Durham Doctoral Teaching Fellowships (DDTF) – Roles and Responsibilities

This document provides an indication of the duties expected of the post holder and a broad outline of the DDTF scheme. Given the disparate nature of needs across departments they cannot be exhaustive and there will be some natural variation across appointments. Where post holders are requested to undertake activities not on the indicative list, they will however be of a similar nature.

1. **Summary of Role**
   1. It is already common for many doctoral students to undertake occasional teaching, supervision and marking activities for undergraduate and taught masters courses. The DDTF scheme is designed to formalise these activities, and provides a bespoke training programme to enhance both the skills of the DDTF and the experiences of those learning from them. As well as enhancing your direct skills in the area of teaching delivery, undertaking the DDTF role will help you enhance your technical abilities, broaden your knowledge base and gain management experience. You will also be able to build up a teaching record, which will be invaluable should you choose to pursue an academic career after your studies.
   2. The primary role of the DDTF is to assist and support faculty staff to deliver teaching and support learning. The role aims to enhance the fellow’s own progression and achievements whilst providing stable and supported relevant employment with the University.
   3. The role will work under the supervision of academic faculty, and be assigned a teaching mentor (normally a single member of academic staff) who will provide oversight, supervision and support for all of their activities. Once fully implemented, new DDTFs will be offered mentorship from more experienced fellows and all DDTFs will belong to a DDTF community.
   4. DDTFs will be full Durham University employees and as such will be expected to maintain the standards of behaviour and conduct expected of any staff member.
2. **Duties & Key Responsibilities:**
   1. The key responsibilities of a DDTF are to assist with teaching and to support student learning. Specific tasks may include:
      1. Teaching seminars and tutorials.
      2. Providing guidance on course materials and study skills.
      3. Providing progress feedback
      4. Assessment of work based on published criteria
      5. Demonstration activities
      6. Programme administration
   2. More experienced / later cycle DDTFs may additionally be asked to:
      1. Co-teach a module
      2. Revise or update module material
      3. Co-develop new laboratory experiments
   3. DDTFs will not be expected to:
      1. Set summative assessments
      2. Undertake senior roles such as being a module leader or programme director
3. **Selection Criteria, Eligibility Requirements and Continuation**
   1. **Selection Criteria.** Candidates will be selected on the basis of:
      1. Academic excellence
      2. Teaching experience (or potential) and match to the teaching needs of the department
      3. Research potential
   2. **Eligibility Requirements.** In order to be eligible for the DDTF scheme. The candidate must be:
      1. Eligible to work in the UK
      2. Home Fee Status Students Only
      3. In receipt of an (unconditional) doctoral degree offer from Durham / registered as a doctoral student.
      4. Hold or expect to hold a first class/upper second class Bachelor’s / Master’s degree in a relevant discipline
      5. Able to commit to the scheme full time and adhere to the standard terms and conditions of both employment with Durham and of being a registered student.
      6. Have no other commitments that would preclude their ability to deliver on either the DDTF or on their studies (e.g. secondary employment).
      7. Willing to engage with the training framework and attain [Associate Fellowship of the Higher Education Academy (AFHEA)](https://www.advance-he.ac.uk/fellowship/fellowship)
   3. **Continuation.** The DDTF scheme is an integrated employment and study program. As such candidates must be able to demonstrate satisfactory progress and performance in both areas in order to be continue on the scheme. Eligibility will be assessed on an annual basis.
      1. Satisfactory academic progress as a registered student will be assessed in the normal way
      2. Satisfactory progress as a DDTF will be assessed through the standard University probation and performance assessment processes for staff.
   4. In both cases the normal support structures and interventions will be applied.
   5. **Non-Continuation.** 
      1. Should the DDTF not make satisfactory progress in their annual reviews and all interventions to improve performance fail, then the DDTF arrangement and all associated benefits will cease. The University will make reasonable endeavours to ensure that the individual continues as a doctoral student and that relevant educational support is provided.
      2. Should the fellow withdraw from their PhD then their eligibility for the employment element of the programme will cease with immediate effect.
      3. Should the fellow wish to withdraw from the DDTF scheme but remain a registered student they can do so, however funded support for the stipend and fees secured through the DDTF scheme will cease at the point of withdrawal.
4. **Workload Commitment**
   1. DDTFs normally last for four and half years and comprise three and a half years of research and one year of teaching (1540 hours, based on a 35-hour week and a 44-week year).
   2. Within this framework, departments are free to vary the model according to their needs and the needs of the fellow e.g. where extended fieldwork is required. A typical division might be full-time research in the first year; 2/3 research + 1/3 teaching (513 hours, including training, preparation and marking) in years 2-4 and full-time research in the final six months to write up.
5. **Remuneration & Benefits**
   1. Support for studies.
      1. Fee support. The DDTF covers the cost of Home (UK) fees for 42months over the duration of the programme.
      2. Stipend. The DDTF will pay a stipend at UKRI rates for 42 months over the duration of the programme
   2. Employment Benefits
      1. DDTF will be employed on a Grade 6 salary for the fellowship element of the programme.
      2. As an employee they will be eligible for all normal staff benefits, including pensions, paid holidays and many other benefits. [Further details here](https://www.durham.ac.uk/media/durham-university/professional-services/human-resources-and-organisation-development/resources/UpdatedStaffBrochure09.11.2018.pdf).
   3. The DDTF will be entitled to a total of 42 months of stipend and 12 months of salary during the duration of the fellowship. How this time is divided will depend on the structure of the DDTF agreed with the academic department.
6. **Training and Support**
   1. All scheme fellows will be eligible for, and be expected to engage with, a structured training programme devised in consultation with their mentor. This will be run in close consultation with the Durham Centre for Academic Development (DCAD) and involve an induction programme followed by continuing professional development throughout the programme.
   2. Participants must be willing to engage with the HEA training and development programme and framework and would be expected to achieve the level of Associate Fellowship of the Higher Education Academy during the programme.