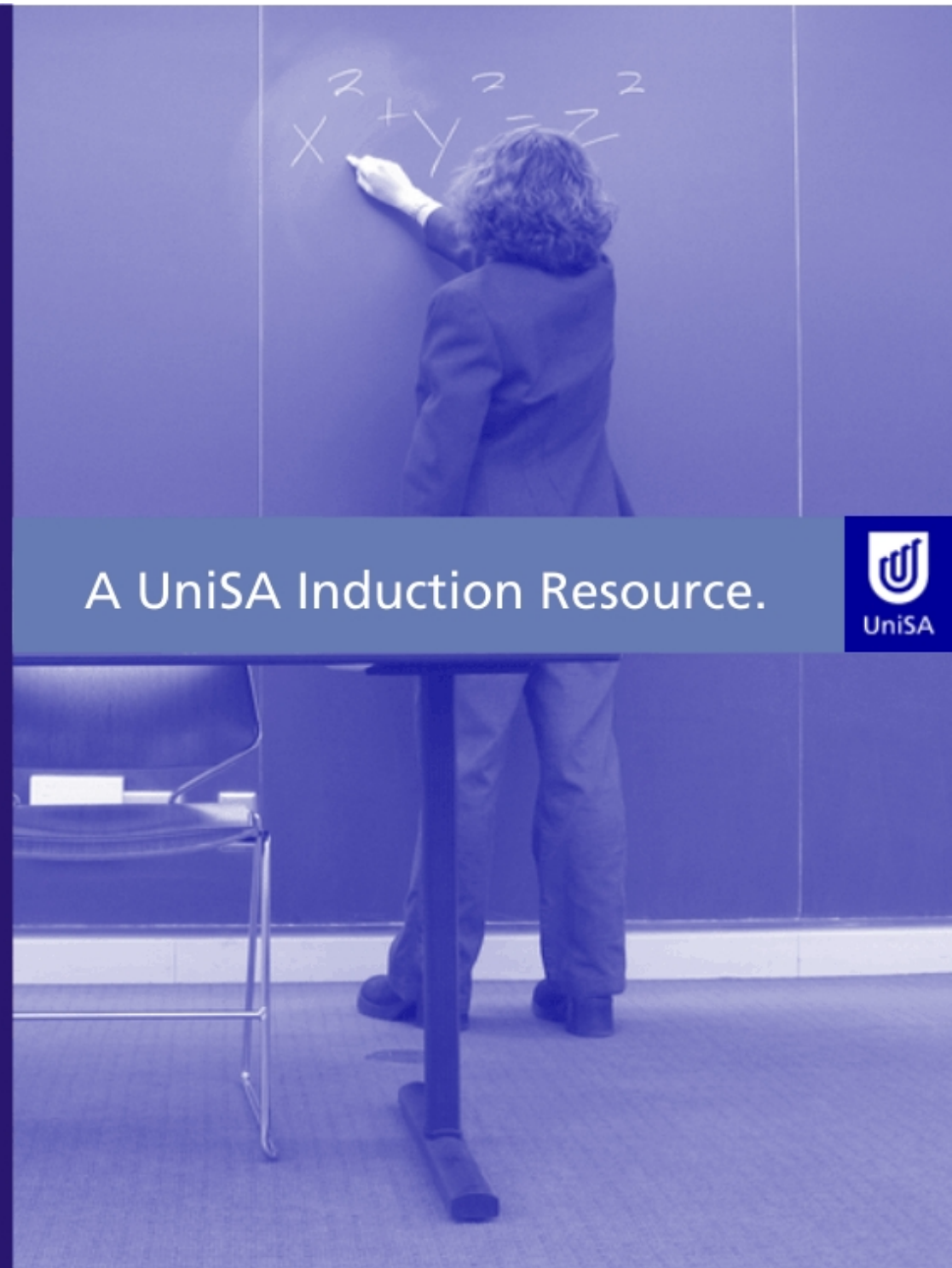


**Sessional
Academic
Staff:
A Quick Guide.**

A UniSA Induction Resource.



UniSA



Congratulations on your appointment to the University.

As a new member of our sessional academic staff, you will have many questions about the University and about your role. This booklet provides a brief response to the most common questions asked by new staff. Its aim is to supplement, not replace, the induction activities and materials provided for you by your School or Research Centre.

