INFORMATION FOR PROSPECTIVE SESSIONAL STAFF

INTRODUCTION

The University of Notre Dame Australia recognizes and values the diversity of teaching and learning practices that sessional staff offer our students and the contribution they make to teaching and learning, as experts in their field. The University aims to employ the best teachers who strive to achieve excellence and who support the University’s Objects.

The University’s Objects (as defined in its Act of Parliament) are:

a) the provision of university education within a context of Catholic faith and values; and
b) the provision of an excellent standard of –
   i. teaching, scholarship and research;
   ii. training for the professions; and
   iii. pastoral care for its students.

In meeting its Objects, the University seeks to be open to all people.

At UNDA we strive to provide our staff with a friendly and cohesive working environment with flexible work options and the opportunity to work with diverse groups of people on Campus. We wish to provide a challenging and rewarding teaching experience where staff can develop their skills and expertise, feel fulfilled in their working lives and achieve excellence.

To that end, UNDA has a responsibility to provide quality support, management and training to Sessional Staff.

APPLICATIONS FOR EMPLOYMENT

Whether in response to an advertisement or by way of a general expression of interest, the University encourages applications from sessional staff for work with the University. An application pack for sessional employment can be found on the University’s website or by calling the Staffing Officer on 9433 0805.
OUR EXPECTATIONS

PASTORAL CARE OF STUDENTS

The University strives to provide an excellent standard of pastoral care for its students. Staff are expected to offer help and caring to all students including listening, supporting and encouraging. Our smaller class numbers enable staff to identify and support students in need and the support networks offered by offices within the University provide staff with options for follow-up care of students where required.

TEACHING OBLIGATIONS

Depending on the needs of the University, academic sessional staff members may be employed for a variety of reasons, including the following:

- to take responsibility for the teaching of an entire unit(s);
- to take responsibility for teaching part of a unit (such as the conduct of tutorials);
- to conduct an occasional lecture in a unit;
- to undertake laboratory work, clinical supervision or the like; and/or
- to undertake marking or any other academic activity at the University.

SPECIFIC RESPONSIBILITIES

Where a sessional academic staff member is engaged to take full responsibility for the conduct of a unit (referred to later as “Unit Co-Ordination”), the obligations on the employee include (unless otherwise agreed):

- performing in full the teaching load which is stipulated within the letter of appointment and any accompanying documentation;
- accepting responsibility for all aspects of the conduct of the unit, including -
  - preparation and delivery of all classes;
  - the setting and marking of continuing assessment and final examination;
  - invigilation of final examination;
  - participation in examiner’s meeting (if possible) & Board of Examiners;
  - ordering of text books;
  - liaison with library regarding resources required for the unit;
  - preparation of all course and other materials required to teach the unit;
  - preparation and marking of any supplementary or deferred examination or assessment which may be required in the unit.
- providing reasonable out of class contact time to students to allow for student consultation and counseling, and, wherever possible, providing some non-private contact information to students (such as an email address, mobile phone);
being punctual and attending all classes (save for exceptional circumstances);
• advising the Dean (or delegate) in advance if unable to attend a scheduled class and making
appropriate arrangements to reschedule a missed session; and
• agreeing to be evaluated by the University on their teaching performance at such times and
in such manner as the University considers necessary.

Where the sessional academic staff member is engaged for a reason other than the full conduct of a
unit, the obligations referred to above are binding on the sessional academic staff member to the
extent to which they are applicable.

Teaching obligations and responsibilities are discussed and agreed with sessional staff prior to
appointment at the University.

REMUNERATION

Below are some guiding principles governing the remuneration of Sessional staff.

TUTORIALS

The rate paid for an “Original Tutorial hour” includes payment for the following:

(a) one hour of delivery and

(b) two hours Associated Working Time.

There are three different rates prescribed for an “Original Tutorial hour” and the appropriate rate is
determined by the qualification of the tutor and may be:

❖ “standard” – tutor has Bachelors degree
❖ “higher” – tutor has an award higher than Bachelor but lower than Doctorate
❖ “doctorate” – tutor has a Doctorate level qualification.

