3.6 EMPLOYMENT OF CASUAL ACADEMIC STAFF

INTRODUCTION
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.

The conditions of employment of casual academics are set out in clause 44 of the UTS Academic Staff Agreement 2014. These guidelines are intended to assist supervisors implement the provisions of the Agreement and set out the minimum set of standards relating to all aspects of the employment of casual academics. They also provide a useful reference for casual academic staff members.


RECRUITMENT
The decision to appoint a casual academic should be made within the context of the workforce plan and budget of the faculty / area. The decision should be guided by a clear understanding of the work available and the skills, knowledge, experience and qualifications required. Position criteria should be explicit, understood and agreed by those involved in the recruitment and selection of casual academic staff.

Casual staff will normally be drawn from a pool of applicants, which may be obtained through a variety of recruitment strategies, including:

- internal and external advertisement. External print advertisements require approval from the Director, Human Resources
- unsolicited applications
- associations with business and/or professional organisations, and/or
- targeted recruitment of, for example, UTS research degree students, recent UTS graduates and academics retired from UTS.

The recruitment option chosen is at the supervisor's discretion. Circumstances such as lead-time; the availability of potential applicants for emergency situations such as illness; the failure to attract suitable candidates by other means; or extra classes at short notice may also influence the decision.

Every effort needs to be made to ensure there is a reasonable pool that has attracted the most appropriate applicants. Eligibility lists should be created so that a suitable applicant can be called upon at short notice.

SELECTION
Whether via an application form and/or CV, potential casual academics should be asked to provide details of relevant experience, skills (especially where they may be supervising/using equipment and/or chemicals) and qualifications. For casuals who are going to teach on a regular basis, details of referees should be requested and references checked. Casual staff must produce evidence of their relevant qualifications and their right to work in Australia.

An applicant's documentation should be retained at the faculty / area level for the duration of the academics employment and then destroyed (unless required for purposes such as workers’ compensation legal proceedings) or kept for eligibility purposes. It should be noted that faculty / area staff records are subject to Staff Records practices found at https://staff.uts.edu.au/topicHub/Pages/Doing%20my%20job/Records%20and%20archives/Recordkeeping%20at%20UTS/recordkeeping-at-uts.aspx.
Wherever possible more than one person should be involved in the selection. The person selecting the casual academic should not authorise the appointment. The Dean / Director or nominee (a nominee must be an “authorised employee” who works under the direct supervision of the Dean / Director) will authorise appointments.

**OFFER OF EMPLOYMENT**

It is the responsibility of the supervisor to ensure that the appropriate paperwork is completed and the appointment has been authorised (refer to previous section) prior to any offer of employment.

The employment contract for casual academics is the legal instrument under which the staff member is engaged. A casual staff member may be offered more than one employment contract covering a particular period. The employment contract(s) for a casual academic is generated through the neo HR/Payroll system by the HRMS administrator for the faculty / area for which the work is being performed. The employment contract(s) will specify the duties, the amount of time expected for each, the appropriate rate/s of pay, and the position of the casual staff member’s supervisor. If appropriate, a casual academic may be offered an employment contract covering both semesters.

**Prior to any academic work being undertaken**, an employment contract should be:

- completed ie generated through the neo HR/Payroll system (refer to previous paragraph). Evidence of the right to work in Australia for the duration of contract must be provided by the potential casual academic (eg Australian birth certificate; Certificate of Australian citizenship; Australian or New Zealand passport; evidence of permanent resident status; or temporary visa with entitlement to work). Such evidence will be in the form of either a certified copy or original documents copied, sighted and authenticated by the supervisor or an officer from the Human Resources Unit
- signed by all relevant parties
- copied (faculty / area retains a copy and gives a copy to the casual academic); and
- submitted to Payroll (the original signed copy is required) with right to work evidence.

After Payroll has received the signed employment contract and right to work evidence, the casual academic will be entered into the University’s payroll system. This is necessary in order to:

- generate a staff ID number. A staff ID number enables a casual academic to access University systems essential to his/her role.
- make salary payments. Salary payments will be made, directly into the bank account nominated by the casual academic, in the pay period following the commencement of the employment contract.

