3.7 CASUAL ACADEMIC SURVIVAL KIT

INTRODUCTION
Welcome to UTS. We hope you find working here enjoyable and fulfilling.

Casual academics serve a vital role in the University and play an important part in the quality of its teaching. Therefore the University is committed to ensuring that it employs the most suitably qualified and experienced people and that they are provided with adequate information, development and support. This orientation kit provides answers to commonly asked questions about employment and entitlements for casual staff, University policies and procedures and the facilities and services available to assist teaching staff. It also gives advice on where to go for further information and assistance.

Please also see the online induction information for casual academics at http://www.hru.uts.edu.au/start/casuals.html

WHAT IS A "CASUAL ACADEMIC"?
As a casual academic staff member, you are employed on an hourly basis. For each contract of employment you may be employed for a minimum of one hour and a maximum of one year.

The hourly salary rate for lecturing, tutoring and clinical nurse education includes payment for you to present the lecture/tutorial, as well as all associated duties including your preparation, up to 20 minutes of marking for each hour of teaching (extra marking is paid on a separate rate of pay), administration of student records and student consultation. The rate also includes a loading in lieu of paid leave entitlements.

I'VE BEEN ASKED TO SIGN A CONTRACT OF EMPLOYMENT, WHAT WILL BE IN THE CONTRACT?
Following an offer of employment you will be asked to sign a contract of employment as a casual academic. The contract of employment is the legal instrument under which you are employed as a casual staff member at UTS. The contract will specify your duties, the amount of time expected for each, the appropriate rates of pay and some conditions and information relevant to your employment. By signing the casual contract, you will be agreeing to the details set out within the contract. You should therefore discuss any issues or concerns regarding the contract with your supervisor prior to signing the contract and commencing the casual employment.

Your signed contract of employment must be sent to Payroll in order for you to be placed on the payroll. Until this is done, you will not get paid or be issued with a staff ID number. The staff ID number enables you to activate your UTS email and therefore have access to AVS lectern computers and UTS Online, as well as be issued with a PIN number if required. It is therefore important that you sign your contract and return it promptly. You should also keep a copy of your contract for your records.

Your conditions of employment will be regulated by the relevant collective agreement, that is, the Academic Staff Agreement 2006. The agreement is available through the following website or by telephone the human resources unit on 9514 1060 - http://www.hru.uts.edu.au/

HOW DO I ACTIVATE MY UTS EMAIL?
An email account will be automatically generated for you when your contract is processed. You activate your account by going to http://email.itd.uts.edu.au/webapps/activation/. This is the University’s official mode of communication with staff members. UTS will email staff notices and other important information to this account, so it is essential that you activate your email account.
HOW WILL I GET PAID?
When the contract has been filled in and signed it will be passed on to Payroll for processing. Your salary will be paid fortnightly into your nominated account at a financial institution. As a casual academic you will be subject to PAYG tax provisions. If you have any queries relating to the payment of your salary please contact the Payroll Branch of the Financial Services Unit on 9514 2846.

AM I ELIGIBLE FOR SUPERANNUATION?
The University will make contributions to UniSuper on your behalf to the minimum requirement of the Superannuation Guarantee (Administration) Act 1992. However the onus is on you to claim superannuation payments on retirement. UniSuper will contact you with further information. Visit the web site at http://www.unisuper.com.au/

AM I ENTITLED TO PAID LEAVE?
As a casual academic you are paid a loading in lieu of paid leave entitlements such as sick or annual leave.

WHAT ARE MY RESPONSIBILITIES REGARDING HEALTH AND SAFETY?
As a casual academic you are covered by the University's workers' compensation insurance scheme. You have a legal responsibility for ensuring the safety of students and visitors in your classes, and for providing relevant and practical environmental, health and safety information to students. You should take steps to ensure students adopt safe work practices. All accidents or incidents at UTS whether requiring medical treatment or not should be reported on an Accident/Incident Report to the Environment Health and Safety Branch of Human Resources. You will find copies within the faculty. More information can be found at http://www.hru.uts.edu.au/index.html.

APPARENTLY I NEED SOME FORM OF IDENTIFICATION TO ORGANISE STAFF RESOURCES AND EQUIPMENT FOR MY CLASS, OR TO BORROW LIBRARY BOOKS. HOW DO I GET THIS?
Your casual academic contract is the official form of verification that you are a casual staff member of UTS. Once your contract details have been entered on the Payroll system you will be allocated a staff number. If you take your copy of your contract and other photographic identification to the UTS Library they will issue you with a Staff ID card. Your Staff ID card will serve as your Library Access Card and will allow you to establish that you are a staff member for the purpose of equipment hire and the use of UTS union facilities.

I'M NEW TO TEACHING. WHERE CAN I GET SOME HELP?
The Planning and Quality Unit, in association with the Institute for Interactive Media and Learning (IML), develops guidance for teaching staff aimed at enhancing the quality of the student learning experience. The Institute for Interactive Media and Learning (IML) provides support, advice and resources on teaching and learning for academic staff.

The Planning and Quality Unit can arrange for student evaluations of your teaching to be conducted. The University will normally require you to undertake at least one evaluation of your teaching in each teaching session. Whenever such evaluation occurs, your supervisor will discuss the teaching evaluation outcomes with you.

Contact information for IML and PQU is provided below:
IML – telephone 9514 1669, fax 9514 6666, web page at http://www.iml.uts.edu.au
AM I ABLE TO DEVELOP MY ACADEMIC CAREER?
A casual staff member who seeks an academic career is entitled to apply through their supervisor for support in career development. Such an application will be considered and funds to support the application may be provided. Funding of any career development application will depend on such matters as your period of employment at the University; whether you are enrolled as a student or have a full-time job somewhere else or how relevant the career development activity is to your discipline or academic career development. In addition you and your supervisor may engage in discussions about your performance and professional and career development. Such development may include workshops given by the Institute for Interactive Media and Learning, internal activities run by the Faculty or sponsored attendance at conferences/seminars. Opportunities should also be provided for you to attend relevant Faculty/area meetings and briefings, meet other staff, and discuss issues.

