

FACULTY OF NATURAL SCIENCES
GOOD PRACTICE GUIDE- UNDERGRADUATE TEACHING ASSISTANTS

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Undergraduate Teaching Assistants (UTAs) are currently employed in some departments within the Faculty of Natural Sciences. This document outlines the key roles and responsibilities of UTAs and has been developed in line with the guidance from the Faculty of Engineering, who also use UTAs in many of their departments.

Undergraduate Teaching Assistants- A Summary

The role of UTAs is to complement the activities staff and Graduate Teaching Assistants, assisting undergraduate students in more junior years with their learning. The activities of UTAs are specifically limited, in particular:

- UTAs cannot assess students' work
- UTAs can have no responsibility for assessment setting
- UTAs can only teach undergraduates in years junior to themselves

Roles and Responsibilities

Undergraduate Teaching Assistants (UTAs) will primarily assist and support academic staff, Graduate Teaching Assistants or other professional staff members in the delivery of defined teaching tasks to undergraduate students in a variety of learning environments. UTAs will work under the supervision of an academic member of staff and will not be solely responsible for teaching activities.

UTAs are expected to maintain standards of professional ethics appropriate for any member of academic staff or Graduate Teaching Assistant. UTAs are also expected to prepare for any teaching by acquainting themselves with the core reading and ensuring they have the ability to contextualise and/or summarise the material.

UTAs will be remunerated for their work at an appropriate rate set by the department and the number of hours worked each week will be limited in accordance with their main academic responsibilities.

UTAs are also responsible for ensuring that the hours they work do not exceed the Home Office maximum, if they are international students.

Requirements for the Role

Any undergraduate student wishing to work as a UTA must:

- Have permission to work in the UK
- Have permission from the Director of Undergraduate Studies or their nominee to undertake the role
- Be in the 3rd or 4th year of their undergraduate programme
- Have achieved a first-class classification in the subject material to be taught
- Undertake appropriate and relevant training as determined by the department



Imperial STAR Framework- Fellowship of the HEA

Students who have experience as a UTA, may be eligible to apply for Associate Fellowship of the Higher Education Academy (AFHEA). This would give formal recognition of a UTAs teaching role and experience, and has obvious advantages for a student's CV.

It is possible that a UTA could demonstrate fulfilment of AFHEA criteria if the UTA has helped with classroom/practical learning, given feedback and/or helped create an effective learning environment for junior students. Each UTA's application will be personal to their own experience as a teacher and some support will be required.

More information on the Imperial STAR Framework can be found at:

<http://www.imperial.ac.uk/staff/star-framework/for-staff-and-students/for-gtas-and-utas/utas/>