If an employment contract is not signed and returned within 14 days of its receipt, the offer of employment will lapse.

If classes for which a casual academic has been employed are cancelled after the employment contract has been signed, the faculty / area may seek to terminate the casual academic’s employment in accordance with clause 44.13 to 44.15 of the Agreement.

If all contracted hours are not completed a variation of contract form must be completed and submitted to Payroll. This form can be obtained from the Faculty Contact for casual academic staff or Payroll.

If a casual academic staff member is required by his/her supervisor to perform duties which are not covered by the employment contract(s) (eg marking outside class time, attendance at meetings, etc) another contract(s) for the additional duties should be generated, signed, copied and submitted to Payroll.

**TEACHING CONTACT HOURS**

There is no restriction on the teaching contact hours for which a casual may be employed. However, casual academic staff would not normally be employed to teach more hours than a full-time staff member of a similar designation.
RATES OF PAY AND ACTIVITY DESCRIPTORS
The rates of pay and activity descriptors for casual staff are described in Schedules 2 and 4 respectively of the Agreement. The rates of pay include a loading in lieu of paid leave entitlements (eg annual leave, sick leave, etc). Casual academics also receive employer superannuation contributions in accordance with the relevant legislation regarding employer contributions.

The rates of pay for lecturing, tutoring and undergraduate clinical nurse education encompass the following activities:

(a) delivery of lectures and/or tutorials
(b) preparation of lecturers and/or tutorials
(c) marking which takes place during a lecture, tutorial or clinical session
(d) administration of relevant records of the students for whom the casual staff member is responsible, and
(e) consultation with students.

There are specified rates for repeat lectures/tutorials. These rates apply to a second or subsequent delivery of substantially the same subject matter within a period of seven days.

Casual staff will be paid at the rate specified for “other academic activity” for such additional activities as required attendance at lectures and teaching activities presented by other staff and at meetings and briefings with academic staff where attendance is required. Casual staff performing subject coordination duties will be paid for additional activities at the “other academic activity – subject coordination” rate.

The number of hours of additional activities required will be set out in the casual contract. For casual staff performing subject coordination duties, the additional activities will be determined having regard for factors contributing to the complexity and/or magnitude of such activities including but not limited to the number of students enrolled. Additional hours should be made available for subject coordination duties where a subject is offered for the first time.

Casual staff will be paid the relevant marking rate for marking conducted outside class time. Marking hours will be paid at the appropriate hourly marking rate calculated having regard for the number of students for whom a casual staff member is responsible and the time required to mark the assessment item for each student. Academic areas, in consultation with academic staff, will each establish a time formula for marking in relation to different types of assessment within the academic area.

The rate(s) of pay applicable to the casual staff member’s employment will be set out in the contract. Casual staff should be given the opportunity to discuss any issues or concerns regarding the casual pay rates with their supervisor prior to signing the contract and commencing the casual employment. By signing the casual contract, the casual academic agrees to the rate(s) of pay nominated on the contract. As stated under the previous section “Offer of Employment”, it is important that the contract is signed prior to any academic work being undertaken.

CASUAL ACADEMIC SUPERVISOR
The position of the casual staff member’s supervisor is specified in the employment contract. The supervisor is often (but not always) the subject coordinator for the subject in which the casual academic staff member is involved.

The responsibilities of the supervisor include identifying and recruiting casual academics, arranging their contracts, coordinating their orientation, and meeting with them before and during the semester to provide guidance and feedback for development.

Supervisors are responsible for dealing with concerns or issues raised by casual academic staff for whom they are responsible. If a supervisor is unable to assist with the concerns or issues raised by their casual academic staff, they should seek assistance from their supervisor, relevant area of the University/faculty or the Human Resources Unit.
ORIENTATION
Orientation of casual academic staff may occur on an individual basis or in a group and should cover:

- conditions of employment
- performance and development
- access to training
- core University policies, directives and guidelines on matters such as student assessment, code of conduct, workplace behaviour, equity and diversity, acceptable use of information technology, environmental health and safety and intellectual property

Much of the above information is contained within this guideline and the following staff connect page
https://staff.uts.edu.au/topichub/Pages/Being%20a%20manager/Recruiting%20and%20appointing%20staff.aspx

In addition, the supervisor should ensure that the casual academic is advised of

- faculty / area specific policies and procedures particularly in relation to student assessment, safety and emergency procedures in laboratories
- what is expected of them in their role (including in relation to marking)
- the resources that will be provided for them; and
- contacts within the faculty / area who can provide them with advice and support.