WHERE CAN I GET SOME MORE INFORMATION ON THE UNIVERSITY’S RULES AND POLICIES?
Copies of human resources and other University policies and rules are available at http://www.gsu.uts.edu.au/policies/index.html or by contacting the administrative units concerned.

As a casual academic you should be aware of the policies and rules that affect the way you work at UTS. These include Code of Conduct, Equity and Diversity, Environment, Health and Safety, Acceptable use of Information Technology, Copyright and Intellectual Property policies and Guidelines on Student Assessment. Some of these policies are included with this Casual Academic Survival Kit. Alternatively your Faculty should be able to provide you with a copy or you can find them at the UTS web site mentioned above.

WHAT SERVICES ARE AVAILABLE TO HELP MY STUDENTS?
The Student Services Unit is available to assist students with problems that may arise during the period of their study at UTS. Services for students include professional counselling and welfare advice, housing, medical and health services, special needs/disabilities services and career programs. You should be aware of students who may be having problems with their studies or other difficulties and refer them to the service for advice. Students with disabilities can consult confidentially with the Special Needs Service of the Student Services Unit, phone 9514 1177. Students of non-English speaking background can seek support from the ELSSA Centre, phone 9514 2327.

Each Faculty has one or more Academic Liaison Officers (ALOs). ALOs are academics appointed to handle applications for alternative assessments and special test conditions such as tests for students with disabilities, extra time, and dictionaries for students of non-English speaking backgrounds who have language difficulties. ALOs are also contacts for students who experience difficulties with their studies because of family commitments (eg primary carers for small children or family members with a disability or ongoing illness). Find the ALO for your faculty at http://www.ssu.uts.edu.au/sneeds/cdisabilities/alo.pdf

WHAT ARE MY RESPONSIBILITIES IN TEACHING AND WHAT ARE THE SUBJECT COORDINATOR’S RESPONSIBILITIES?
As a casual academic you should contact your subject coordinator in the faculty to find out your specific responsibilities in teaching. The subject coordinator will let you know what his or her responsibilities are as well.

WHO DO I CONTACT FOR ASSISTANCE IF I’M TEACHING WHEN THE FACULTY OFFICE IS CLOSED?
If your classroom is locked and you need access or other assistance ring Security on ext 1192. They will be able to help you. In an emergency dial ext 6.
IS THERE ANY PARKING AVAILABLE?
The University does not provide staff with parking facilities at the city campuses. There is a commercial parking station on Levels 0 and 1 of Building 10, and in Jones Street, in which staff can park at discounted rates.

You may contact Security Services on ext 1192 who might be able to help you arrange either pick up or drop off parking for collecting students' assignments, resources etc.

WHAT OTHER FACILITIES ARE AVAILABLE AT THE UNIVERSITY AND WHERE ARE THEY LOCATED?

UTS has buildings at four Sydney locations - Broadway, Markets, St. Leonards and Kuring-gai.

You are welcome to use University and UTS Union facilities at any of these locations during your employment at UTS.

Pigeonholes, phones or rooms for student consultation are organised at faculty level and each faculty will make its' own arrangements.

- UTS Union - operates facilities for students and staff on all campuses, including cafeterias, bars and sporting facilities. The union also provides legal and other administrative services, administers all UTS sporting bodies and operates a number of campus shops.

- Library - the main University Library is located at Markets on the corner of Ultimo Road and Quay Streets. Libraries are also located at Kuring-gai and St. Leonards. There is also extensive information available about the library and its services on the internet. To contact your Liaison Librarian see the library at http://www.lib.uts.edu.au/about/staff_directory/faculty

- Photocopying facilities are available in each faculty or the library for photocopying and the University also runs a printing service at Broadway campus. Staff from each location can advise you on procedures and charges if applicable for these services.

- Classroom Services/Equipment - overhead projectors, video or other equipment or services can be booked through Audio Visual Services. http://www.itd.uts.edu.au/fstaff/AVS.html#1. There is an AVS office on each campus. You can contact the service on 9514 5252.

- Room Bookings - will usually be arranged through the faculty office.

- E-mail and Telephone - The University switchboard can be reached on 9514 2000. For access to email see “How Do I Activate My UTS Email?” above.

- Health Service - The University Health Service also operates a general practice. If attending this service you will need to provide your Medicare details. Phone ext 1166 at Broadway or ext 5342 at Kuring-gai to make an appointment.

- Childcare - There are childcare services operating at the city and Kuring-gai campuses. For information about these services please contact the centres directly as follows:

  Blackfriars (city) 9514 2960,
  Kids Campus (Kuring-gai) 9514 5105,
  Magic Pudding (city) 8289 8400.

For general enquiries re child care at UTS contact Debra Clarke, Children's Services Coordinator, PO Box 123 Broadway, NSW, 2007 of Telephone: (02) 9514-1415 FAX: (02) 9514-1545 or e-mail: Debra.Clarke@uts.edu.au.
SURVIVAL KIT ENCLOSURES:

> Casual Academic Survival Guidelines
> Code of Conduct Policy
> Accessing the NEO Payroll/HR System
> Guidelines on Assessment
> Campus Guide
> Survival Guide For New Teachers at UTS
> Equity and Diversity Unit information
> Library Hours and Information
> Information Technology Division facilities.

APPROVALS

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<td>ACCOUNTABLE OFFICER</td>
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