

## Engaging and Working as a Graduate Teaching Assistant

Graduate Teaching Assistants (GTAs) are doctoral (PhD, MPhil, EngD and MD[Res]) students who contribute towards learning and teaching at Imperial.

Doctoral students across the institute



Remuneration and Training." There are three tiers (rates of pay) depending on the type of activity being carried out. Departments should not set their own rates of pay.

- 4.2 Casual workers are entitled to the equivalent of . weeks' annual leave during each holiday year (including all bank holiday entitlements), calculated on a pro rata basis dependent on the number of hours that they actually work. Holiday entitlement is therefore equivalent to 12.07% of the hours actually worked in each holiday year. The institution pays a monthly supplement to the issued payment which is equivalent to 12.07% of the basic hourly rate. At the end of each assignment, GTAs are expected to take the statutory annual leave accrued and been paid for as holiday.
  - 4.3 It is good practice for departments to provide GTAs with a monthly deadline by which to submit their hours for approval in the Casual Worker App. This deadline should allow sufficient time for any queries to be addressed by the department and for the department to complete Level 1 and 2 approvals of timesheets in the Casual Worker App before the payroll deadline. Casual workers are responsible for submitting their own timesheets and any issues with their submission should be raised with the Casual Worker Team.
  - 4.4 Departments are reminded that if they combine the number of hours a GTA works over several months into a single month payment, this could falsely imply an individual's annual earnings are more than they should be.
  - 4.5 Queries regarding tax, e.g. overpayment, can be directed to the Casual Worker Team in the first instance. Workers can access their payslips via ICIS Self-Service to monitor deductions and the tax code allocated by HMRC. Instructions on payslip access can be found on the casual worker pages on the College website.
  - 4.6 Imperial automatically enters all eligible staff and casual workers into one of the organisation's pension schemes – Imperial is required to do this by Law. Information on the pension schemes can be found on the Imperial website, and queries can be sent to the Casual Worker Team or Pensions Team: [pensions@imperial.ac.uk](mailto:pensions@imperial.ac.uk)
- 5. Field Trips and Preparatory Work**
- 5.1 Departments should pay GTAs for preparatory work. Departments should set a maximum number of hours which can be claimed for preparatory work for any given activity which reflects the specifics and complexity of the activity being undertaken. The rate of pay for preparatory work should align with the rate of pay for the given activity for which preparation is being carried out.
  - 5.2 Departments should pay GTAs for their contribution towards field trips. Departments should agree with the GTA

as such, doctoral students are not normally remunerated for their contribution towards this.

- 6.2 Many doctoral students will be invited by their department to contribute towards the supervision of undergraduate and Master's level projects. For some departments this will be a requirement of the research training experience and for others this will be optional.
- 6.3 It is recommended that doctoral students discuss their supervision of taught students with their supervisor and agree an appropriate level of contribution. It is essential that their academic progression is not negatively impacted by an excessive supervisory workload which should be reviewed regularly between the student and their supervisor. Students wishing to raise concerns about their workload with respect to the supervision of taught students should talk to their Senior Tutor (PGR).
- 6.4 Departments should communicate their expectations with respect to doctoral students supervising taught students during induction and at other appropriate points. Departments should also include information about their expectations in their PGR handbook and when advertising their research programmes to prospective doctoral students so that expectations are clear from the start.
- 6.5 The Early Career Researcher Institute, through its GTA training programme, delivers a dedicated workshop for doctoral students who supervise taught students.

## 7. Supporting GTAs in their Role

- 7.1 Academic staff wishing to appoint GTAs should remind students appointed to the role about the welfare and pastoral care services available to them. Given GTAs are engaged by the College as casual workers, departments are reminded that GTAs are subject to the College's HR policies and procedures in relation to this.
- 7.2 GTAs should work under the supervision of an academic member of staff but they should also be appointed a mentor with whom they can seek advice or raise concerns with respect to their role.
- 7.3 Where GTAs are engaged to carry out activities where no academic member of staff or the GTA's mentor are present to supervise, Departments must ensure that the GTA has undergone any relevant pre-requisite training or that the GTA has the necessary seniority to deliver that

be determined by whether the individual was primarily acting in their role as a GTA or as a student. If the former applies, the Department should first discuss their concerns with the GTA and agree appropriate support and training. Should the issue not be resolved, the appropriate HR process will be followed in relation to casual worker policies. Where the matter indicates that a student acting primarily as a GTA may also have contravened the [student code of conduct](#), the [Student Disciplinary Procedure](#) may also be applied once the HR casual worker process has concluded. If the concern does not relate to their role as a GTA, the student discipline process will be followed and will take into account any impact on a student's ability to fulfil their GTA responsibilities.

7.6 Where departments have concerns about the quality of GTA teaching in their department, the Early Career Researcher Institute is able to work with departments to develop and facilitate additional bespoke provision to support GTAs in their role. Departments should contact the Early Career Researcher Institute's Head of Pedagogy & GTA Programme Leader, Dr Magdalena Jara, to discuss this option: [m.jara@imperial.ac.uk](mailto:m.jara@imperial.ac.uk)

## 8. Recognition and Reward

8.1 There are awards to recognise the valuable contribution that GTAs make towards learning and teaching at the College. For example, the Faculty of Engineering has an award for "GTA of the Year" and the Business School has an award for "GTA of the Year".