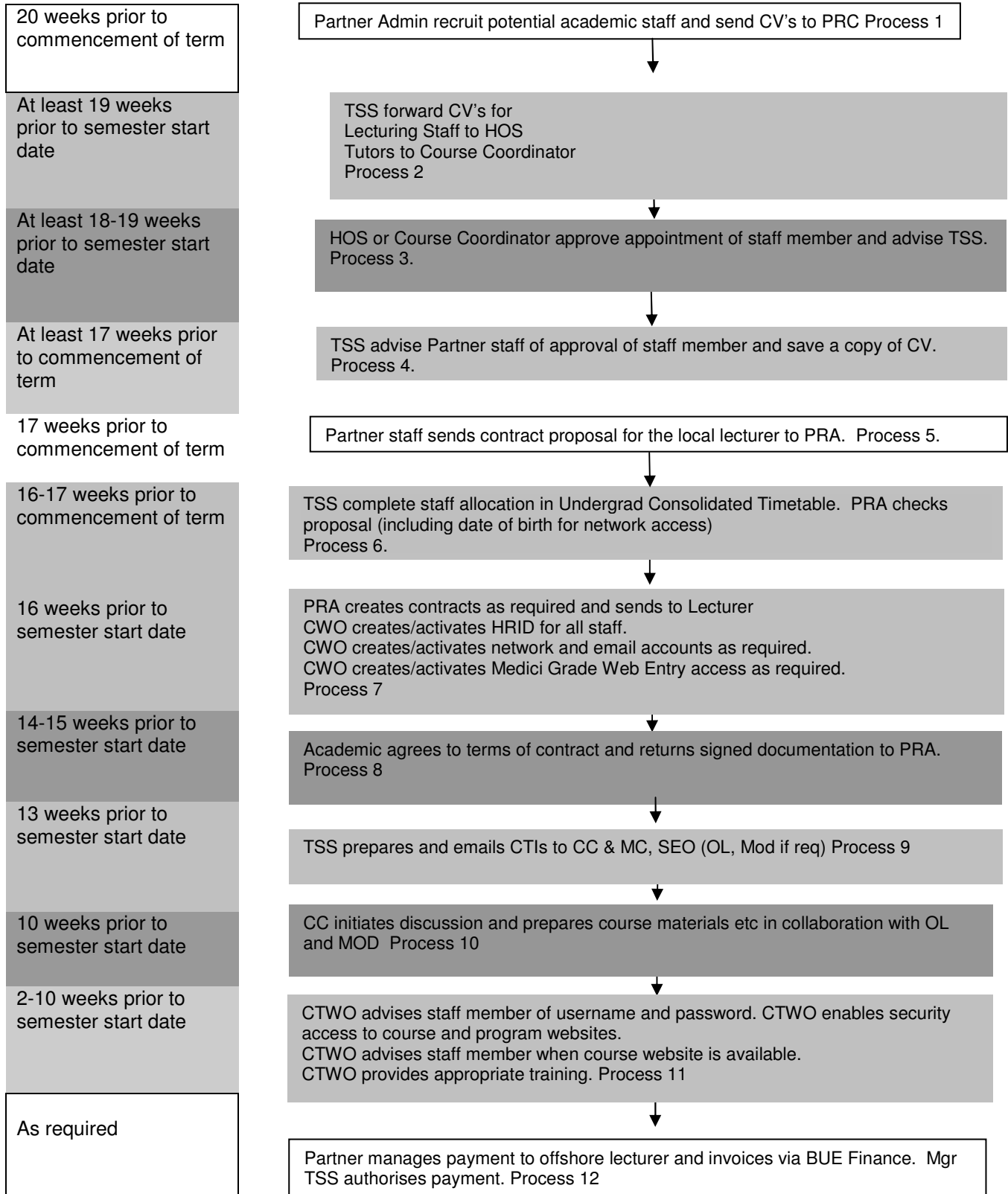


Appointment of Non UniSA/Partner Academic teaching staff, contracted to and paid by UniSA (NOT HKBU or TAYLORS STAFF see Non Paid Partner Academic Staff)

