INFORMATION AND GUIDELINES FOR CASUAL STAFF

1. INTRODUCTION
Each session the School of Economics makes considerable use of casual staff to teach in the 300 or so tutorials offered across the core undergraduate and postgraduate courses. We view this as a good opportunity for senior undergraduate and graduate students to obtain experience in teaching. In addition, the use of casual staff allows the School to provide small group tutorials to assist students with their leaning.

The conditions for employing casual staff are currently provided in the UNSW (Academic Staff) Enterprise Agreement 2006. This is available at http://www.hr.unsw.edu.au/services/indrel/acadea2006.pdf Casual employment is covered under Clause 15.

2. STRUCTURE OF THE SCHOOL
In 2008 the School of Economics comprises around 50 full time academics and four full time administrative staff. The School is run by an Executive team including: The Head of School, Associate Head of School, Undergraduate Coordinator, Postgraduate Research Coordinator, M.Com Coordinator, MEc Coordinator, Honours Coordinator and the administrative staff.

Teaching administration is decentralised to individual courses. Each course is managed by a lecturer-in-charge. Large courses also have a tutor-in-charge to assist with course administration.

The School of Economics operates a Pit Stop consultation room to provide a one stop shop for student queries in relation to the first year undergraduate courses, and any other courses utilising casual tutors. All casual tutors are expected to work in the Pit Stop for at least one hour each week. The Pit Stop Co-ordinator will be in contact with you before the first week of session to obtain your preferences for Pit Stop times. The Pit-Stop will commence operation in week 2.

Contact details for the current lecturers-in-charge, tutors-in-charge and Pit Stop Coordinator are set out in Attachment 2.

In most instances, your dealings will be with the Associate Head of School (who is responsible for hiring and initial tutor allocation), the School’s Administrative Assistant (who manages the administration of casual staff – including contracts and pay claims), the lecturer-in-charge and tutor-in-charge of the courses in which you are involved and the Pit Stop Coordinator.

3. YOUR WORKLOAD
Classes
At the start of session you will be allocated a particular number or tutorials and a tutorial timetable. You must ensure the following:
- You do not miss any class without informing the lecturer-in-charge or
tutor-in-charge with as much notice as possible.

☐ You arrive punctually for each class and are available for the entire duration of the class. In the event you cover all of the set material, you are still obliged to continue the class and provide an opportunity for students to further discuss the material.

☐ You have fully prepared the material for each class.

☐ You do not make arrangements with other tutors to swap classes unless you have spoken to the lecturer-in-charge or the tutor-in-charge.

Course materials
In most instances the lecturer-in-charge (or tutor-in-charge) will provide material or guidelines for each class. In addition you will be provided with the necessary textbooks for the classes you are involved with.

Generally, it is assumed that tutors have sufficient knowledge of the subject matter so that they can provide input of their own. It is for this reason that the School pays the highest rate for tutorials. For example: the lecturer-in-charge (or tutor-in-charge) might provide a weekly set of tutorial questions and simple answer guides. The tutor is then expected to use this as a basis for the class. Simply copying down the answer guide is not acceptable.

In the event that you feel insufficient information has been provided or you are unsure of the material, the first step is to approach the lecturer-in-charge or tutor-in-charge and see what can be worked out. If this does not solve the problem then you should approach the Associate Head of School.

Tutor meetings
You are required to attend all tutor meetings convened by your lecturer-in-charge, tutor-in-charge or the Associate Head of School. You will be paid at the ‘other academic duties’ rate for time spent at tutor meetings.

Marking within the session
Under the terms of the current Enterprise Agreement, the salary for casual staff includes marking commitments. For each hour of teaching, 20 minutes of marking is included. Therefore if you take three (3) 1 hour tutorials for 12 weeks of the session, 20mins x 3 x 12 = 12 hours of marking is included in your salary.

For our purposes, this refers to marking within the session for things like tutorial exams and assignments. Payment for marking of formal Mid Session Exams and the Final Exam is made separately.

If, in your opinion, the marking load in your subject exceeds this allowance, you should discuss this with the lecturer-in-charge and the Associate Head of School. Excess marking hours may be paid at the ‘routine marking’ rate.

Casual tutors are expected to complete their marking promptly and to carefully follow any marking guides or instructions provided by the lecturer-in-charge or tutor-in-charge.
Mid session exam supervision
Casual tutors are **required** to be available to assist with supervision of mid session exams. The dates for mid-session exams are set prior to the commencement of the semester – you should check with the tutor-in-charge or lecturer-in-charge at your initial meeting exactly where and when the mid session exam will be held. You will be paid at the ‘other academic duties’ rate. If you are unable to assist with the supervision and running of the mid session exam, it is essential that you inform the Associate Head of School and your lecturer-in-charge and tutor-in-charge at the start of session.

**In session 1, 2008 the mid session exams for all four large first year courses will be held on Saturday 26th April. All tutors of first year courses are expected to be available to assist with the supervision of these exams.**

Final exam marking
Final exam marking is allocated centrally by the Associate Head of School and depends upon your availability and experience. Again this is paid at the ‘routine marking’ rate. **Tutors are expected to be available to assist in the marking of final exams.** If you are unlikely to be able to mark final exams, it is essential that you inform the Associate Head of School at the start of session.

