Administrative Tutor Roles (Draft)

To: Administrative tutors
Cc: Lecturers (especially those supervising admin. tutors)
From: Alan Dorin

What is this document?

This document is a guide offering advice on the roles of the admin. tutor. It is intended for admin. tutors and lecturers. The document includes a list of duties, and a list of non-duties for admin. tutors. Variations in the extent of the admin. tutor’s role may exist from unit to unit.

Who do I ask for further information about my role?

If an admin. tutor is unsure of their role, they should consult the lecturer of their unit. If the lecturer is unsure of their role with regard to admin. tutors, please consult the tutor coordinator.

How do I locate an admin. tutor for my unit?

Admin. tutors will be allocated to units at the commencement of each semester by the tutor coordinator in conjunction with the lecturers. If a unit has approval to receive an admin. tutor, the lecturer may elect to enlist the services of an admin. tutor independently, as long as the tutor coordinator is informed.

What is the role of the admin. tutor?

Admin. tutors are intended to provide administrative support to lecturers teaching classes with large numbers of students taking practical or tutorial sessions. Admin. tutors are not supposed to relieve the lecturer of all administrative load associated with a subject, however the intention is certainly to lighten a lecturer’s load. Admin. tutors are not responsible for running tutor meetings. This is the responsibility of the unit lecturer.

Admin. tutors should perform at most 4 hours of administrative work for a unit in each week of semester. Under some circumstances, and in some weeks of the semester, considerably less than 4 hours will be allocated in some units. Admin. tutors may of course also supervise tutorial sessions, practical sessions or mark exam papers. This work is not specific to the role of the admin. tutor and will not be included in the 4 hours of paid administrative work.
Administrative tutor duties

Duties at the beginning of semester:

• Assist with recruitment and allocation of tutors (administration staff and lecturers will do this for most units in conjunction with the tutor coordinator)

• If possible, offer to supervise the following during the semester (in addition to your hours of administration):
  • 1 practical session
  • 1 tutorial session
  • 1 Help Room session

• Set up the mark entry system as appropriate for your unit by entering the names of tutors and students into the relevant time-slots as indicated in Allocate+. Allocate+ is the university’s system that allows students to choose tutorial and practical session times.

• Organise catch-up practical sessions for students who miss the initial session (where these are being run for a unit)

• Organise regular practical and tutorial sessions for students enrolling late. Students may enroll in a unit up until the second week of semester and will need assistance to find suitable tutorial and practical session times.

• Attend the first lecture for the unit in order to identify yourself to students.

During the semester:

• Coordinate a unit’s tutor or demonstrator group
  • Email meeting reminders prior to regular meetings
  • Email meeting minutes after regular meetings

• Organise tutor swaps or replacements when these are anticipated well in advance

• Collect absentee forms from the administration office, check medical certificates and enter details into the marks entry system as appropriate. Please do not disclose personal information about students to tutors or other students

• Organise student re-allocation to classes using Allocate+ and the marks database when students have a valid reason to make a permanent change (e.g. timetable clash)

• Organise student re-allocation to classes and marks entry when students make a temporary change in class (e.g. due to a doctor’s appointment, funeral attendance)

• Organise extra practical marking for students who have been ill, missed a lab, or been inconvenienced by laboratory downtime
• Remind tutors to enter marks into the relevant database by the required deadline
• Check the marks database to see that all tutors have entered their marks
• Notify lecturers of outstanding marks (lecturers will not approve payments until a tutor has completed their marking)
• Check that tutors correctly update their pay claims in tCUP, especially if they miss a session or supervise an extra one. tCUP is an online system allowing casual staff to submit electronic time-sheets, and for lecturers to approve their payment. Information concerning tCUP will be provided by administration staff to tutors at the commencement of semester
• Provide lecturer with information about tutorial changes, casual work and exam marking as required in order for them to approve one-off extra payments to tutors in tCUP
• Assist with “Cheater Checker” use if this has been approved by the lecturer as part of the standard procedure within a unit
• Monitor newsgroup posts or compile an FAQ during quiet Help Room periods
• Assist with test invigilation
• Organise test and examination marking (organize personnel, times, room bookings)
• Check assignment, test and examination marking
• Arbitration between tutors and students on conflicts and/or disputes. If the issue cannot be resolved to the satisfaction of all, the problem should be forwarded to the lecturer for consideration

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1 In the past, some tutors may have monitored their unit news group regularly. Unfortunately we do not have the resources to offer this service as it has been offered in the past. At the lecturer’s request, a Help Room tutor may compile a Frequently Asked Questions (FAQ) list during quiet times for posting on the unit’s web page or the news group. Lecturers may also monitor the news group regularly if they have sufficient time. Tutors and admin. tutors will not be paid extra to monitor the news groups apart from during quiet Help Room times.
Duties specifically NOT included in the admin. tutor’s role:

• Non-Help Room consultation
• Being "on-call"
• Running meetings
• Assigning emergency tutors due to *late* unavailability of a tutor or demonstrator. This should be handled by administration staff. Only if *early* notification of a tutor’s absence is given should admin. tutors assist to organise a tutor swap
• Assistance with the development of tutorial / exercise / assignment solutions in the hours of administration payment. However admin. tutors may assist in this way, as may all tutors, if it is part of their paid "1 hour preparation" for a tutorial or practical session