

## **CODE OF CONDUCT FOR THE EMPLOYMENT OF PART-TIME TUTORING STAFF**

At the meeting of Heads of Departments in September 1993, there was an extended discussion of the use of part-time tutors in teaching. A PSA survey has revealed striking variations in the training and supervision of part-time tutors. At its meeting on 27 November 1993, the PSA Executive approved the following Code of Conduct which it commends to all departments.

### **PURPOSE**

The purpose of the Code is twofold:

- To ensure good practice.
- To provide a professional standard by which departments can justify their practices to external assessors, such as those from the HEFC.

The code is deliberately brief, and is framed to provide a realistic and not excessively onerous standard at which departments can aim.

### **TRAINING**

Institutional procedures: work and attendance regulations; procedure for ensuring that students observe regulations; institutional sources of assistance to students; requirements for completion of end of course reports on students.

Tutoring techniques: advice on conduct of small group meetings.

Assessment techniques: advice on commenting on/grading students work.

### **COURSE ORGANISATION**

Part-time tutors should be issued with a full course guide covering: the programme of topics for classes; reading to be covered by students in preparing for classes; form and amount of written work to be prescribed for students; forms of assessment to be used on the course.

If part-time tutors grade the assessed work of students, they should do so only when an established member of staff acts as a co-marker.

Part-time tutors should be assigned a [mentor](#), normally the tutor in overall charge of the course on which they teach to provide continuing guidance during the course.

### **EVALUATION & MONITORING**

Evaluation of tutor performance should be uniform with the evaluation used for full-time staff.

It should be the responsibility of the Head of Department, or the institutional equivalent of the Head of Department, to ensure the code is observed