Casual Teaching Staff Policy

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<tr>
<th>Responsible Officer</th>
<th>Pro Vice-Chancellor (Students and Education)</th>
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<tr>
<td>Approved by</td>
<td>Vice-Chancellor</td>
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<tr>
<td>Approved and commenced</td>
<td>Month, 2011</td>
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<td>Review by</td>
<td>Month, 2014</td>
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<tr>
<td>Relevant Legislation, Ordinance, Rule and/or Governance Level Principle</td>
<td>Governance Level Principle 11 - Employment</td>
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<tr>
<td>Responsible Organisational Unit</td>
<td>Human Resources All Organisational Units employing casual teaching staff</td>
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1 Objective

The objective of this policy is to outline the University of Tasmania’s position on casual teaching staff in the following areas:

- Recruitment and employment;
- Professional development;
- Evaluation and recognition;
- Integration and communication.

2 Scope

This policy applies to arrangements regarding casual teaching staff employed by the University of Tasmania.

3 Policy Provisions

3.1 Recruitment and Employment

Recruitment practices

The University will implement recruitment practices for casual teaching staff which are:

- transparent, fair and equitable;
- implemented consistently in accordance with Organisational Unit processes.

Employment practices

The University will ensure that employment practices for casual teaching staff adhere with the University of Tasmania Academic Staff Agreement, including provisions regarding:

- casual rates of pay for casual lecturing, casual tutoring, music accompanying, undergraduate clinical nurse education, casual marking and other required teaching activities;
- method of payment (i.e. fortnightly payment or payment on presentation of pay claim);
- appointment, including instruments which outline the duties required, specifying any additional duties for which payment will be made;
- use of casual teaching staff;
- employment of casual teaching staff over an anticipated timeframe;
- superannuation;
- reimbursement of Information Technology expenses, where relevant;
- minimum period of employment (per week); and
- access to University resources and facilities (i.e. library cards, email accounts, University network and intranet).
**Induction**

The University will provide casual teaching staff engaged to work more than 30 hours (and who have not previously worked for the University) with a paid online induction program, including induction information regarding the learning and teaching aspects of working in the University.

Additional induction activities regarding Organisational Unit operations will be provided by the relevant Organisational Unit.

### 3.2 Professional Development

The University shall endeavour to provide casual teaching staff, other than those employed on an occasional or ad hoc basis, with adequate and appropriate access to professional development opportunities.

The University will evaluate professional development activities targeted at casual teaching staff, including providing opportunities for casual teaching staff to provide feedback.

### 3.3 Evaluation and Recognition

The University will provide casual teaching staff with opportunities for evaluation, performance review and recognition, where appropriate.

The University will provide casual teaching staff with documented evidence of employment, where requested.

### 3.4 Integration and Communication

The University will, through relevant Organisational Units, communicate with casual teaching staff information regarding:

- this policy;
- roles and responsibilities expected of them;
- opportunities for professional development;
- availability of resources and access to facilities;
- support services; and
- opportunities for interaction with colleagues.

### 4 Definitions and Acronyms

**Casual Teaching Staff**

Any University teaching staff employed on a casual basis, including persons undertaking:

- casual lecturing;
- casual tutoring;
- music accompanying;
- undergraduate clinical nurse education;
- casual marking;
- other required teaching activities.

**Organisational**

Faculty, School, Centre, University Institute, other University
5 Supporting Documentation

- Organisational Unit Casual Teaching Staff procedures or processes (developed at local level).

6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Version 1 – Casual Teaching Staff Policy (CURRENT VERSION DRAFT)</th>
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