Adequate provision of resources should be made for casual academics to do their jobs. This provision will include access to office space (shared or unshared), an appropriate area for student consultation, photocopying and printing facilities, a telephone, a location for receiving mail, stationery and appropriate computer.

PERFORMANCE, TEACHING EVALUATION AND ACADEMIC CAREER DEVELOPMENT
Casual academic supervisors are responsible for maintaining contact with and providing feedback to casual academic staff about their performance. The amount of feedback and contact provided by the supervisor may vary with the teaching experience of the casual academic. Where the casual academic is newly employed, contact should be regular and feedback and advice given frequently. The outcomes of discussions, particularly in terms of an overall rating of performance, should be recorded, discussed and held within the faculty / area.

Casual staff will be made aware of the processes for the evaluation of teaching used by staff at the University. Casual staff will normally be required to undertake at least one evaluation of their teaching in each teaching session. Whenever such evaluation occurs, the casual staff member’s supervisor will discuss the teaching evaluation outcomes with the casual staff member.

In conjunction with their supervisor, individual staff members may select additional methods of evaluation appropriate for the staff member’s teaching context and particular focus. Such methods of evaluation will supplement information obtained from student evaluation of teaching and/or research supervision. Additional methods of evaluation may include feedback from colleagues and observation of the academic in class. Whatever additional feedback mechanisms are put in place, these would normally be understood by the academic at the commencement of the teaching period. All instruments of evaluation will be returned directly to the staff member concerned. The staff member is required to maintain the anonymity of students.

The feedback from teaching evaluations can be used for developmental purposes and for the improvement of the quality of teaching and learning. Access to the outcomes of teaching evaluations will be restricted as required by the relevant academic area’s policy on the use of teaching evaluation

The University is committed to providing support for casual staff who wish to develop an academic career. A casual staff member will be entitled to apply to their supervisor for
support in career development activities. A range of factors will be considered in relation to any career development request by a casual staff member including:

(a) the casual staff member’s period of employment at the University
(b) whether the casual staff member is enrolled as a student or is primarily employed by an organisation external to the University
(c) the relevance of the career development activity to the casual staff member’s discipline or academic career development.

Where a supervisor forms a view that the performance of a casual staff member is unsatisfactory, the supervisor will provide the casual staff member with feedback and support and a written record of this should be kept. If performance continues to be unsatisfactory, the employment of the staff member may be terminated in accordance with the said clauses 44.13 to 44.15 of the Agreement.

TERMINATION OF EMPLOYMENT
Casual staff will be given two weeks’ notice or the balance of the contract (whichever is the lesser), or payment in lieu of notice should the University wish to terminate their employment in accordance with the said clauses 44.13 to 44.15 of the Agreement.

Casual staff will be entitled to a written reference from the faculty / area upon completion of any contract and it will include the period of employment and the duties performed.

CONTACTS
For assistance in relation to casual academic employment please contact HR Client Services HR Client Services hrclientservices@uts.edu.au or call extension 1060.

### APPROVALS

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<td>2 May 2018</td>
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<tr>
<td>ACCOUNTABLE OFFICER</td>
<td>Director, Human Resources Unit</td>
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<tr>
<td>CURRENT INCUMBENT</td>
<td>Jennifer Lacoon</td>
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<tr>
<td>IMPLEMENTATION OFFICER</td>
<td>Senior Workplace Relations Specialist, HRU</td>
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### REVISION/MODIFICATION HISTORY

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<td>24/08/06</td>
<td>3.6 Employment of Casual Academic Staff</td>
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