

Adjuncts @ UniSA:

A QUICK GUIDE.

A UniSA Induction Resource.



Welcome from the Vice Chancellor

Adjuncts make a significant contribution to the University of South Australia's teaching, research and scholarship. The University greatly values your generous work and we want your experience with us to be rewarding and fulfilling.

Whether you are beginning as a new Adjunct or have been with us for some time, this Quick Guide is designed to be of assistance in your work.

Adjuncts who are previous members of staff will already be familiar with the workings of the University but may have some questions about roles or support services available. Adjuncts who are staff members from other institutions or industry/international partners will also have questions about the University.

This Quick Guide is designed to provide a brief response to these questions, regardless of your background relationship with UniSA or your current level of commitment to its operations. Its aim is to supplement the induction activities and materials provided by the area in which you work.

In addition to the Guide, UniSA provides a range of other support services for staff and Adjuncts. One of the best ways to learn more about these services is to investigate the University's induction website and general corporate website. I encourage you to explore the information and take advantage of the many services available.

I hope you enjoy your interaction with UniSA, whether it is continuing, quite new or just changing shape. I trust you will find this Guide useful throughout your time with us.

Professor Peter Høj
Vice Chancellor and President

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	QUESTION	THE BASICS	FURTHER INFORMATION
About the University	1. What is my relationship with the University?	<p>As an Adjunct you make a very important contribution to the life of the University's teaching research and scholarship.</p> <p>Your individual <i>Adjunct Relationship Deed</i> further explains the nature of your relationship to the University. Although you are not described as a staff member, you are an important part of the University community as a volunteer. As with all communities, there are responsibilities that apply to all members of that community. Adjuncts are expected to know and act in accordance with the University Code of Conduct and policies and be familiar with other obligations as outlined in the relationship deed. Depending upon the nature of your role, the University may provide access to office resources, the library and the internet. The pages that follow will provide more information about the role, responsibilities and resources that may be available to you as an Adjunct.</p>	<ul style="list-style-type: none"> Code of ethical conduct: www.unisa.edu.au/policies/codes/ethics/ethics.asp
	2. How many students, staff and academic programs are there at UniSA?	<p>UniSA is a distinctive and internationally competitive University which now has more than 36,000 Australian and overseas students, over 2,400 staff and more than 300 programs. In South Australia it has two city campuses, plus campuses at Magill, Mawson Lakes and Whyalla.</p>	<ul style="list-style-type: none"> UniSA website: www.unisa.edu.au
	3. What is the organisational structure at UniSA?	<p>Four academic divisions and four coordinating portfolios report directly to the Vice Chancellor. The four academic divisions are made up of Schools and Research Centres (which normally operate within Schools).</p> <p>Two Research Institutes report to the DVC: Research and Innovation.</p>	<ul style="list-style-type: none"> Senior academic and administrative structure: www.unisa.edu.au/about/intro/images/admin-structure.pdf
	4. What induction activities and materials can I access, and how?	<p>The Human Resources Unit has developed a comprehensive on-line University Induction program.</p> <p>Talk to your Head of School/Research Institute Director about Division, School and Research Institute induction activities.</p> <p>If you are a research degree supervisor, you are required to attend induction sessions conducted by the Graduate Research Centre.</p>	<ul style="list-style-type: none"> Your Head of School/Research Institute Director Your School/Research Institute contact person Induction website: www.unisa.edu.au/newstaff/default.asp Induction handbook: www.unisa.edu.au/newstaff/docs/induction_handbook.pdf Graduate Research Centre: www.unisa.edu.au/resdegrees/info.asp
About your appointment	5. Who else should I get to know?	<ul style="list-style-type: none"> Learning and Teaching Unit staff at your campus School/Research Institute administration staff Campus Central staff at your campus Academic Librarian Services Team. 	<ul style="list-style-type: none"> www.unisa.edu.au/ltu/ www.unisa.edu.au/campuscentral/default.asp www.library.unisa.edu.au/about/contacts/als.aspx.
	6. Who is my contact with regards to academic matters?	<p>This depends upon the activity you are undertaking. It could be the Research Institute Director, Head of School, Program Director, Research Degrees Coordinator or School Executive Officer. Clarify this with your School/Research Institute.</p> <p>The Learning and Teaching Unit at your campus can also provide a wide range of support services and assistance.</p>	<ul style="list-style-type: none"> Learning and Teaching Unit: www.unisa.edu.au/ltu/
	7. What insurance coverage do I have?	<p>The Adjunct Relationship Deed details coverage for Adjuncts.</p>	<ul style="list-style-type: none"> <i>Adjunct Relationship Deed</i>