Sessional staff make a significant contribution to our teaching effort, and have an ever-increasing impact on our research and community service activities. We value your work, and we want your experience with us to be rewarding and fulfilling. To help you acclimatise to the University, and better understand your role and responsibilities within it, we provide new staff with access to a range of induction information and activities, professional development opportunities and support services. I encourage you to explore, and take advantage of what is on offer.

Your supervisor will be the best first point of contact for you on most matters, but you will find that there are many other sources of advice and support in your School, at your campus, and in the wider University. Introduce yourself to other academic staff in your program, and to administration staff in your School Office or Research Centre. Find out about the support services provided to staff by your Division Office, the University Library, Learning Connection, Campus Central and by the central administrative units of the University. Investigate the University's induction website, <http://www.unisa.edu.au/newstaff/default.asp>, and general website at www.unisa.edu.au.

I hope you enjoy your time at the University, and that you find this booklet useful. If you have any suggestions for improving its content, please contact Greg Giles (ext 21633) in the Human Resources Unit.

With best wishes

Professor Peter Høj
Vice Chancellor

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	Question	The basics	Further information
About the University	1. How many students, staff and academic programs are there at UniSA?	UniSA is a distinctive and internationally competitive University which now has more than 30,000 Australian and overseas students, over 2,000 staff and more than 300 programs. In South Australia it has campuses in Adelaide (2), Magill, Mawson Lakes and Whyalla.	<ul style="list-style-type: none"> • www.unisa.edu.au
	2. What is the organisational structure at UniSA?	Four academic divisions and five 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). Sessional academic staff will usually be employed directly by one of these Schools or Centres. Two Research Institutes report to the Pro Vice Chancellor: Research and Innovation.	<ul style="list-style-type: none"> • See Appendix 1 • <i>School or Division administration</i>
	3. What are the dates of the UniSA academic year?	The University operates on seven study periods throughout the year. Transnational programs may be offered at any time of the year. Many postgraduate programs operate on a four-semester pattern.	<ul style="list-style-type: none"> • <i>Academic calendars</i> http://www.unisa.edu.au/future/study/2008calendar.asp http://www.unisa.edu.au/partner/transnational/2008transcalendar.asp
	4. How do sessional staff contribute to the work of the University?	Sessional academic staff are employed in either a teaching or research capacity, or in a combination of both. They deliver a significant portion of the University's teaching workload, and are an important part of our students' University experience.	<ul style="list-style-type: none"> • <i>Specific responsibilities are detailed in sessional staff contracts</i>
	5. What do all those terms and acronyms mean?	A glossary of Academic terms and acronyms is maintained on the University's website: Academic Terms Acronyms	
About your appointment	6. Who will be my supervisor?	Generally, if you are working as a teacher, your academic supervisor is the Course Coordinator of the course in which you are teaching. If you are acting as a Course Coordinator, you are responsible to either the Director of the program of which the course is a part, or to the Head of School in which the program is located. If you have any queries or difficulties with any aspect of your work, your academic supervisor should be your first point of contact. If you feel you cannot approach your academic supervisor, or if you have done so and not had a satisfactory result, you should approach your Program Director or Head of School.	<ul style="list-style-type: none"> • <i>Your supervisor</i>
	7. Who else should I get to know?	Most Schools and Research Centres will have a person – usually a member of administrative staff – designated as the School Casual Staff Administrator. This person will be a very useful first contact for any questions you might have. You should also get to know <ul style="list-style-type: none"> • other members of your program's teaching team • Learning Connection staff at your campus • School and Division administration staff • Campus Central staff at your campus • Academic Librarian Services Team for your School or Research Centre. 	<ul style="list-style-type: none"> • <i>Your supervisor should ensure that you are introduced to those you need to know</i>

