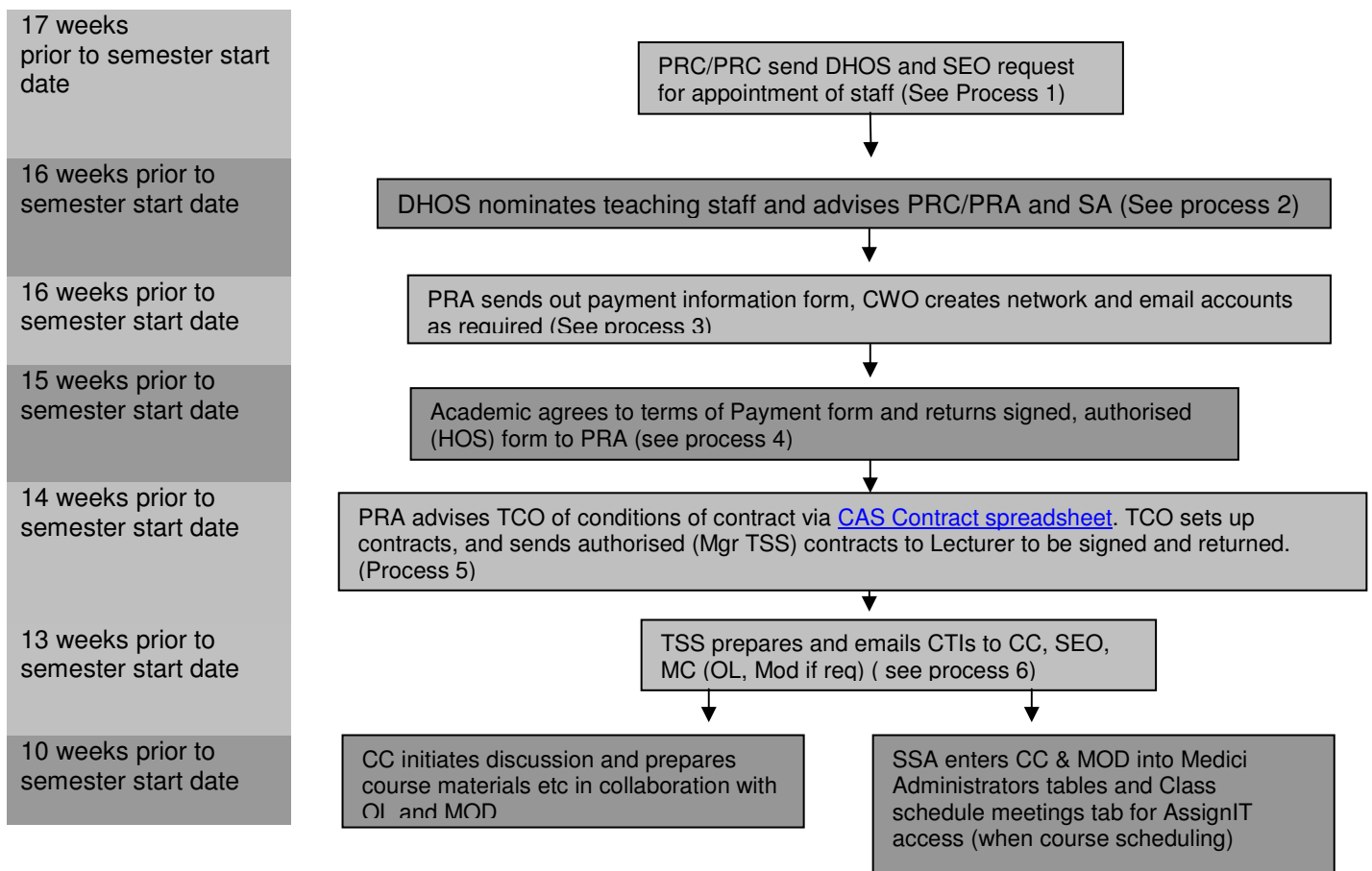


## Appointment of UniSA Academic teaching staff (CASUAL)

TSS =

School =

Forward planning for appointment of teaching staff can be undertaken by DHOS at any time by referring to the BUEDB Consolidated Timetable of scheduled course deliveries. The timetable can be found at: <http://www.buedb.unisa.edu.au>  
 Information regarding the appointment of staff should be sent to the PRC (see [TSS Staff Contacts](#)) and entered by School Administrative staff into the BUEDB consolidated timetable. If staff appointment has not been made by 17 weeks prior to the start of term the process below will be undertaken.