	QUESTION	THE BASICS	FURTHER INFORMATION
For Research Degree Supervisors	8. What is the Research Degree Supervisors Register and do I need to be on it?	<p>The Register records persons who are qualified to be appointed as Principal Supervisors of candidates who are undertaking research degrees.</p> <p>Your School/Research Institute contact person is responsible for ensuring you are included on the Research Degree Supervisors Register.</p>	<ul style="list-style-type: none"> • www-p.unisa.edu.au/res-staff/supervisors/register.asp • www.unisa.edu.au/policies/policies/resrch/res18.asp • www.unisa.edu.au/resdegrees/deans.asp
	9. Where can I find out about ongoing research education development activities?	<p>If you are becoming a member of the Research Degree Supervisors Register, it is mandatory to keep up to date with research education issues.</p> <p>Supervisors can assess support and development resources through RESA (<i>Research Education Support Activities</i>), which includes the <i>Supervisor Professional Development Program</i>.</p> <p>The Learning and Teaching Unit (LTU) also provides excellent online resources. The <i>'in a nutshell'</i> multimedia presentations are particularly helpful, proving snapshot information in 5 minutes or less.</p> <p>If you are starting out as a supervisor, read through the LTU's <i>'Beginning supervision'</i> pages which explain your role and how you fit into the research environment. There are also some great guides for continuing supervisors (under the <i>'Maintaining Supervision'</i> pages).</p>	<ul style="list-style-type: none"> • RESA: www.unisa.edu.au/researchsupport/default.asp www.unisa.edu.au/researchsupport/oncampus/supervisor.asp (<i>Supervisor Professional Development Program</i>) • Research and Innovation Services: www-p.unisa.edu.au/res-staff/supervisors/default.asp • Learning and Teaching Unit: www.unisa.edu.au/researcheducation/supervisors/default.asp
	10. Where can I get information on Higher Degree Research students?	<p>Information about your HDR students can be accessed through your <i>MyUniSA</i> account ('My HDR students' tab).</p> <p>The PORTIA (<i>Postgraduate Office Research Training Information Assistant</i>) information management system provides a transparent interface for planning research programs, recording meetings and documenting candidature milestones. PORTIA is available to HDR students, supervisors and research degree managers/administrators.</p> <p>Supervisors also need to be aware of the activities available for Higher Degree by Research Students as well as policies and procedures. RESA will help HDR students sharpen their skills in: academic writing; critical thinking; introductory data analysis and software package familiarisation; information retrieval; career planning; and will provide cross-disciplinary research networking and support.</p> <p>Encourage your HDR students to participate in various workshops and activities that are offered through RESA, through your Division / Institute and across the University. Speak with your Dean of Research / HDR Coordinator / Portfolio Leader for more information.</p>	<ul style="list-style-type: none"> • <i>MyUniSA</i> staff account: https://my.unisa.edu.au/staff/Portal/myResearch/mySupervision/MyHDRStudents.aspx • PORTIA website: www.unisa.edu.au/researchstudents/responsibilities/portia.asp • Graduate Studies Office www.unisa.edu.au/researchstudents/ • Policies, regulations and codes of good practice www.unisa.edu.au/researchstudents/responsibilities/policies.asp • Dean of Research / HDR Coordinator / Portfolio Leader

	QUESTION	THE BASICS	FURTHER INFORMATION
Your obligations	11. What UniSA legal obligations and policies should I be aware of?	Adjuncts (like staff) have a legal obligation to operate in a manner consistent with the following policy and practice in the following areas: <ul style="list-style-type: none"> • Code of Ethics • Occupational health, safety and welfare • Copyright • IT Policy • Disability • Student misconduct • Intellectual property • Fraud information • Plagiarism – students and staff • Equity and diversity • Workplace relations • Legal responsibilities to students under 18 years of age. 	<ul style="list-style-type: none"> • Policies and Procedures: www.unisa.edu.au/policies/
	12. What should I know about copyright?	Adjuncts need to be aware of the requirements of the <i>Copyright Act</i> and how it affects their role in the University. Copyright is a complex issue and you should familiarise yourself with the guidelines available at the <i>Copyright Guidelines For Staff</i> website	<ul style="list-style-type: none"> • Copyright Web Site www.unisa.edu.au/copyright/ • UniSA Copyright Officer: www.unisa.edu.au/copyright/contact.asp
	13. What legal responsibilities do I have in relation to students' safety?	Ensure all students use appropriate risk control measures for identified hazards Report all hazards or incidents associated with students' working environment, work tasks or activities Ensure all students do not place themselves or others at risk of injury. In case of emergency assist in the safe direction of students out of a building	<ul style="list-style-type: none"> • Occupational Health, Safety and Welfare Web Site: www.unisa.edu.au/ohsw/default.asp • Report a hazard or incident: https://my.unisa.edu.au/Staff/OHS/
About services, resources and facilities	14. What should I know about my campus?	If you are on campus it would be useful to familiarise yourself with the location of the following, and the services they provide: <ul style="list-style-type: none"> • School Office • Division Office • Campus Central • Library • Learning and Teaching Unit • Teaching rooms • Security – Offices and Call Points • First aid boxes • Fire extinguishers. 	<ul style="list-style-type: none"> • Campus maps www.unisa.edu.au/about/campuses/default.asp
	15. What library facilities can I access, and how?	As stated in the ARD, the University may provide access to library facilities. Check with your School Office for details of your access. The library web site incorporates its catalogue, all on-line services and links to other libraries.	<ul style="list-style-type: none"> • Your School/Research Institute contact person • Library www.library.unisa.edu.au/Default.aspx