The rate paid for a “Repeat Tutorial hour” includes payment for the following:

(a) one hour of delivery and

(b) one hour of “Associated Working Time”.

The rate paid for a “Repeat Tutorial hour” is determined on the qualification of the tutor and may
be:

❖ “standard” – Bachelors degree
❖ “higher” – an award higher than Bachelor but lower than Doctorate
❖ “doctorate” – a Doctorate level qualification.
A “Repeat Tutorial hour” applies to the second or subsequent delivery of substantially the same tutorial in the same subject matter within a period of seven days.

LECTURING

The rate paid for an “Original Lecture hour” includes payment for the following:

- “basic lecture” – one hour delivery plus two hours “Associated Working Time”, or
- “developed lecture” – one hour delivery plus three hours “Associated Working Time”, or
- “specialised” – one hour delivery plus four hours “Associated Working Time”.

The base rate for a “Repeat Lecture hour” includes payment for the following:

- one hour delivery and
- one hour “Associated Working Time”.

A “Repeat Lecture hour” applies to the second or subsequent delivery of substantially the same lecture in the same subject matter within a period of seven days.

THE MEANING OF “ASSOCIATED WORKING TIME”

Included within all of the hourly rates noted above is a reference to “Associated Working Time”. “Associated Working Time” includes the following:

- preparation (content)
- reasonably contemporaneous marking (which includes marking of in-class presentations and pieces of written work such as short answer tutorial questions. Marking of major essays is not included. Marking of final examinations is not included)
- student consultation (at least 15 minutes of student consultation per hour of teaching)

MARKING

Any marking undertaken by a sessional staff member that does not fall within the definition of “reasonably contemporaneous marking” and is therefore not factored into the “Associated Working Time” will be paid for separately.

The remuneration rates for marking are hourly rates.

There are three rates of pay for marking:

- “simple marking”: where the marking involves little or no academic judgement (e.g. multiple answer questions, short answers, yes/no questions, questions where the marker is provided with a comprehensive guide.)
- "standard marking": where the marking involves a significant exercise of academic judgement and/or as a supervising examiner.

- "thesis marking": applies to higher degree marking such as post graduate work, Honours, Masters or Doctorate thesis’. (Note: Previously, this type of marking was referred to as “Higher Degree Rate” marking).

Marking relief is available where there are more than 70 students enrolled in a Unit. The contract is based on an hourly rate for marking for each additional student over 70.

Sessional staff are usually contracted for marking relief by way of a sessional contract for marking only, at the beginning of Semester. In order to calculate the hours required, in addition to the number of students enrolled, the general rule of thumb is:

- Up to 20-25 minutes is required to mark a major essay; and
- 4 examination papers per hour.

However, the final determination of the number of hours required is at the discretion of the Dean.

UNIT CO-ORDINATION

Sessional Staff who are engaged to undertake Unit Co-ordination are usually remunerated by way of a lump sum contract amount. In determining the amount, the Dean will consider the specific responsibilities of the sessional staff member. Lump sum contracts, like contracts calculated by the hour, are paid on a fortnightly basis.

OTHER REQUIRED ACADEMIC ACTIVITY

Sessional Staff members may be required to undertake additional academic activities which are outside the scope of "Associated Working time". These activities are referred to as "Other Required Academic Activities" and may include:

- conduct of practical classes, demonstrations, workshops, student field excursions;
- conduct of clinical sessions (Note: different requirements apply to clinical education.);
- attendance at meetings (e.g. school or faculty meetings, formal review meetings i.e. mid Semester review or TPE Review meetings);
- additional student consultation;
- exam attendance/invigilation;
- attendance at Induction;
- compulsory or directed attendance at professional development training events.

When these activities are required and when authorised by the Dean, the Sessional Staff member will be paid for the additional work. The additional academic activity must be authorised by the Dean before it is undertaken.
The remuneration for other required academic activities is based on an hourly rate and is determined with reference to the “standard marking” rate.

Where possible, payment for other required academic activities is specified at the start of the contract and incorporated into the first contract amount. For example, payment for attendance at a University induction session may be incorporated into the original contract.

