

Important Information for School of Management Tutors 2023

Tutors play a crucial role in the delivery of courses for the School of Management. We value the contribution made by our tutors and have expectations of performance consistent with the standards of the School.

Duration of Employment

Tutors are contracted each trimester to take (ideally) three or more tutorials in a course. Many of our Trimester One tutors may be reemployed in Trimester Two & Three. Some tutors may be asked to tutor another course because of the variations in student numbers across courses, or expertise needed.

Depending on the course, tutors will usually begin their duties from week two of the Trimester. Tutors will need to be available in the 1st week of the new term for a tutors' meeting with the other tutors and course coordinator. Tutor contracts will end on the last day of the term (unless specifically extended) culminating in the tutors' thank you party.

Tutor's Responsibilities

The School expects all our tutors to be well prepared for their classes, to deliver scheduled tutorials on time, to record tutorial attendance accurately and in a timely manner and to mark on-line via Canvas and record students' work accurately and to deadlines. In addition, tutors are required to be available for scheduled weekly meetings with other tutors, the course coordinator and relevant lecturers.

Tutors are expected to maintain a professional relationship with our students, including the use of a staff email address when communicating with students and staff, and checking the SoM Tutor Information Canvas page regularly for important information. Tutors are also required to be familiar with and comply with the policies and processes contained in the Tutor Survival Guide, including the Policy on Conduct and Health and Safety requirements. Tutors are also required to follow instruction and processes as required by professional SoM staff.

Support

We support our tutors by providing them with a tutor's room, staff email address, tutors only blackboard, course materials, tutorial questions, model answers, weekly tutor meetings and assignment marking & moderation meetings.

Class sizes

We try to keep our tutorial class size to 20 students, however numbers may vary depending on student enrolments. Tutorials with less than 11 students enrolled at the start of the term will be cancelled. Tutorials for 100 level courses are held at Kelburn Campus. All 200 and 300 level tutorials and labs are held at Pipitea Campus.

Training

All successful new tutor applicants are required to be available for training in the weeks before their tutorials begin. The following sessions are provided:

- 3 hour Introduction to Tutoring Workshop
- 2 hour Marking and Feedback Workshop
- 1 hour Health and Safety Workshop
- 2 hour Inclusive Tutor Training Session
- 1 hour Canvas Marking Training Session
- 1 hour Zoom training session

Tutors who are required to mark tutorial assignments must also be available to attend a Marking & Feedback workshop.

Remuneration

Depending on experience and qualifications, our pay rates range from \$24.45 to \$27.45 per hour, paid fortnightly on the submission of a timesheet.

Applicants must be a citizen or permanent resident or have the appropriate work permit to work in NZ.

Contacts

Please contact Garry Tansley on 463 6968, garry.tansley@vuw.ac.nz, should you have any questions about tutoring for the School of Management.