	QUESTION	THE BASICS	FURTHER INFORMATION
About services, resources and facilities cont.	<p>16. What office, computer, telephone, photocopying and stationery facilities can I access, and how?</p> <p>Note: <i>please check that you have been allocated these resources as part of your Adjunct relationship deed.</i></p>	<p>If you have been allocated an office, to add your details to the UniSA on-line telephone directory and UniSA Staff Homepage, complete the <i>Telephone Directory Entry</i> form. Your school office will be able to provide mandatory cost centre information required to complete this form.</p> <p>To arrange connection to the University's Voicemail system complete an <i>Application for Voicemail form</i> and return it to the IT Help Desk.</p> <p>Your School, Research Institute or Centre will have photocopying facilities, and can provide you with other stationery needs; they can also advise you on the local policy regarding the use of Document Services for printing multiple copies of materials.</p>	<ul style="list-style-type: none"> Your School/Research Institute contact person Telephone Directory Entry form: www.unisa.edu.au/search/newPhone.asp Application for Voicemail form: www.unisa.edu.au/ists/ITHelpDesk/TelephoneServices/Documents/voicemailapp.pdf
	<p>17. Where can I get administrative support?</p> <p>Note: <i>please check that you have been allocated these resources as part of your Adjunct relationship deed.</i></p>	<p>Your School contact person will be able to direct you to the appropriate place for administrative support.</p>	<ul style="list-style-type: none"> Your School/Research Institute contact person
	<p>18. What audiovisual facilities can I access, and how?</p>	<p>Most teaching spaces are connected to the University network, allowing direct access to network facilities when using IT equipment. Most teaching areas also have PC's and data projectors available for use. If required, laptops and data projectors are available from Campus Central and should be booked at least one full working day before required.</p> <p>If you experience problems with any audiovisual equipment, contact FM Assist on 55 555.</p>	<ul style="list-style-type: none"> FM Assist: www.unisa.edu.au/facilities/profiles/campus_services.asp Computer Pools: www.unisa.edu.au/ists/Staff/Pools/default.asp Rooms & AV Services: www.unisa.edu.au/facilities/cs/roombooking_avservices.asp
	<p>19. What should I know about the University's mail system?</p>	<p>The University has a central mailing address and this should be used whenever possible. You should ask people to include your School, Research Institute or Centre in the address to ensure prompt delivery.</p> <p>Incoming mail is sorted daily. Most areas have a central collection point for mail directed to sessional academic staff and a method of notifying staff when mail has arrived. Ask your supervisor or school office for details.</p> <p>Outgoing Australia Post mail goes in the postbags in your area. Correctly stamped personal mail can also be mailed through the University system.</p>	<ul style="list-style-type: none"> School Office or supervisor UniSA mailing address: University of South Australia GPO Box 2471 Adelaide SA 5001 Mail processes and Internal post codes www.unisa.edu.au/facilities/commercial/mail.asp

