL NA GAILLIMHE UNIVERSITY OF GALWAY</p>	<p><u>Polasáí agus Nósanna Imeachta</u> <u>Policies and Procedures</u></p>
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University of Galway Employment of Teaching Support Staff Policy

1. Policy Statement

The University recognises that Colleges require a range of working arrangements to employ appropriate staff to support the highest standards of teaching and learning on a span of academic programmes, and to provide for innovation, and relevance in teaching. To ensure that the University meets these rigorous standards, the design, development, delivery, assessment and overall responsibility for modules and their quality lies with the Dean, Head of School (or their nominee), and Academic Lead to whom they are allocated. In some cases, the core teaching delivered by academics may be supplemented by Teaching Support Staff (TSS) under the supervision of the relevant academic staff member. This policy outlines the guidelines and procedures to be followed when engaging Teaching Support Staff.

2. Policy Purpose

The purpose of this policy is to outline the procedure for employing individuals as TSS, where it is appropriate to do so, and ensure the engagement is in accordance with the University's policies, employment legislation and best practice. This policy will also provide a comprehensive, transparent, and fair approach to the recruitment and employment of TSS.

3. Scope

This policy applies to all TSS, full-time and part-time, both current and incoming in University of Galway.

This policy does not apply to:

- Current Postgraduate students (please refer to Policy on the Engagement of Graduate Teaching Assistants (QA135));
- Researcher roles
- Technical roles
- Administrative roles
- Guest Lecturers
- Industry Experts
- Lecturer roles

4. Engagement Criteria

In order to engage Teaching Support Staff, the hiring manager should ensure the following criteria are met:

- 4.1** TSS cannot already be full time (1.0 FTE) in the Public Sector;

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- 4.2** The maximum hours per week of a TSS is 39 but the cumulative time per week that a TSS may work in a combination of public sector and private sector work is 48 hours (between the private sector and public sector). Weekly working time can be averaged over a 4-month reference period.
- 4.3** A TSS must discharge their duties within the Republic of Ireland.
- 4.4** Normally TSS cannot be hired if they have already passed the compulsory retirement age unless all other avenues of engaging a TSS have been exhausted. Where necessary to engage an individual who has passed the compulsory retirement age, a business case is required to be submitted to HR for further review prior to engaging any retired individual.

Note: Please note, if a business case is required it may cause delays to a contract as HEA approval may be required.

- 4.5** Existing TSS with the relevant expertise should be offered the extra hours before taking on a new TSS.

NB: A TSS can be engaged where the substantive post holder is on statutory leave, has a teaching buyout or where the recruitment process is underway. A TSS cannot be engaged, or retained, in place of an existing or planned academic post. (Refer to job Description duties)

5. Definitions

Teaching Support Staff (TSS) is an employee who is engaged to provide defined duties on a short-term basis up to a maximum of two years. If the work continues for more than two years, the work will be reviewed.

The duties carried out by a TSS are supplemental to the core teaching of a module and are carried out under the supervision and mentorship of the Dean/Head of School (or their nominee)/Academic Lead with responsibility for the module. While TSS are engaged to support teaching, they are not employed to conduct independent research as a TSS, and the role is distinct from academic staff who hold lectureship positions.

A Job description for a TSS can be found in Appendix 1.

6. When to engage Teaching Support Staff

It is appropriate for a college/unit to request approval for a TSS where teaching and teaching-related work as specified in the Job Description is required.

Specifically, a TSS role should be considered when teaching or teaching-related work:

- Is required on a short-term basis;
- Is appropriate due to its nature or volume for assignment to a Teaching Support Staff.

The supervising staff member for the TSS will be the Academic Lead/ Head of School (or their nominee).

All contract requests should be submitted in advance of the employee commencing work as per the relevant deadlines.

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No TSS work should commence without HR approval to ensure that the individual has a contract of employment and is set up for payment and access to systems prior to commencing employment, as per the relevant deadlines.

7. Terms of engagement

Teaching Support Staff will be paid per hour worked on the TA salary scales.

Assessment and corrections which contribute towards exam results is a separate process and is paid via the Payroll Office. For more information on this process, please refer to the Payroll Office [website](#).

Annual leave and public holiday benefits will be paid in addition to this. TSS are entitled to applicable statutory and contractual benefits.

8. Payment of Teaching Support Staff

Teaching Support Staff undertaking Teaching, Teaching Associated Duties(including essay corrections) and Tutorials will be paid on an hourly rate of **€32.60** per hour.

Teaching Support Staff undertaking Laboratory Demonstrations will be paid on an hourly rate of **€22.28** per hour.

9. Calculating a full-time equivalent for a TSS.

The online form provided by Human Resources Office will calculate the pro rata hours of 39 per week based on the hours requested. The calculation is based on the number of hours over 39 hours per week.

The Dean/Head of School (or their nominee)/Academic Lead should be mindful that the TSS role is both a temporary role and teaching-only role. As such, the teaching commitments can be greater than the teaching commitment of academic staff. The teaching commitment is based on each hour of teaching having an hour of associated preparation attached to it and as such, the maximum teaching hours of a TSS would be 9.75 hours per week and therefore associated prep of another 9.75 hours (which should be included in their contracted hours at the point of employing the TSS), resulting in a maximum of .5 of an FTE. If the FTE exceeds .5, a business case should be provided to HR for further review. The maximum working hours for a full-time TSS will be 39 hours per week. It is recognised that an effective TSS, in preparation for the performance of their contracted duties and for professional development requires appropriate time for background reading and scholarship to remain current.

In conjunction with the HR Business Partner, the Dean/Head of School (or their nominee)/Academic Lead should estimate the likely total hours worked per week by a TSS and use this to determine the appropriate full-time-equivalent to be used in calculating the salary.