About your appointment (cont.)	8. What paperwork must I complete to get paid?	<p>Most sessional staff will need to complete the following forms, which will be provided by your supervisor or your School Casual Staff Administrator</p> <ul style="list-style-type: none"> • <i>Contract of Employment</i> • <i>Casual Employees Details</i> form • Australian Taxation Office (ATO) <i>Tax File Number Declaration</i> (TFN Declaration) • <i>Withholding Declaration Form</i> (if applicable) • Time sheets to claim payment for hours worked (if applicable) • Unisuper application form (see Q11 below). <p>Your supervisor might also ask you to provide a current curriculum vitae for School records.</p> <p>You will also be offered the opportunity of an Individual Transitional Employment Agreement (ITEA) For further details on ITEA's, see What is an ITEA?</p>	<ul style="list-style-type: none"> • <i>For further information about your contract, salary, or conditions of appointment, direct queries in the first instance to your supervisor or to your School Casual Staff Administrator.</i> • <i>Questions may also be directed to your Division's Human Resources co-ordinator/Officer.</i>
	9. How will I be paid?	<p>You will be paid by electronic funds transfer. Your salary will be deposited in the bank account you nominate in your <i>Casual Employees Details</i> form.</p>	<ul style="list-style-type: none"> • <i>Payroll Office 8302 2911</i> • payrollservices@Unisa.edu.au
	10. What leave entitlements will I have?	<p>Sessional academic staff do not accrue entitlements to recreation leave, sick leave or other paid leave.</p> <p>Under certain conditions, sessional staff may accrue long service leave.</p>	<ul style="list-style-type: none"> • <i>Payroll Office 8302 2911</i> • payrollservices@Unisa.edu.au
	11. What about public holidays?	<p>Sessional staff are only paid for public holidays on which they are required to work. If you are not required to work on a public holiday, you will not be paid for the day.</p>	<ul style="list-style-type: none"> • <i>Payroll Office 8302 2911</i> • payrollservices@Unisa.edu.au
	12. What about superannuation?	<p>If you are under 75 years of age and you are paid more than \$450 in a calendar month, the University will make contributions on your behalf to the UniSuper Award.</p>	<ul style="list-style-type: none"> • <i>Superannuation Officer 8302 1667</i> • Casual Employees Superannuation Arrangements
	13. What about workers compensation?	<p>Sessional staff are covered by the University's workers compensation insurance during the period of their contract. If you have an accident or sustain an injury while working, you must lodge an <i>Incident Report Form</i> with your supervisor or Casual Staff Administrator.</p>	<ul style="list-style-type: none"> • <i>Contact your supervisor, your Division Human Resources Co-ordinator/Officer, or the University's Occupational Health Welfare Safety and Injury Management website: http://www.unisa.edu.au/ohsw/</i>

	Question	The basics	Further information
About your academic role	14. What should I do to prepare myself for teaching?	<p>Your supervisor will provide specific advice, but you will find it useful to:</p> <ul style="list-style-type: none"> • Familiarise yourself with the courses, programs and degrees that your students are most likely to be studying. This helps you to understand where the course you are teaching fits in relation to your students' overall studies. • Ensure that you are aware of the stationery, photocopying, IT, audiovisual, library and other resources available to you on campus. • Investigate the professional development opportunities and teaching guides provided by Learning Connection at your campus. • Familiarise yourself with UniSA policy and practice on assessment and course evaluation. • Familiarise yourself with any Course Information Guides, text books and readings for your course. • Familiarise yourself with any course, program or School specific practices on assessment and course evaluation. 	<ul style="list-style-type: none"> • <i>Your supervisor</i> • <i>Learning Connection at your campus</i> • UniSA courses and programs • UniSAnet • Learning Connection staff • UniSA assessment policies • UniSA evaluation home page
	15. What induction activities and materials can I access, and how?	<p>The Human Resources Unit has developed a comprehensive on-line University Induction program. You can access this at: http://www.unisa.edu.au/newstaff/default.asp</p> <p>A University Induction handbook can be downloaded in PDF format at: http://www.unisa.edu.au/newstaff/conclusion.asp</p> <p>Sessional staff employed for 13 hours or more a session will be invited to attend Divisional induction activities. Talk to your supervisor about Division, School and Research Centre induction activities.</p>	<ul style="list-style-type: none"> • <i>Your supervisor</i> • <i>Your Division's Human Resources Co-ordinator/Officer</i>
	16. What professional development opportunities can I access?	<p>Sessional staff employed for 13 or more teaching hours in a semester are required to participate in <i>Teaching@UniSA</i>, a program developed by UniSA to improve the teaching skills of staff. Talk to your supervisor to arrange this, and for more information go to: http://www.unisanet.unisa.edu.au/learningconnection/staff/scholarship/teaching.asp</p> <p>Learning Connection runs workshops specifically designed to assist you in your teaching work. Details of these can be found at - http://www.unisanet.unisa.edu.au/learningconnection/staff/information/workshops.asp</p> <p>Learning Connection also produces a range of Teaching Guides covering subjects such as teaching strategies, plagiarism, and teaching international students. Copies of these and other Teaching Guides are available from the Learning Connection website: Introducing online teaching and learning teaching guides</p> <p>If you are employed in a Division, your Dean: Teaching and Learning may coordinate or be a referral source for professional development activities.</p> <p>For further information see the list of current professional development activities on the Organisational Learning and Development website: http://www.unisa.edu.au/staffdev/</p>	<ul style="list-style-type: none"> • <i>Learning Connection at your campus</i> • <i>Organisational Learning and Development website</i> • <i>Your supervisor</i> • <i>Dean: Teaching and Learning</i>

