DEFINITION OF DUTIES
Casual Academic Employees

Lecturing and Tutoring

(a) “Lecture” or “tutorial” means any educational delivery described as a lecture or tutorial respectively in a course or unit outline, or in an official timetable issued by the University. A lecture or tutorial may be face to face teaching or tutoring respectively or equivalent delivery through a different mode.

A tutorial is a supplementary form of education delivery where matters already covered elsewhere in a course are discussed, clarified or elaborated. A tutorial is conducted in a small group to enable effective student participation. A tutorial is conducted in accordance with guidelines issued by the lecturer in charge of the subject. Responsibility for the course rests with the lecturer in charge of the subject not the casual employee.

The hourly rate of pay for lecturing or tutoring contained in Schedule 2 of the Enterprise Agreement or in Appendix A (if you are covered by an AWA) will encompass the following activities in addition to the delivery of lectures and/or tutorials:

(i) preparing of lectures or tutorials;

(ii) up to 20 minutes of marking for each one hour of teaching. The marking is for the group of students for whom the casual employee has direct responsibility (e.g. 60 contact hours means that twenty hours of marking must be undertaken before further costs are incurred by the University).

Academics in Schools/Departments will establish a time formula for marking in relation to different types of assessments within the Schools/Departments. This formula will be used and reviewed every second year by the School/Department;

(iii) administration of relevant records of the students for whom the casual employee is responsible; and

(iv) informal consultation with students. This consultation involves face to face consultations immediately prior to or following a lecture or tutorial.

(b) The total hours of work will not normally exceed two extra hours for every hour of teaching time, however may involve more than two hours in the case of 1a and 1b of Schedule 2 (or Appendix A if you are covered by an AWA).

Marking

Marking beyond that outlined above, including marking of subject or course wide examinations, essays or other assessment tasks will be paid at the appropriate hourly marking rate as set out in the Enterprise Agreement or your AWA.

Demonstrating and Other Duties

Demonstration

(a) Demonstration involves the performance of such duties as the conduct of practical classes by setting up or supervising the correct method of use of
equipment; issuing prepared instructions about experimental procedures or projects from the lecturer; supervising undergraduate students in carrying out experiments or laboratory work and being a source of technical advice.

The hourly rate of pay for demonstrating and other duties encompasses one hour of student contact time only. Any work required outside the one hour (marking, giving a lecture or tutorial, attending a meeting or lecture, preparation time or other duties) will be paid as appropriate in accordance with Schedule 2 of the Enterprise Agreement or Appendix A of your AWA.

Responsibility for the course rests with the lecturer in charge of the subject not the casual performing demonstrating or other duties.

Other Duties

(b) Other duties includes all other work that is required by the University to be performed by the casual employee, being work in the nature of, but not limited to:

(i) attendance at lectures, formally designated student consultation, including formal consultation by electronic means, and student supervision;

(ii) attendance at meetings including School and/or Faculty meetings as required by the Head of the academic unit;

(iii) the conduct of practical classes, workshops, student field excursions;

(iv) the conduct of clinical sessions other than for the Faculty of Medicine;

(v) the conduct of performance and visual art studio sessions;

(vi) development of teaching and subject materials such as the preparation of subject guides, reading lists, and basic activities associated with subject coordination; and

(vii) musical coaching, repetiteurship, and musical accompanying other than with special educational service specified below.

Additional Casual Duties

(c) Any additional casual duties which the casual employee is required to perform beyond those outlined above will be paid for separately at the appropriate rate.

Music Accompanying with Special Education Service

A casual employee required to provide music accompanying with directly associated non contact duties in the nature of preparation will be paid at a rate for each hour of music accompanying delivered according to Schedule 2 of the Enterprise Agreement or Appendix A of your AWA. Music accompanying with special education service means the provision of music accompaniment to one or more students or staff in the course of teaching by another member of the academic staff in circumstances where the accompanist deploys educational expertise in repertoire development or expression for student concert or examination purposes but does not include concert accompanying, vocal coaching or musical directing.