Pit Stop consultation
As briefly explained above, all casual tutors are expected to provide at least one hour per week student consultation in the School of Economics Pit Stop (currently located in the Quadrangle Building – Room QUAD 3113). The Pit Stop operates from week 2 until the completion of the large first year exams. A timetable for the Pit Stop consultations is organised at the start of each session. Pit Stop consultation is paid at the ‘other academic duties’ rate. You are expected to be punctual and available for the duration of your scheduled period. If, for some reason, you are not available for your scheduled time, you should contact the Pit Stop Coordinator.

4. ADMINISTRATIVE MATTERS
The Associate Head of School is responsible for the initial allocation of casual tutors to courses. Once allocated the actual tutor timetable is coordinated by the lecturer-in-charge and tutor-in-charge of each course.

**CONTRACTS**
**All casual tutors are required to complete a contract at the start of each session.** You will be given a document comprising **a contract (HR63)** and a **sessional claim form (Sal122)**.

The contract (form HR63) stipulates your load for the session and the rate of pay. You will have a separate contract for each course. You must fill out all relevant details and sign in the appropriate place (on pages 2 and 3).

**GETTING PAID**
Sessional claim form for tutorials
A sessional claim form (form Sal122) will be attached to your contract. This must be completed and checked and signed by you and your lecturer-in-charge or tutor-in-charge. Note that this form is for tutorial classes only. Any additional duties such as marking, attending tutor meetings, exam supervision or Pit Stop consultations are to be claimed using the casual academic claim form (form Sal117) – see below.

The signed contract and sessional claim form must be returned to Joanna Woo (School of Economics Administrative Assistant – ASB room 428) as early as possible You should complete the paperwork associated with your appointment as early in each session as possible. You will not get paid until the paperwork has been forwarded to Human Resources, nor will you be able to access the course websites of the courses you are tutoring. Your completed contract will be signed by the Associate Head of School and a copy returned to you.

Tax File Declaration Form
If you have not taught before for the School of Economics, a completed Tax File Declaration Form must be submitted with your contract and sessional claim form. These are available from the Administrative Assistant, Joanna Woo, in ASB Room 428 or directly from the ATO website at http://www.ato.gov.au/content/downloads/n3092.pdf

Payment for additional duties
For additional duties such as exam supervision, exam marking, attendance at tutor meetings, Pit Stop consultation etc you are required to submit a casual academic claim form (Sal117). The casual pay rates and the earnings codes for the various activities – tutorials, marking, consultation and exam supervision are set out at http://www.hr.unsw.edu.au/services/salaries/casacsal.html and summarised in Attachment 3. Blank claim forms are available on the UNSW website at http://www.hr.unsw.edu.au/hrforms.html and in the casual staff pigeonholes in the School of Economics Mail Room – Room 426. To ensure prompt payment you should submit your pay claim as soon as the casual work has been completed.

All casual claim forms should be given to Joanna Woo at the School of Economics (ASB room 428)

Please note the following:
• Tutors are not to swap tutorials or take additional tutorials unless they have received permission from their lecturer-in-charge or tutor-in-charge. In the event that you take less or more tutorials than indicated on your sessional claim form you MUST report this to the School Administrative Assistant, Joanna Woo, who will record the changes and process a variation of pay. You should also report this to your tutor-in-charge or lecturer-in-charge.
• It is the tutor’s responsibility to ensure that casual claim forms are filled in completely and accurately and signed by the supervisor.
  ◦ For tutorials, marking, supervision, meetings and tutorial administration the supervisor is the lecturer-in-charge or tutor-in-charge.
For Pit Stop consultations, the supervisor is the Pit Stop Coordinator. Academic supervisors are listed in Attachment 2.

• All tutors should provide up to date contact details to their lecturer-in-charge, tutor-in-charge and the Administrative Assistant Joanna Woo.

5. RESOURCES FOR CASUAL STAFF

Access to the School of Economics Offices
All casual tutors will be given access to the School of Economics Offices via the swipe card security system. Tutors who are UNSW students will be provided access via their UNSW student cards. All other casual tutors will be given a Visitor card. Access is for the duration of your contract only and all Visitor cards must be returned to the School administration at the end of the session.

Access to course websites
All casual tutors will be given access to their course websites. As this cannot be activated until your contract and sessional claim form is processed by Human Resources, it is essential that this paperwork is completed as early as possible.

Stationary
Stationary items are available from the School of Economics Mail Room (Room 426).

Photocopying
Casual tutors may use the School photocopier in the School of Economics Mail Room (Room 426) for photocopying associated with their teaching. Photocopying that is not related to your teaching is NOT permissible.

Textbooks and course materials
Your lecturer-in-charge and/or tutor-in-charge will provide you with the relevant textbook and course materials. You may find that much of this is distributed via the course web site or by email.

Casual staff pigeon holes
Pigeonholes for casual staff are located in the School of Economics Mail Room – Room 426.

University Library
Casual tutors (who are not students at UNSW) are eligible to use the UNSW library facilities. To organise this you will need a letter from the school confirming you as a casual tutor. Library letters are available from the Administrative Assistant, Joanna Woo.

6. TUTOR TRAINING COURSES
The Education Development Unit (EDU) of the Australian School of Business offers a variety of courses including tutor training. The School of Economics requires all of its tutors to complete the ‘Tutor Training Program’ conducted by
the EDU. Information about the Tutor Training Program can be found at http://www2.fce.unsw.edu.au/nps/servlet/portalservice?GI_ID=System.LoggedOutInheritableArea&maxWnd=_EDU2_NewTutorTraining.