Faculty of Architecture

Policy on
Graduate Teaching & Research Fellows (GTRF) and
Graduate Teaching Assistants (GTA)

1. Principles

The Faculty recognises the need to provide teaching and teaching administrative support as well as research support to academic staff. The Faculty also recognises the importance of providing research students with the opportunity to develop their teaching skills and better prepare them for future academic employment opportunities following the award of an MPhil or PhD degree.

As a result, each year the Faculty will offer a number of positions in a combination of Graduate Teaching & Research Fellowships (GTRFs) and Graduate Teaching Assistantships (GTAs).

For the purpose of Graduate Teaching & Research Fellowships, two years is assessed to be sufficient time to complete a Masters by research Degree on a full-time basis, whilst four years is intended to allow completion of a Doctoral Degree on a full-time basis.

2. Eligibility

(a) Graduate Teaching Assistantships and Graduate Teaching & Research Fellowships are to be available to students enrolled in the Faculty on a full-time basis in a Masters by research Degree (MPhil) or Doctoral Degree (PhD).

(b) A Graduate Teaching Assistant and Graduate Teaching & Research Fellow must remain enrolled as a full-time student and must demonstrate satisfactory progress as a Masters or Doctoral research student or Candidate.

(c) Students who are already in receipt of an Australian Postgraduate Award or any other type of scholarship are eligible to apply for Graduate Teaching Assistantships and Graduate Teaching & Research Fellowships unless restricted from doing so by the terms of their scholarship.

(d) Overseas students are eligible to apply for a Graduate Teaching Assistantship and Graduate Teaching & Research Fellowships, provided they meet the requisite visa requirements.

3. Types of Employment

A Graduate Teaching Assistant or a Graduate Teaching & Research Fellow can be employed in one of two ways:\

In both cases, the appointment will be at some fraction of the full-time hours per week (not

---

1 This does not preclude the employment of research candidates according to other university employment provisions.
exceeding 50% and in many cases 0.3 FTE). Graduate Teaching & Research Fellows can be appointed at greater than FTE 0.3, but not more than FTE of 0.5 (18.75 hours per week for academic appointments).

(a) Level A Appointments – Graduate Teaching & Research Fellows

Part-time fixed-term academic appointment at Level A, Step 1 (with the possibility of subsequent progression) – this will be for teaching and teaching administrative assistance during the March-November teaching part of the year, and for research assistance during the remainder of the year.

(i) Contracts of employment for Graduate Teaching & Research Fellowship for will provide for:
   • An initial appointment period of two years, subject to the successful completion of a probationary period of six months duration; and for Doctoral candidates
   • A renewal of the initial contract for up to a further two years, if the candidate has satisfied the Faculty of their performance as a research student and as a Level A academic during their initial appointment.

(ii) Where a Graduate Teaching & Research Fellow successfully completes the requirements for the higher degree for which he or she was enrolled prior to the expiry date of the current contract (which includes their renewed contract where applicable), he or she will be entitled to work out the balance of the contract period.

(iii) During non-teaching periods, GTRFs appointed in this manner will perform Research Assistant duties as determined by the Selection Committee.

(iv) All other employment entitlements (eg annual leave), which are available to full-time Level A fixed-term appointments will apply to Graduate Teaching & Research Fellows on a pro-rata basis.

(v) Graduate Teaching & Research Fellows will not be eligible to apply for travel grants or research grants, other than those for which postgraduate students are eligible to apply. They may, nevertheless, and are encouraged to work with relevant academic staff members in helping to prepare research grant proposals, which could in turn lead to possible further employment as a Graduate Research Assistant or, post award of a PhD, as a Post-Doctoral Fellow.

(vi) Graduate Teaching & Research Fellowships may be suspended for up to one semester in the case of illness or other legitimate reason.

(b) Casual General Staff Appointments – Graduate Teaching Assistants

Casual general staff appointment at HEO5, Step 1 (with the possibility of subsequent progression) – this will be only for teaching administrative assistance.

(i) Appointment is for semester teaching periods only (or a lesser time depending on Faculty need) and, subject to satisfactory performance, renewable for additional periods or time up to the duration of candidature.

(ii) All other employment entitlements available to casual general staff employees will apply to Graduate Teaching Assistants.

5. Working Arrangements

(a) A Graduate Teaching & Research Fellow may be expected to deliver up to six tutorials per
week during semester, or some equivalent mix of tutorial, seminar and demonstration contact hours (eg four tutorials and six demonstrations) with associated consultation and assessment responsibilities.

(b) A Graduate Teaching & Research Fellow may be allocated lecturing duties provided that these do not exceed six lectures per year.

(c) A Graduate Teaching & Research Fellow will be expected to provide research support during the non-teaching period under the supervision of a member of staff.

(d) A Graduate Teaching Assistant will be expected to assist with teaching administrative tasks in support of teaching.

6. Supervision and Assessment

(a) Graduate Teaching & Research Fellows will be allocated a teaching supervisor who is not normally their academic supervisor.

(b) Graduate Teaching & Research Fellows and Graduate Teaching Assistants will participate in an annual assessment of their performance as a Level A academic / Casual Staff Member. For details of this assessment refer to the University Policy on the employment of full-time Masters and Doctoral candidates as Postgraduate Fellows on the Personnel website: http://www.usyd.edu.au/personnel/15/postgradfellows.htm.

7. Appointment Procedures

(a) Graduate Teaching Assistantships and Graduate Teaching & Research Fellowships will be advertised annually, and enrolled and applying students invited to apply.

(b) A Selection Committee consisting of:
   - Head of School,
   - Associate Dean (Teaching & Learning),
   - Associate Dean (Research),
   - Heads of each of the five research disciplinary areas,
will be responsible for selection of applicants, the method and percentage of appointment (GTRF or GTA), and placement of applicants.

(c) In making decisions on the type of appointment and the placement of appointees, the Selection Committee will take into account the following:
   - the needs of each disciplinary area and each academic teaching program (both in terms of teaching & research needs),
   - the particular teaching skills / research interests of the applicants,
   - the workload of individual staff members in particular programs,
   - the viability of the research project or program of individual staff members.

Each year, the Faculty will call for Expressions of Interest from staff members. These must include details of:
   - whether the staff member is applying for a GTRF or a GTA,
   - the proposed FTE of the GTRF / GTA (number of hours per week),
   - the proposed duration of the appointment
   - an explanation of the proposed duties for the GTRF / GTA (nb. a GTRF can do a maximum of 6 six lectures per year).

Each year, the Faculty will also call for Applications from any currently enrolled FT research students interested in the program, and will advertise the availability of this program to would-be applicants to the Faculty. The Applications will include details of:
• the particular teaching skills and/or experience / research interest of the applicant,
• whether the applicant is applying for a GTRF and/or a GTA, and any constraints on seasonal or time availability,
• the disciplinary area of the applicant, and current status (e.g., applicant, first-year student, second- or later year candidate having completed all probationary requirements, etc.), along with the names of the supervisor and associate supervisor (or, for applicants, the intended supervisor),
• the names and contact details of two referees who could comment on the teaching abilities or potential of the applicant,
and will be accompanied by a current CV/resume.