

Role Specifications

1 Purpose

The purpose of this document is to add Teaching Assistant and SCNU Link Tutor role specifications as the key roles involved in UoA course delivery in the Joint Institute, especially when UoA faculty fly to SCNU.

The roles added within this document are:

- Teaching Assistant (SCNU) ["TA"]
- SCNU Link Tutor (SCNU) ["SLT"]

This document sets out the responsibilities at a general level.

2 Background

In October 2021, the University of Aberdeen and South China Normal University developed a role specification document to advise the key roles of both UoA and SCNU staff involved in UoA course delivery in the Joint Institute, including:

- Link Tutor (UoA) ["LT"]
- Teaching Buddy (SCNU) ["TB"]
- Course Coordinator (UoA and SCNU) ["CC"]

When conditions permit, all UoA Delivered courses will be taught in-country, although some may have a period of online follow-up teaching. The in-country part of delivery of each course will be completed within four weeks. During this period, SCNU TA and SLT will cooperate with UoA staff to ensure the smooth delivery of the course.

The SLT is a designated SCNU academic staff member or one of the three programme coordinators and would be the point-of-contact with whom the UoA Course Coordinator can consult. The SLT would focus on broader academic support. The SCNU TA role can be inhabited by UoA-approved SCNU staff member or UoA-approved postgraduate student and is focused on day-to-day direct operational support (technical and non-academic support).

Each UoA course would therefore either have a Teaching Buddy, or a SLT plus a SCNU TA. The SLT or TA may be involved in multiple modules. In principle, the TA and SLT roles would be more applicable in the block teaching mode where no further online teaching is needed. When it comes to the circumstances that UoA courses are delivered in four-week block teaching with the remainder as follow-up online teaching, the TB role will be utilized.

Specific SCNU teaching roles will be assigned according to the actual needs of UoA staff teaching on site and/or online.

3 Teaching Assistant (SCNU)

A TA is an appropriately qualified SCNU teaching staff or postdoctoral researcher or postgraduate student who assists UoA staff and SCNU Link Tutors, in the context of delivery in country, the TA shall be selected within the related disciplines and required to have good English proficiency.

The overarching responsibility here is to assist the UoA staff with more technical and non-academic support on the delivery of a course within the SCNU teaching environment, and to assist with communications to the SCNU institutional structures.

The SCNU Teaching Assistant, will not be involved in setting the assignment(s), exam/resit papers, and marking of any form of assessment, for the UoA Delivered courses.

Before the course runs:

- With UoA Course Coordinator and SCNU Link Tutor, agree how both theory and lab classes will be supported by the TA.
- Keep ongoing communications with Aberdeen Institute Teaching Affairs Office, e.g., on rescheduling of classes, classrooms, laboratories, workshops, and any other form of support.

While the course runs:

- Assist with UoA staff to prepare the classroom/lab equipment before class.
- Assist with ongoing communications with the students on the course.
- Identify students who may raise questions and additional academic support, refer them to UoA staff, and inform SCNU Support Services if necessary.
- Identify any other support required from the UoA staff.
- Conduct duties identified at the preparation stage. It may involve participation in classes. It may also involve participation in supporting students for their assignments (for the UoA Delivered courses).

After the course runs:

- Assist with reminding the class to complete the UoA Course Evaluation if needed.
- Invigilation during examinations.

Resource requirement notes:

- They will require access to UoA IT systems and accounts, including, but not only, for MyAberdeen and Codio, and they will require UoA Honorary staff status, and UoA IT account.
- If involved in teaching (including lab demonstration or tutorials), TA will require (1) to participate in UoA training appropriate for this, and (2) grade centre access in MyAberdeen. The default should be for training to be provided unless it is explicitly known that none of these activities will take place.
- Students involved as TA on a course must be at a strictly higher level of study within the Scottish Credit and Qualifications Framework (SCQF) than the course.

4 SCNU Link Tutor

An SLT is an appropriately qualified SCNU academic staff member or programme coordinator who assists UoA staff, in particular the CC, on UoA Delivered courses.

Their overarching responsibility here is to assist the Course Coordinator (UoA) in understanding how to align the course with SCNU requirements (as well as UoA requirements).

The SCNU Link Tutor, will not be involved in setting the assignment(s), exam/resit papers, and marking of any form of assessment, for the UoA Delivered courses.

Before the course runs:

- Discuss course specifications with CC and course team.
- Help to identify any issues with delivery: resource, syllabus, assessment pattern, etc.
- Help UoA staff understand any SCNU requirements for courses.
- Discuss level of involvement in assessment, including conduct of assessment.

While the course runs:

- Conduct duties identified at the preparation stage.

- Raise any issues/problems/improvements to the CC.
- Ensure that knowledge of students identified as having problems affecting their study (e.g., medical issues, disability provisions) are passed to the course coordinator.
- If needed, assist with ongoing communications with SCNU processes.

After the course runs:

- Participation in debrief with CC, TA and course team to identify issues and improvements for future iterations of the course.

Resource requirement notes:

- An SCNU Link Tutor will normally require access to MyAberdeen and UoA email.
- An SCNU Link Tutor will normally require UoA Honorary status.
- If involved in teaching (including lab demonstration or tutorials), assessment, an SCNU Link Tutor will require (1) to participate in UoA training appropriate for this, and (2) grade centre access in MyAberdeen. The default should be for training to be provided unless it is explicitly known that none of these activities will take place.