Dear Applicant

Oxford University Department for Continuing Education
Part-time Tutors’ Panel

Thank you for expressing an interest in applying for membership of the Oxford University Department for Continuing Education Part-time Tutors’ Panel. This information pack contains a description of the main duties of a Part-time Tutor, the current fee schedule and an application form.

Oxford University was a pioneer of the University Extension Movement in the late nineteenth century, and worked closely with the Workers’ Educational Association (WEA), after its establishment in 1903, in providing university-level courses for the public. The Department for Continuing Education has maintained this provision, both on its own and in collaboration with the WEA, local authority adult education services and a number of FE colleges and other partner bodies.

The University remains committed to liberal adult education and in recent years has harnessed the internet to take the ‘tutorial class’ to audiences well beyond the Oxfordshire, Buckinghamshire and Berkshire boundaries of our face-to-face weekly class programme. Our short online courses replicate something of the interactive ethos of the classroom, with a maximum cohort size of 32 and a tutor to each group.

Currently, the face-to-face weekly classes, the short online courses and the Oxford University Summer School for Adults (OUSSA) are accredited at first-year undergraduate level (FHEQ Level 4), with most courses carrying 10 Credit Accumulation Transfer Scheme (CATS) points. Marking is on a pass/fail basis, where a notional 40% constitutes the pass mark. Coursework is an integral part of these programmes. All students are expected to do coursework although only those students who have registered for credit and paid an additional fee will be eligible for CATS points.

In its selection of tutors, the Department will be looking for applicants to be well and appropriately qualified academically and to have some experience of the education of adults at university level, ideally in a continuing education context. We will look for some experience of administrative ability to handle the paperwork which is attendant on part-time tutoring. In particular, we will also look to see how you keep abreast of the research and scholarship in your field. Short-listed applicants will be interviewed.

Membership of the Part-time Tutors’ Panel is conferred by the Department’s Academic Board. Part-time Tutors are not employees of the University of Oxford and are engaged on contracts for services for specific courses. Membership of the Panel does not guarantee that a tutor will be offered teaching. New tutors are expected to attend an induction programme. There is an online induction course for online weekly class tutors. Tutors are expected to attend staff developments events, which are held in June and December each year in Oxford.

Payment is on a sessional basis. There is an additional fee for marking. There is also a fee for preparing course proposals. See the attached schedule of fees for the current rates.

Face-to-face weekly class tutors and OUSSA tutors will be invited to propose courses to teach, which must be approved by the Department’s relevant subject area Director of Studies and the Director of the
Weekly Class and Short Online Courses Programme. Online tutors will be asked to indicate which short online course(s) they wish to tutor. Allocation of tutors to short online courses will be made by the relevant subject area Director of Studies and the Director of the Weekly Class and Short Online Courses Programme.

Please consult the Department’s website (www.conted.ox.ac.uk) to familiarise yourself with the nature and range of courses which the Department offers, particularly within the weekly class, short online course and OUSSA programmes.

Please submit your completed application form, together with a copy of your CV, to staffdev@conted.ox.ac.uk. You must also arrange for two references to be submitted to us directly. At least one referee should have knowledge of your teaching abilities.

Please note that if you are called to interview you will need to bring original documentary evidence of your right to work to the UK with you for verification.

Yours sincerely

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