

University of Glasgow

Academic Standards Committee – Friday 2 October 2015

**Periodic Subject Review: Updated Response to Recommendation 3
Arising from the Review of Economic and Social History held on 23
and 24 January 2014**

Mrs C Omand, Senate Office

Recommendation 3

The Review Panel **recommends** Economic and Social History ensure that all GTAs have attended the GTA Statutory Training provided by the Learning and Teaching Centre before carrying out any assessment tasks. *[paragraph 3.3.2.]*

For the attention of: Head of Subject**Response:**

Clear guidelines on training are issued to all ESH GTAs in advance of their assumption of duties, including the stipulation that all new GTAs enrol for and complete the centrally-run training sessions. In 2014-15 all Level 1 and 2 GTAs attended this training, or had already done so in previous sessions.

Updated response - October 2015

GTA recruitment is conducted at School level. On 3 June 2015 the School of Social and Political Sciences Executive approved *Graduate Teaching Assistants: Policy and Procedures Statement*. Paragraphs 31-35 of this read as follows:

31. All GTAs are required to undertake statutory University of Glasgow GTA training, which is delivered by the University's Learning & Teaching Centre, is not credit-bearing and should be completed prior to a GTA commencing their teaching duties. If a GTA has already completed this internal training course they do not need to repeat the course if they are subsequently engaged as a GTA by the School in future academic years.
32. During the recruitment and engagement of GTAs, the School's GTA Administrator will confirm those selected applicants who are not recorded as having completed the training previously. The School's GTA Administration will then contact those new GTAs requiring to complete the statutory training as to the arrangements to enrol on the training course with the Learning & Teaching Centre.
33. GTAs will receive 3 hours pay for attendance on the course and failure to undertake and complete the course will result in work being reallocated to other GTAs and/or payments being withheld.
34. During each academic year, the School will provide any further relevant training for GTAs that is appropriate and considered beneficial. Where such additional training is offered this will be circulated to the School's GTA community.
35. The attendance of GTAs on compulsory training, as defined by the School, will be remunerated, based on reported attendance, whilst participation on additional, optional training will not be paid.