When making such calculations the TSS payment should include the following:

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- Preparation for teaching support
- Delivery of teaching
- Assessment of teaching

For example, if you are hiring an individual to do 20 hours of teaching, this would typically mean that they will also do 20 hours of associated preparation for the teaching, and this should be included in their contracted hours at the point of employing the TSS. i.e. The request should be for 20 hours of Teaching and 20 hours of Teaching associated duties which would be 40 hours of work in total.

10. Supervision, Engagement and Support

The Dean/Head of School (or their nominee)/ Academic Lead is responsible for:

- Ensuring that TSS are appropriately selected, trained, supported and supervised.
- Any necessary supports are provided to the TSS, which may include, where appropriate, induction into the School, mentoring, participation in departmental meetings and training and development in line with University policies;
- Ensuring appropriate processes are in place to monitor performance and teaching quality and to offer feedback to ensure the highest quality of teaching;
- Ensure that the work carried out is consistent with what is defined and agreed in the TSS contract of employment.

TSS on a part-time and/or term-time arrangement should not be engaged to take up additional work in another School without written confirmation in advance, and agreement of both the Heads of School and Human Resources, to ensure compliance with employment law.

A Teaching Support Staff who is working outside of the University in any other capacity should complete a Double Employment form/Conflict of Interest form, forms/links for same provided by the Human Resources office.

TSS must attend the new starter induction.

11. Procedure to engage and appoint TSS

TSS will be recruited and selected using the expression of interest process. HR to support the expression of interest which is currently carried out at school level to make the process more agile and transparent for audit purposes.

12. Garda Vetting:

https://www.universityofgalway.ie/media/registry/admissions/files/internaldocuments/GardaVettingPolicy_v2.2.pdf In accordance with the 2012 to 2016 National Vetting Bureau (Children and Vulnerable Persons) Acts, Garda Vetting is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons. The Act provides a legislative basis for the mandatory vetting for such persons and it is now a criminal offence for organisations to fail to carry out the

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necessary vetting of such employees, contractors and volunteers. A person employed under this policy may be required to work in roles involving contact with children or vulnerable adults and as such are not permitted to commence employment until the vetting process is complete and the employment is conditional on the receipt of vetting disclosure(s) considered satisfactory by the University. Breach of this Act is an offence and attracts both imprisonment and a fine.

https://www.universityofgalway.ie/media/registry/admissions/files/internaldocuments/GardaVettingPolicy_v2.2.pdf

Garda vetting is required only where the contact with children or vulnerable adults is in their regular line of work. If the contact with either of these groups is merely incidental, Garda vetting is not required.

13. Notice Period:

A TSS is required to give at least one month's notice in writing.

14. Sick Leave:

All TSS are entitled to sick leave – Please refer to QA105 Sick Leave policy

15. Organisation of Working Time Act:

The Organisation of Working Time Act 1997 limits the maximum average working week to 48 hours. The maximum cumulative time per week that a TSS may work in any combination of employment between the public and private sector is 48 hours. Weekly working time can be averaged over a 4-month reference period. More information on the Organisation of Working Time Act can be found here

16. Equality, Diversity and Inclusion:

Equality, diversity and inclusion at University of Galway applies. Please see link below for more information on this.

<https://www.universityofgalway.ie/equalityanddiversity/policies-procedures/>

17. Roles and Responsibilities

17.1 Human Resources

- Create a recruitment and selection expression of interest form and continually advertise for TSS roles with the TSS job description.

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- Process contract requests, adhering to all relevant Employment law and the Public Sector 1.0 FTE rule.
- Will ensure that hiring managers responsible for engaging individuals are trained and supported to ensure that recruitment, engagement and payment of individuals in the extended workforce are in line with established procedures. Further advice and guidance are available to hiring managers from HR to help minimise the risks from potential breaches of employment law and tax regulations.
- Garda Vetting: Where vetting is required the Human Resources Office will facilitate the process.

17.2 Dean/Head of School (or their nominee)/Academic Lead is responsible for:

- Ensuring that TSS are appropriately selected, trained, supported and supervised ensuring any necessary supports are provided to the TSS, which may include, where appropriate, induction into the School, mentoring and training and development in line with University policies;
- Getting College approval (financial and headcount) for the engagement of a TSS **prior** to them commencing in post;
- Ensuring that any restrictions to the number of hours a worker is permitted to work, including Working Time Directive, Visa Compliance (e.g. student Visa holders), are adhered to without exception;
- Ensuring that contract request forms are submitted by the appropriate deadlines to allow HR to process the contracts in a timely fashion, adhering to the Employment (Miscellaneous Provisions) Act 2018;
- Ensuring that appropriate processes are in place to monitor performance and quality of teaching assistance and to offer feedback to ensure the highest quality of teaching assistance;
- Monitoring the duties performed by the TSS, as well as the number of hours and weeks worked to ensure that the work carried out is consistent with what is defined and agreed in the TSS contract of employment;
- TSS should not be engaged to take up additional work in another Discipline/School/Unit without the knowledge and advance agreement of both the Dean/Heads of School/Academic Lead and Human Resources.

17.3 Teaching Support Staff

- Complete all paperwork required accurately and in full to take up TSS work and submit same by deadlines provided to ensure payment;
- Declare on contract set up form all other employment and advise of any changes;
- All TSS must be resident in the Republic of Ireland and must have permission to work in Ireland if they are non-national;
- A TSS on a work permit which specifies that the holder cannot work more than 20 hours per week should note that if they are already working 20 hours per week outside the University, they cannot take up extra hours within the University.

Appendix 1:

See TSS job description for this