	Question	The basics	Further information
About your academic role (cont.)	17. Where can I get help on academic matters?	Your supervisor should be your first point of contact for assistance with academic matters. Learning Connection at your campus can provide a wide range of support services and assistance.	<ul style="list-style-type: none"> Your supervisor Learning Connection at your campus
	18. Where can I get administrative support?	Your supervisor or your School Casual Staff Administrator will be able to advise you on administrative support available within your School.	<ul style="list-style-type: none"> Your supervisor Your School Casual Staff Administrator
	19. Where can I get further assistance in relation to student matters?	<p>Campus Central can assist both staff and students with matters relating to study life.</p> <p>Campus Central offices are located on each campus. Office hours are 8.30am - 6.00pm Monday to Friday and they can be contacted by phone, fax or email - details here.</p> <p>A list of services and functions provided by Campus Central Offices can be found at - http://www.unisa.edu.au/campuscentral/services.asp</p>	<ul style="list-style-type: none"> Campus Central http://www.unisa.edu.au/campuscentral/default.asp
	20. What UniSA legal obligations and policies should I be aware of?	<p>The University Induction Handbook (see 15 above) contains information on the University's legal obligations. Be aware in particular of University policy and practice in the following areas:</p> <ul style="list-style-type: none"> Conditions of employment Code of Ethics Occupational health, safety and welfare Copyright 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. <p>These policies can be worked through on the Legislated & Ethical Responsibilities of Staff Website.</p>	<ul style="list-style-type: none"> http://www.unisa.edu.au/policies/Induction Handbook Your supervisor Legislated and Ethical Responsibilities of Staff
	21. What should I know about copyright?	<p>University staff need to be aware of the requirements of the <i>Copyright Act</i> and how it affects their work. Copyright is a complex issue and you should familiarise yourself with the guidelines available at the <i>Copyright Guidelines For Staff</i> website at:</p> <p>http://www.unisa.edu.au/footer/copyright/</p>	<ul style="list-style-type: none"> http://www.unisa.edu.au/footer/copyright/ UniSA Copyright Officer 8302 2189
	22. What legal responsibilities do I have in relation to my students' safety?	<p>University academic staff must:</p> <ul style="list-style-type: none"> ensure students use appropriate risk control measures for identified hazards report any hazards associated with students' working environment, work tasks or activities ensure students do not place themselves or others at risk of injury. 	<ul style="list-style-type: none"> Your supervisor, your Division Human Resources Coordinator/Officer, or the University's Occupational Health Welfare Safety and Injury Management website: http://www.unisa.edu.au/ohsw/

