

Policy Title: Engagement of Casual Academic Employees
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1. INTENT

This policy sets out casual activities and details for engaging casual academic employees, in accordance with the conditions of employment set out in the University's Industrial Instrument.

2. ORGANISATIONAL SCOPE

Schools or other organisational units engaging casual academic employees by the University.

3. DEFINITIONS

TERM	DEFINITION
Industrial Instrument	Means the Edith Cowan University (ECU) Enterprise Agreement
NES	Means the National Employment Standards under the Fair Work Act 2009 (Cth) as amended.
Relevant Delegated Officer	Means the delegated authority or nominee as provided within the University's Schedule of HR Delegations.

4. POLICY CONTENT

4.1 Casual academic salary rates are provided in Schedule 1 – Part 3, of the Industrial Instrument. These rates include a 25% loading in lieu of all forms of paid leave, paid public holidays, and other Industrial Instrument based benefits and entitlements for which a casual is not eligible. A casual academic employee is entitled to unpaid leave including carer's and compassionate leave in accordance with the Industrial Instrument and NES.

4.2 Academic employees on casual contracts are generally engaged to perform specific tasks such as delivering lectures, tutorials, practical classes, demonstrations, workshops,

developing unit content or marking over a defined period of time. There is no guarantee or expectation of work beyond any period of employment specified in the casual contract of engagement.

4.2.1 Resources and Facilities

The University will provide casual academics with appropriate resources and facilities. The relevant line manager is responsible for arranging access to appropriate systems, resources and information in order for the casual academic to complete the specific tasks of their engagement. The level of resources and support provided will vary depending on the work to be performed and the period of engagement required.

4.2.2 Variation or Additional duties to the contract

- a. The relevant delegated officer may vary the casual contract of engagement, and is responsible for notifying and making these changes.
- b. The relevant delegated officer may approve additional work for a casual academic, and is responsible for notifying and making these changes.

4.2.3 Failure to complete the specified tasks

A casual academic must advise their line manager if the specified work has not been completed. Where the specified work the academic casual was engaged to deliver is not completed their casual payment will be adjusted accordingly.

4.2.4 Performance

Casual academic employment is subject to satisfactory performance, with performance expectations set by the relevant line manager. Where performance is assessed as unsatisfactory employment may be terminated by the provision of one hours' notice.

4.2.5 Notice Period for Termination of Engagement

A casual academic employee is required to give a minimum one hours' notice to cease employment with the University. The University may terminate the employment of a casual academic employee by the giving of one hours' notice, or may pay the equivalent salary instead of notice.

4.3 Description of specific tasks

4.3.1 Delivery of structured casual academic activities may be on-campus and/or on-line, and supported via various learning and teaching environments including synchronous and asynchronous technologies.

4.3.2 Generally casual academic activities are determined by the relevant line manager, and may also be described within a course or unit outline, or in an official timetable issued by the University (as may be amended from time to time).

4.3.3 The following table provides a general overview and description of tasks that a casual academic employee may be engaged to perform, and the structure of hourly rates.

Activity	General Description of Task
Lecture	<p>'Lecture' means any educational delivery described as a lecture.</p> <p>A casual academic employed to provide a lecture will be paid for each hour of lecture delivery according to the applicable rates within the Industrial Instrument. The hourly rates for lecturing includes the following directly associated non-contact duties:</p> <ul style="list-style-type: none"> • Preparation, which may include consultation and discussion with line manager as part of the preparation activities (attendance at required meetings e.g. School, Work Unit will be paid at the ORAA rate) • Contemporaneous assessment (which takes place during a lecture) • Student consultation immediately prior and following the lecture • Administration associated with the lecture <p>Initial and repeat lectures are remunerated differently in accordance with the Industrial Instrument.</p>
Tutorial	<p>'Tutorial' means any educational delivery described as a tutorial involving direct interaction with students.</p> <p>A casual academic employed to provide a tutorial will be paid for each hour of tutorial delivered according to the applicable rates within the Industrial Instrument. The hourly rates for tutoring include the following directly associated non-contact duties:</p> <ul style="list-style-type: none"> • Preparation, which may include consultation and discussion with line manager as part of the preparation activities (attendance at required meetings e.g. School, Work Unit will be paid at the ORAA rate) • Contemporaneous assessment (which takes place during a tutorial) • Student consultation immediately prior and following the tutorial • Administration associated with the tutorial <p>Initial and repeat tutorials are remunerated differently in accordance with the Industrial Instrument.</p>
Workshop / Demonstrations / Practical Classes	<p>'Workshop' means any educational delivery described as a Workshop generally involving a structured activity that requires minimal preparation and involves a mix of presentation of information, ideas, skills and guided activities.</p> <p>'Demonstration' or 'Practical Classes' means any educational delivery described as a Demonstration/Practical Class, being a session that requires minimal preparation with the primary purpose of demonstrating skills and supervising a group of students in practising those skills.</p>
Marking	<p>All non-contemporaneous marking by a casual academic will be paid for separately (except in the case of contemporaneous assessment which takes place during a lecture or tutorial).</p> <p>Prior to non-contemporaneous marking being performed, the marking type and hours allocated will be agreed based on the number of students involved and the complexity of the task and the exercise of academic judgement required.</p>