TSS =

School =

Partner =



Guide to Acronyms

CTI: Course Timeline Information (formerly known as TPI)

School

DHOS: Deputy Head of School

SEO: School Executive Officer

SA: School Administrator

CC: Course Coordinator

MC: Materials Coordinator

MOD: Moderator

OL: Offshore Partner Lecturer

TSS

PRC: Program Relationship Coordinator

PRA: Program Relationship Administrator

SSA: Student Services Advisor

CTWO: Coordinator Travel Web and Online

AWO: Administrator Web and Online

Process 1: Partner admin recruit potential academic staff and send CV to PRC – CV to include Date of Birth for HR and Network account generation.

Process 2:

TSS forward CV's for

- Lecturing Staff to HOS
- Tutors to Course Coordinators

Process 3:

HOS approves Lecturing Staff

Course Coordinator approves Tutors

HOS/CC advise TSS PRC whether staff member has been approved.

Process 4:

TSS advise Partner staff of approval and files copy of CV.

Process 5: Partner staff sends contract proposal for the local lecturer which contains the information of Service items and Teaching Schedule to PRA.

Process 6: PRA completes staff allocation in Undergrad Consolidated Timetable. PRA checks proposal and forwards date of birth info for new staff requiring HRID generation and network access to TSSMaterials@unisa.edu.au.

Process 7:

PRA creates Contracts, CWO creates HRIS non paid personnel record, Network and Email Access, Medici Grade Entry access as required:

Smartworks Lecturers:

Do require contract
Do require Network and Email account
Do require Medici Grade Entry Access

Smartworks Tutors:

Do not require contract but do require HRIS 002.np
Do require Network access only (NO EMAIL)
Do not require Medici Grade Entry Access

Kaplan Lecturers:

Do require contract
Do require Network and Email Account
Do require Medici Grade Entry Access

Contract generation: PRA generates contract according to the proposal and sends to Mgr: TSS then Offshore Partner lecturer for signing.

Network and or Email Account.

When the contract process has been completed and processed and the HRID has been allocated a request must be made for creation of network and or email account using the ISTS Create an account form, network and email access is required as outlined above. This is usually completed and signed on behalf to the academic with a request to contact applicant and supply username for forwarding to staff member via CTWO.

Medici Grade Entry Access

When the staff member has been allocated a Network account, the Medici access form <http://www-p.unisa.edu.au/sas/staffforms/MediciAccessFormStaff.pdf> must be completed on behalf of the offshore academic and faxed to SAS. Form should include details relating to username etc and request Academic Electronic Grades Entry Access only. Request for username and Medici password to be emailed to CTWO should also be included. CTWO will advise academic and provide appropriate training documentation.

Process 8:

Academic agrees to terms of contracts and returns signed document to PRA within 1 week.

Process 9: TSS prepares and emails CTI's

Step 1. Once the teaching nomination is confirmed, TSS PRA generates Course Timeline Information (CTI)

Step 2. PRA produces "Key Dates" table which includes all location specific public holidays.

Step 3. PRA sends an Email to the nominated Course Coordinator and Lecturer or Moderator with CTI, Study Guide template if available, Course Information Template, Key Dates and Intake Timetable as attachments. PRA copies this Email to TSS Materials, TSS Travel (Part Time Programs), Offshore Lecturer (Full time Programs) SEO and School Materials Coordinator

Step 4. PRA saves CTI to CTI folders by program in M\offshore

Process 10: CC initiates discussion and prepares course materials, teaching materials, assessment requirements, feedback proforma etc in collaboration with OL and Moderator as required.

Process 11: CTWO liaises with ISTS to have password allocated. CTWO advises partner staff member of username and passwords and provides appropriate training. W&O team enable security access to course and program websites. CTWO advises offshore staff when course website is available. TSS SSA adds offshore lecturer to instructor/advisor tables in Medici class schedule for grade entry access.

Process 12: Partner manages payment to offshore lecturer and invoices via BUE Finance. Mgr TSS authorises payment.

Appendix 1: Staff contacts - <http://www.unisa.edu.au/tss/contact.asp>