About your academic role (cont.)	23. What should I do if through illness or other factors I'm unable to attend a class?	<p>You should immediately notify your supervisor or your School Casual Staff Administrator.</p> <p>If your salary payments are automatic, as opposed to submitting timesheets, you should notify the School staff member responsible for processing your pay, as soon as possible.</p>	<ul style="list-style-type: none"> • <i>Your supervisor</i> • <i>Your School Casual Staff Administrator</i>
	24. If one of my students is struggling, what should I do?	<p>Learning Connection at your campus provides personal and study counselling for students. To refer a student for counselling, complete a <i>Learning Connection Staff Referral Card</i>, give it to the student and advise him/her to contact Learning Connection. Referral Cards are available from Learning Connection. For more information see:</p> <p>http://www.unisanet.unisa.edu.au/learningconnection/student/default.asp</p>	<ul style="list-style-type: none"> • <i>Learning Connection at your campus</i>
	25. If I suspect a student of academic or other misconduct, what should I do?	<p>Act immediately to report an incident such as a student causing disruption to a class, or acting in an aggressive and/or inappropriate manner on campus. Report the incident to the nominated Academic Integrity Officer (AIO).</p> <p>As part of the University's commitment to academic integrity, Academic Integrity Officers have been nominated in each school. These staff have an educative role with staff and students and also deal with cases of academic misconduct at the initial inquiry level. For further information on AIOs visit - http://www.unisanet.unisa.edu.au/academicintegrity/AIOs/overview.asp</p> <p>You should also notify Security, and to your Head of School, or Research Centre Director who has a duty of care to staff and students. Along with the AIO, they will advise on the specific procedure to be followed.</p>	<ul style="list-style-type: none"> • <i>Your supervisor</i>
About services, resources and facilities	26. What should I know about my campus?	<p>Before you start work it would be useful to familiarise yourself with the location of the following, and the services they provide:</p> <ul style="list-style-type: none"> • Supervisor's office • School Office • Division Office • Campus Central • Library • Learning Connection • Teaching rooms • Mail Room • Photocopiers • Security – Offices and Call Points • First aid boxes • Fire extinguishers. 	<ul style="list-style-type: none"> • <i>Campus maps are available on-line at the University's website, and from Campus Central.</i>

About services, resources and facilities (cont.)	27. What library facilities can I access, and how?	<p>Sessional academic staff have the same library privileges as continuing and fixed term contract staff. You can borrow from the Library at any campus, access inter-library loans, and exercise reciprocal borrowing rights with the libraries at Adelaide University and Flinders University. You can borrow up to 50 items subject to recall at any one time for a period of up to 28 days. If you have not received a library card or welcome pack, contact the Service Desk at your campus Library to register as a user and receive a Staff Library Card. http://www.library.unisa.edu.au/services/borrowing/librarycards.asp</p> <p>Academic Library Services http://www.library.unisa.edu.au/about/contacts/als.asp</p> <p>Each Academic Division and research concentration of the University, including the Centre for Regional Engagement, has a team of librarians who provide training programs in the effective use of information sources and identify resources to support your education and research activities. Contact your Academic Librarian team to discuss services, including assistance with new electronic information resources in your area of specialisation, information literacy needs of students, and the purchase of new library material.</p> <p>The Library website incorporates its catalogue, all on-line services and links to other libraries: http://www.library.unisa.edu.au/</p>	<ul style="list-style-type: none"> • <i>Campus Library</i>
	28. What office, computer, telephone, photocopying and stationery facilities can I access, and how?	<p>Sessional staff employed for 13 or more hours in a single semester are entitled to (usually shared) office space in which to work and meet students, a computer, a telephone, stationery and photocopying facilities.</p> <p>Once you have been allocated an office, contact the University switchboard (dial 9) to confirm the extension number for your telephone. The switchboard will arrange to include you on the main directory listing.</p> <p>To arrange connection to the University's Voicemail system contact the Telephone Help Desk and ask for an <i>Application for Voicemail</i> form. Complete the form and return it to the Telephone Help Desk.</p> <p>Your School or Research Centre will have photocopying facilities, and can provide you with folders, note pads, whiteboard markers, overhead transparency sheets and pens, paper for printers, letterhead, envelopes etc. They may also be able to help if you need other items – if you're not sure, ask.</p>	<ul style="list-style-type: none"> • <i>School Office or supervisor</i>
	29. What audiovisual facilities can I access, and how?	<p>At most campuses, most teaching spaces are equipped with a television, video player and overhead projector. Library study rooms and the Library Reserve also have video players that can be used to view material.</p> <p>Some teaching spaces are connected to the University network, which allows direct access to network facilities when using IT equipment, such as laptops and data projectors.</p> <p>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 contact Campus Services on 55 555.</p>	<ul style="list-style-type: none"> • <i>Campus Services staff in Campus Central</i>