However, there will be occasions when it is not possible to pre-determine the additional work required or the number of hours required, at the start of a contract period. In these cases, payment may be made before or after the event using an ‘Additional Hours’ process, rather than the creation of a new contract to cover the extra few hours. Provided that the work or attendance has been directed, and can be verified, a sessional staff member may be paid upon the instruction of the Dean or SAO to the Staffing Office.

**RATES OF PAY**

For hourly sessional rates please see [http://www.nd.edu.au/jobs_sessional.shtm](http://www.nd.edu.au/jobs_sessional.shtm)

UNDA sessional rates are adjusted annually in November to take effect on the 1 January of the following year. Rates are determined at the discretion of the Vice Chancellor who has regard to the following considerations:

- The increase, if any, to fixed and maximum term contract salaries to take effect the following year;
- CPI increases for year ending September;
- Rates offered by other Universities (please note that UNDA does not link its rates or rate increases with any other University).

The hourly rates provided in the sessional salary scale vary depending on the group size. Hourly rates are based on the assumption that the group size is 18 and above.

**PERFORMANCE EXPECTATIONS**

The University strives to provide students with an excellent standard of teaching and training for the professions.

Our staff are assisted to provide this excellent standard through the provision of support, management and training.

The University offers induction sessions specifically designed for sessional staff as well as professional development training throughout the year.

Sessional staff are also encouraged to undertake study in the University’s [Graduate Certificate in University Teaching](http://www.nd.edu.au/jobs_sessional.shtm). Sessional staff may apply to the Provost for fee remission of one standard semester length unit per semester.
In terms of on-going support and guidance, each School nominates an appropriate person within the School (usually a fixed or maximum term staff member) who can be contacted for information or guidance.

Schools will provide sessional staff with feedback about their performance either on an on-going basis or at the end of Semester.

The main instruments for evaluating the quality of teaching and learning at the institutional level are the Teaching Performance Evaluation (TPE) survey and the Unit Content Evaluation (UCE) survey. It is particularly important for sessional staff members to be fully aware of the University’s timing, frequency, processes, uses and specific performance expectations in relation to TPE and UCE. These are explained thoroughly in the document Policy: Teaching Performance and Unit Content Evaluation which can be found at http://www.nd.edu.au/sessional/Policy TPE UCE.

POLICIES AND PROCEDURES

To the extent to which they are relevant, sessional academic staff members are bound by all policies, procedures and Code of Conduct of the University as are in force from time to time and as amended from time to time.

INTELLECTUAL PROPERTY

Sessional staff are bound by the University’s Intellectual Property Policy. Sessional Staff are advised to familiarize themselves with the content of this policy, if possible, prior to commencing employment with UNDA. The policy can be found at: http://www.nd.edu.au/sessional/Policy IIP

CONFIDENTIALITY AND USE OF OFFICIAL INFORMATION

Staff members are expected to maintain confidentiality, integrity and security of official information for which they are responsible, or to which they may have access, in any academic or administrative area.

In particular, unless required by law, personal and official information (such as academic records) provided by and about staff and students must not be given to third parties without the informed consent of the individuals concerned.

The University of Notre Dame Australia is bound by amendments to the Privacy Act 1988 (Cth) which came into effect on December 21, 2001. The University has adopted a matching Privacy Policy. It is the responsibility of each staff member to be familiar with the University’s Privacy Policy, and to follow it in their work practices.

OUR INVITATION TO YOU

We take this opportunity to encourage you to apply for employment with the University of Notre Dame Australia. We are confident that you will find the experience of working with UNDA exciting, rewarding and fulfilling.
FURTHER INFORMATION

FREMANTLE
For further information, please contact our Staffing Officer, Ms Megan White.
PH: (08) 9433 0805
Email: mwhite3@nd.edu.au

BROOME
For further information, please contact Senior Finance Officer, Merri Lee.
PH: (08) 9192 0604
Email: mlee5@nd.edu.au

SYDNEY
For further information, please contact our Staffing Officer, Ms Monica Bakich.
PH: (02) 8204 4424
Email: mbakich@nd.edu.au