	QUESTION	THE BASICS	FURTHER INFORMATION
About services, resources and facilities cont.	<p>20. How can I access the University's information technology network?</p> <p>Note: <i>please check that you have been allocated these resources as part of your Adjunct relationship deed.</i></p>	<p>The University's computing network supports a broad range of integrated systems, desktop applications and internet facilities for use by staff. Your access to the network will be determined by the type of duties you do. You should discuss your situation with your School/Research Institute contact and with the UniSA IT Help Desk (8302 5000).</p> <p>To arrange access to the network and to create a UniSA e-mail account, you will need to submit a Create an Account form to Information Strategy and Technology Services.</p> <p>Unit. This is available from your School Office or Research Institute. Once you have access to the network, you might want to investigate:</p> <ul style="list-style-type: none"> • Procedures for connecting from home • Procedures for creating your own staff homepage • MyUniSA, which consolidates information from a variety of databases to enable staff to access details regarding their own employment, and student information such as contact details and course/program lists • UniSA information systems training courses provided by Learning and Teaching Unit and other units. 	<ul style="list-style-type: none"> • Your School/Research Institute contact • Create an Account form: www.unisa.edu.au/ists/staff/applicationforms/ITresources.asp#create • ISTS: www.unisa.edu.au/ists/default.asp • IT Help Desk: www.unisa.edu.au/ists/ITHelpDesk/TelephoneServices/default.asp • Learning and Teaching Unit: www.unisa.edu.au/ltu/
	<p>21. What should I know about on-campus parking?</p>	<p>Parking arrangements and fees vary across the University. To apply for a parking permit and to find out about arrangements at your campus contact Campus Central.</p> <p>Pay & Display Electronic Ticketing machines are provided at all suburban campuses. Maximum charge is \$1.50 per day.</p>	<ul style="list-style-type: none"> • Parking information is available at: www.unisa.edu.au/facilities/parking/default.asp • www.unisa.edu.au/policies/codes/miscell/parking.asp
	<p>22. How do I book a room?</p>	<p>If you require a room for a one-off booking, complete the <i>Online room booking request form</i> and you will receive a response from you local FM Assist.</p> <p>www.unisa.edu.au/facilities/procedures/onlineforms/roombooking.asp</p>	<ul style="list-style-type: none"> • Your School/Research Institute contact person • Rooms & AV Services: www.unisa.edu.au/facilities/cs/roombooking_avservices.asp
	<p>23. How do I access my building after-hours?</p>	<p>After-hours access to controlled buildings can be granted by your campus Security Office upon presentation of an approved <i>CS33 Request for after hours access form</i>.</p>	<ul style="list-style-type: none"> • Security: Phone ext 88888 www.unisa.edu.au/facilities/security/default.asp • FMU: www.unisa.edu.au/facilities/security/buildingaccess.asp
	<p>24. What are UniSafe Escorts?</p>	<p>Security officers on each campus will escort any person from any location on campus to their vehicle in the car park or to public transport locations nearby. To arrange for an escort, go to the Security Office on your campus, call Security from any of the Security Call Points, or dial 88 888 on any internal phone.</p>	<ul style="list-style-type: none"> • UniSafe escort service: www.unisa.edu.au/facilities/security/escorts.asp

CONTACT	INTERNAL	EXTERNAL	
Ask the Library	25 530	1300 137 659	
Audiovisual Equipment Assistance	88 555	See FM Assist	
Campus Central	55 555	City East – 8302 2511 City West – 8302 0511 Magill – 8302 4511	Mawson Lakes – 8302 3511 Whyalla - 8647 6161
Data Projector and Laptop	55 555 (FM Assist)	See FM Assist	
Division Services Office			
First Aid	88 888 (Security) Direct Dial Call Points	See Security	
FM Assist	55 555	City East – 8302 2261 City West – 8302 0555	Magill – 8302 4055 Mawson Lakes – 8302 5055
IT Helpdesk	25 000	8302 5000	
Learning and Teaching Unit	66 666	City East – 8302 2330 City West – 8302 0022 Magill – 8302 4423	Mawson Lakes – 8302 5006 Whyalla – Campus Central
Office Facilities	55 555 (FM Assist)	See FM Assist	
Occupational Health, Safety & Welfare	22459	83022459	
Room Bookings	55 555 (FM Assist)	See FM Assist	
School Office			
Security	88 888 Direct Dial Call Points	Free call - 1800 500 911 City East – 8302 2222 City West – 8302 0000	Magill – 8302 4444 Mawson Lakes – 8302 3333 Whyalla - 08 8647 6050
Switchboard	9	8302 6611	
Teaching Room Facilities	55 555 (FM Assist)	See FM Assist	
UniSafe Escorts	88 888 Direct Dial Call Points	See Security	
Voicemail	26800	8302 6800	
Whyalla Switchboard		(+61 8) 8647 6111	

If you find yourself in an EMERGENCY situation RING SECURITY. 88888

Be ready to give YOUR NAME, LOCATION, PHONE NUMBER AND THE PROBLEM