	<p>Marking of student assessment items may or may not require feedback, and within these categories may be simple, standard or complex.</p> <p>1. Marking of student assessment that <u>does not</u> require feedback</p> <p>Simple marking (A21) Marking is simple when the marker is able to recognise the correct answer by application of a marking template, and is required to do no more than record which answers are correct, determine the marks for each and the overall mark for the assessment. - Marking Rate is 8 pieces of assessment per hour.</p> <p>Standard marking (A32) All other marking that is not simple or complex is standard marking. - Marking rate is 5 pieces of assessment per hour.</p> <p>Complex marking (A17.1) Marking is complex when the marker is required to exercise substantial academic judgment in the evaluation of the assessment. - Marking rate is 3 pieces of assessment per hour.</p> <p>2. Marking of student assessment that <u>does</u> require feedback</p> <p>Simple marking Marking is simple when the marker is easily able to recognise the correct answer, and is required to provide brief feedback. - Marking Rate is 6 pieces of assessment per hour.</p> <p>Standard marking Standard marking refers to marking which involves academic judgment, while providing feedback but typically does not require detailed analysis. - Marking Rate is 4 pieces of assessment per hour.</p> <p>Complex marking Marking is complex when the marker is required to exercise substantial academic judgement and to give detailed feedback. - Marking Rate is 2 pieces of assessment per hour.</p>
<p>Student Consultation</p>	<p>Means ad hoc student consultation directly associated with a lecture and/or tutorial, and which occurs within 7 days of it, but does not include formally scheduled student consultation time approved by a unit coordinator.</p>
<p>Other Required Academic Activity (ORAA) (A31)</p>	<p>Casual academics who are required to perform any other academic activity (as defined below) will be paid for each hour of such activity delivered as required and demonstrated to have been performed.</p> <ul style="list-style-type: none"> (a) The conduct of practical classes, demonstrations, workshops, student field excursions; (b) The conduct of clinical sessions; (c) Attendance at Work Unit and or School meetings as required; (d) Development of teaching and course materials such as the preparation of course guides and reading lists and basic activities associated with subject coordination; (where full unit coordination is required, payment will be the A5C rate);

	<p>(e) Consultation with students beyond that associated with Lecturing and/or Tutorial activities;</p> <p>(f) Participation in training programs and induction sessions;</p> <p>(g) Activities associated with performance and visual arts classes; and</p> <p>(h) Monitoring and supporting students enrolled in online units of study (see section 4.3.5 below).</p> <p>The above list is not intended to be exhaustive, but is provided by way of guidance.</p>
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4.3.5 Monitoring and supporting students enrolled in online units of study (Other Required Academic Activity (ORAA) A31)

Casual academic employees required to perform this activity will be paid for each hour of such activity delivered as required and demonstrated to have been performed using the following formula:

No. Students/10 x ORAA A31 Rate x length of teaching period (in weeks)

4.3.6 Casual Full Unit Coordination Duties (A5C)

A casual academic may be issued with written advice from the relevant delegated officer to be a unit coordinator. The delegated officer will confirm the role requirements, including student contact times, time required to be on campus, and any other coordination duties to be performed. Details of the additional payment, the period the role is to be performed, and resources or other support for carrying out these functions will also be provided.

Casual academic employees required to perform this activity will be paid for each hour of such activity delivered as required and demonstrated to have been performed using the following formula:

Full Unit Coordination A5C Rate x hours per week x length of teaching period (in weeks) + 2 weeks

4.3.7 Writing Units Duties (A33)

Where a casual academic is required to write a unit, the hours allocated for the activity will be based on the complexity of the task and the amount of intellectual and academic expertise required. Casual academic employees involved in this activity will be paid at an hourly rate for each hour allocated to complete the activity as required, and payment on satisfactory completion of the task.

Writing Units Duties A33 Rate x hours agreed to complete activity.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

The Director, Human Resources Services Centre has overall responsibility for the content of this policy and its operation in ECU.

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- [Edith Cowan University Enterprise Agreement](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Human Resources Services Centre
All Enquiries Contact:	Manager Safety and Employment Relations
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8. APPROVAL HISTORY

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