## Guide to Acronyms

**CTI: Course Timeline Information (formerly known as TPI)**

### School

**DHOS: Deputy Head of School**

**SEO: School Executive Officer**

**SA: School Administrator**

**MC: Materials Coordinator**

**CC: Course 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**

**TCO: Travel Clerical Officer (CAS)**

**Process 1:** PRC send DHOS and SEO request for appointment of staff

PRC sends list of courses requiring teaching appoints (17 weeks prior to the commencement) using table format outlined below, to the DHOS and copied to the SEO.

Note: This table will indicate what type of appointment is required as outlined below.

Program	Intake	Semester/ Term	School	Course	Course ID	Course Coordinator	Lecturer/ Moderator	Term Start	Term End	Start of Teaching 1 <sup>st</sup> Visit	End of Teaching 1 <sup>st</sup> Visit	Pre-Exam Workshop Start	Pre-Exam Workshop End	Location
						Moderated program	Please appoint moderator			n/a	n/a	n/a	n/a	
						Teaching program	Please appoint teaching academic							

## **Process 2:** DHOS nominates teaching staff

**Step 1.** DHOS liaises with the individual discipline teams within their School to determine academic workloads and appropriate appointment of staff, taking in the nature of responsibility, i.e.

- **moderated courses** which require Course Coordination (liaison with offshore lecturer, assessment task generation, collaborative preparation of course materials and in some cases teaching visits etc) and Moderation of assessment items. These roles may be undertaken by the same person or two different people.
- **UniSA taught** courses which require Course Coordination (preparation of study materials etc) and Course Lecturer who teaches in the offshore location.

Notes:

- a. All offshore course are listed on the [BUEDB Consolidated Timetable](#) and schools are encouraged to extract data and provide confirmed lecturer nominations prior to TSS requests or, if preferred, in advance e.g. at the beginning of the year or at 6 monthly intervals
- b. Schools have the option of splitting roles when allocating workload e.g. Course Coordinator and Moderator/Teacher can be two separate academics.
- c. It is assumed that the school has investigated issues relating to employment such as:
  - Staff are paid via **CAS/Payroll only**. If you are considering 'payment by invoice' the staff member must complete a [FS28](#) and be approved by Central Finance (Mike Royans) prior to agreement being made.
  - Non-Australian citizens based in Australia are checked to ensure they are allowed to work under the conditions of their visa
  - Research students receiving UniSA scholarships are not breaching their scholarship conditions.

If teaching staff cannot be nominated/confirmed within specified timeframes the DHOS should provide an academic contact person within the discipline team. TSS will then forward the CTI to this nominated person who will (until such time as an academic is appointed) ensure workload is undertaken and deadlines are met. This should be indicated on the table e.g. Acting.

## **Step 2.** DHOS advises PRC/PRA & SA of nominated staff

DHOS advises PRC/PRA the nominated staff name via email (if after 17 weeks prior to commencement) and arranging for school staff to enter details into the BUEDB consolidated timetable.

## **Process 3:** PRA sends out payment information form; CTWO creates network and email accounts as required

PRA will send out payment information form for teaching and marking to the appointed academic staff. There are 3 types of payment information form: teaching, marking and moderation.

PRA needs to check the employment status of the academic staff. If the academic is new to the university a HRIS005 must be completed.

- a. Payment information forms act as a contract for continuing staff and HRIS020 is used to process payment
- b. Casual staff will need to create separate CAS contracts for teaching and marking.

- c. Contract staff who are approved for payment by invoice (with ACN), SA will create Offshore Course Delivery Agreement and advise C:TWO that network access is required. CTWO raises a HRIS002.np for new staff.

Contracts for both casual and contract academics must be created to cover the whole semester to ensure the staff members have network and email access for that period.

**Process 4:** Academic agrees to terms of contract and returns signed documentation to PRA.

Academic receives and signs appropriate documentation and returns to PRA within 1 week. Negotiations over payment/contract should be made directly with DHOS.

**Process 5:** PRA advises TCO of conditions of contract via [CAS Contract spreadsheet](#). TCO sets up contracts, and sends authorised (Mgr TSS) contracts to Lecturer to be signed and returned. (Process 5)

**Process 6:** 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 link and instructions, 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

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