About services, resources and facilities (cont.)	<p>30. 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 writing to you to make sure they include your School or Research Centre in the address to ensure prompt delivery.</p> <p style="text-align: center;">University of South Australia GPO Box 2471 Adelaide SA 5001</p> <p>Incoming mail is sorted daily, and most Schools and Research Centres 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 should be placed in the post bags in your School or Research Centre. Correctly stamped personal mail can also be mailed through the University system.</p>	<ul style="list-style-type: none"> • <i>School Office or supervisor</i>
	<p>31. How can I access the University's information technology network?</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 work you do. You should discuss your situation with your supervisor 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 <i>Create an Account</i> form to the Information Technology Services Unit. This is available from your School Office or Research Centre.</p> <p>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 • UniSAnet – available to all staff who wish to create on-line learning resources and interactive course activities • UniSAinfo, 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 • LearningFast – an interactive on-line training program for popular desktop applications such as Microsoft Word, Excel, PowerPoint etc • UniSA information systems training courses provided by Learning Connection and other units. 	<ul style="list-style-type: none"> • <i>Your supervisor</i> • <i>IT Help Desk</i> • <i>Learning Connection at your campus</i>
	<p>32. What should I know about on-campus parking?</p>	<p>At busy times, parking can be difficult at all UniSA campuses, and fees apply. 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 \$1.00 per day.</p> <p>Parking information is available at: http://www.unisa.edu.au/policies/codes/miscell/parking.asp</p>	<ul style="list-style-type: none"> • <i>Campus Services staff at Campus Central</i>

About services, resources and facilities (cont.)	33. How do I book a room?	<p>Your School Timetabler is responsible for all long-term group bookings for tutorials, seminars, workshops and so on. If allocated a teaching space which is unsuitable, contact the timetabler to see if a change can be organised.</p> <p>If you require a room for a one-off booking, Campus Central can advise which rooms are available, and make a booking for you.</p>	<ul style="list-style-type: none"> • <i>Your School Timetabler</i> • <i>Campus Central</i> • Online Room Booking Request Form
	34. How do I access my building after-hours?	<p>Many building entry points have a swipe card system for after-hours entry. An access card for after-hours entry is available from your campus Security Office.</p>	<ul style="list-style-type: none"> • <i>Security Office at your campus</i>
	35. What are UniSafe Escorts?	<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"> • <i>Security Office at your campus</i>
About further work within the University	36. How do I apply for further work with the University?	<p>You can register your availability for further sessional work or search current sessional vacancies at the Sessional Staff Employment Register at: http://www.unisanet.unisa.edu.au/sessionalAcademic/index.asp</p> <p>You are also welcome to apply for other positions at UniSA. Positions vacant are listed on the Human Resources Unit's website at: http://www.unisa.edu.au/hrm/careers/default.asp</p> <p>If you are considering applying for a position that is advertised for 'internal applicants' you can only do so if you have worked for not less than 75 paid hours in the six months prior to the closing date for applications, and are employed in the University in your normal work pattern during the period of the advertisement.</p> <p>Some Schools and Research Centres maintain their own employment databases. Check with your supervisor.</p>	<ul style="list-style-type: none"> • <i>Human Resources Unit</i> • <i>Your supervisor</i>

CONTACT	INTERNAL	EXTERNAL	
Ask the Library	25 432	1300 137 659	
Audiovisual Equipment Assistance	55 555 (Campus Services)	See Campus Services	
Campus Central	55 555	City East – 8302 2511 City West – 8302 0511 Magill – 8302 4511	Mawson Lakes – 8302 3511 Underdale – 8302 6648
Campus Services	55 555	City East – 8302 2466 City West – 8302 0777 Magill – 8302 4723	Mawson Lakes – 8302 3390 Underdale – 8302 6648
Data Projector and Laptop	55 555 (Campus Services)	See Campus Services	
First Aid	88 888 (Security) Direct Dial Call Points	See Security	
IT Helpdesk	25 000	8302 5000	
Learning Connection	66 666	City East – 8302 2330 City West – 8302 0022 Magill – 8302 4423	Mawson Lakes – 8302 5006 Underdale – 8302 6381
Office Facilities	55 555 (Campus Services)	See Campus Services	
Room Bookings	55 555 (Campus Services)	See Campus Services	
School Office			
Security	88 888 Direct Dial Call Points	Free call 1800 500 911 City East – 8302 2466 City West – 8302 0777	Magill – 8302 4723 Mawson Lakes – 8302 3390 Underdale – 8302 6648
Switchboard	9	8302 6611	
Teaching Room Facilities	55 555 (Campus Services)	See Campus Services	
Telephone Helpdesk	22 000	8302 2000	
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.
Be ready to give YOUR NAME, LOCATION, PHONE NUMBER AND THE PROBLEM***