Duties of the tutor-in-charge

Overall

• The lecturer-in-charge is responsible for all academic matters (course content, design and update of the tutorial program, course outline, setting exams, writing marking guides, approving the final grades in a course etc.)
• The tutor-in-charge is responsible for all administrative matters as detailed below. The tutor-in-charge must be available to undertake these duties from at least 2 weeks prior to the start of each session, throughout the session, during the exam period and until the submission of the final grades. Permission must be sought from the Head of School for any absences during this period.

Specific administrative duties

Tutorial allocation

• In the weeks leading up to the start of session, check tutorial enrolments on myUNSW regularly (daily in the last 2 weeks before the start of session). Liaise with the lecturer-in-charge and the school admin officer (Grace Setiawan) if additional tutorials are required.
• Using the list of tutors provided by the Associate Head of School, allocate tutors to the available tutorials and labs (if required). Contact the Associate Head of School if additional tutors are required. Do not hire tutors directly (although recommendations can be made to the Associate Head of School).

Managing the tutors

• The tutor-in-charge is responsible for the supervision of the tutors. The tutor-in-charge should regularly communicate with the tutors. Specific duties include:
  - Organising a tutor meeting before the start of session to discuss the course content and tutorial program, distribute textbooks, and distribute contracts and sessional claim forms. (Coordinate this with the lecturer-in-charge and the Associate Head of School. The Associate Head and the relevant admin officer – currently Joanna Woo – may like to attend).
  - Arrange regular tutor meetings throughout the session to gauge the effectiveness of the tutors and for the tutors to provide feedback from the students about the course and assessments to the lecturer-in-charge. (Coordinate this with the lecturer-in-charge).
  - Check and sign the contracts and sessional claim forms on behalf of the lecturer in charge. (This needs to be done as early as possible to enable the tutors to gain access to the course websites).
  - Make sure that the tutors have a copy of, and are familiar with, the Casual Tutor Guidelines. (You should also read these yourselves). The Casual Tutor guidelines are updated each session and are circulated to
relevant staff.
- Check and sign any additional pay claims throughout the session – for marking, exam supervision etc…

- Be the point of contact for any tutor enquiries on administrative matters – eg if a tutor is unable to take a class (in which case, endeavour to find a replacement).
- Liaise with Joanna Woo if there is a change in the number of tutorials taken by a particular tutor during a particular pay period (eg due to sickness, other commitments), as a variation will need to be made to the sessional claim.
- Inform tutors about the Tutor Training Days (generally held before the start of session). The Associate Head of School and/or the EDU will notify all academic staff about upcoming training days.
- Encourage tutors to arrange consultation hours at the Economics Pit Stop. The Pit Stop coordinator is Simone Cheung simone.cheung@student.unsw.edu.au. In fact all casual tutors should allocate at least one hour per week – but we now have more casual tutors than hours available.
- Organise access of tutors on WebVista – by sending a list of the names and student/staff numbers of all casual tutors to Peter McGuinn on p.mcguinn@unsw.edu.au.

Website
• Assist the lecturer-in-charge with the management of the course website – eg upload lecture slides, tutorial materials, past exam papers etc, manage the discussion forum (if offered). However the lecturer-in-charge is responsible for the content of these materials and the overall presentation of the website.

Textbook
• The lecturer-in-charge will choose the textbook. The tutor-in-charge should liaise with the publisher and order sufficient copies of the text book for – the lecturers, the tutors, 2 for the Economics Pit Stop and for the PASS leaders (for Macro 1, Micro 1, QMA and QMB).

Distribution of course outlines and other materials
• The university requires that all students receive a hard copy of the course outline. The tutor-in-charge should organise a number of tutors to distribute course outlines to the lecture groups in the first lecture of the session (in each stream), and other materials as required throughout the session.

Student administration - Eccles files and class lists
• Manage the Eccles file for the lecturer-in-charge. Note however that the lecturer-in-charge has the final say on student grades. (The School admin
officer – Grace Setiawan will forward up-to-date Eccles files).
• Ask Grace for the list of students in each tutorial in the form of ‘Non
  Graded Class Books’ – and distribute these as class rolls to the tutors.
• Coordinate the input of within-session marks (submitted by the tutors).
• Coordinate the input of all final exam marks on the Eccles file.
• Assist the lecturer-in-charge to finalise the final grades.

Student administration - student enquiries
• Deal with all enquiries of an administrative nature from students. The
  lecturer-in-charge should deal with academic issues.

Pit Stop
• Liaise with the Pit Stop coordinator – this session it is Simone Cheung
  simone.cheung@student.unsw.edu.au.
• Provide the Pit Stop coordinator with – 2 text books, course outline, tutorial
  program, tutorial questions (and suggested solutions), discussion
  questions, assignment questions – and any other material that will help
  tutors in your course in their consultations with students.

PASS
• In the 4 first year courses the tutor in charge should provide textbooks and
  other materials to the PASS leaders.

Mid session exams
• Coordinate the administrative issues associated with the mid session
  exam – printing of exam papers, organising copies of multiple choice
  answer sheets and/or exam booklets, organising tutors to supervise the
  exam, ensuring that the tutors get paid for supervision and marking and
  sign their claim forms, coordinating the distribution of papers for marking
  and the collection of papers from markers, distributing a marking guide
  (prepared by the lecturer-in-charge) to markers.

Final exam
• Coordinate the collection and distribution of exam papers to markers. For
  courses with large enrolments this may involve organising tutors to assist
  with the sorting of papers.
• Coordinate the return of marked papers and the input of final exam marks.
• Sign the claim forms for any casual tutors used for sorting, marking, input
  of marks etc…
• Assist the lecturer-in-charge with any enquiries following the release of the
  final marks and assist with any supplementary exams and marking.
• The lecturer-in-charge is responsible for the final grade distribution.

Note: These are the expected duties of the tutor-in-charge. The lecturer-in-
charge has the right to vary these responsibilities in consultation with
the tutor-in-charge. In the case of a dispute, the Head of School should
be contacted.