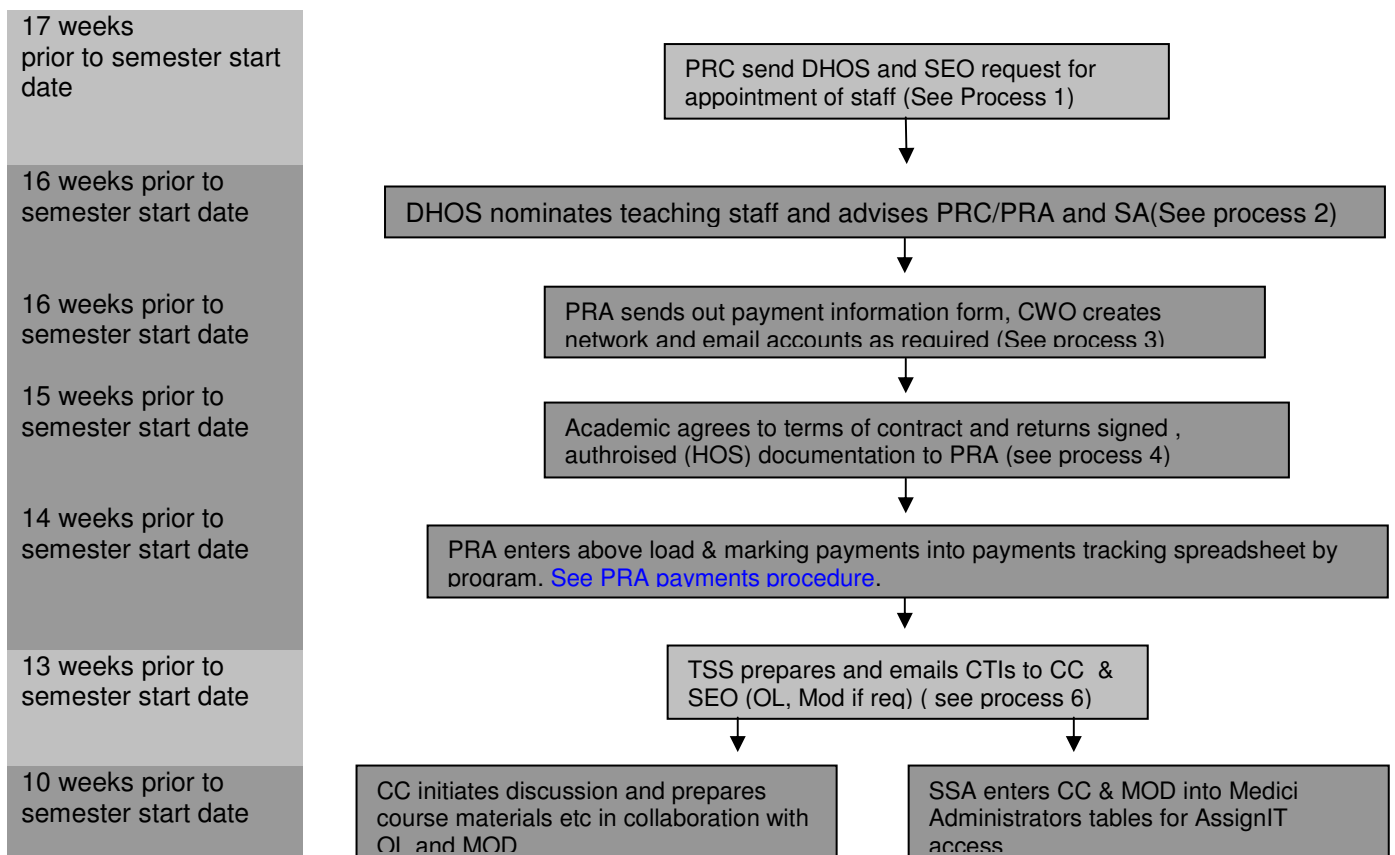


Appointment of UniSA Academic teaching staff

TSS =

School =

Forward planning for appointment of teaching staff can be undertaken by DHOS at any time by referring to the Consolidated Timetable of scheduled course deliveries. The timetable can be found at <http://bue-prodbuedb/buedb/> Information regarding the appointment of staff should be sent to the PRC (see App 1 staff contacts) who will ensure that the information is included on the timetable. Where no prior staff appointment has been made the process below will be undertaken.



Guide to Acronyms

CTI: Course Timeline Information (formerly known as TPI)

School

DHOS: Deputy Head of School

SEO: School Executive Officer

SA: School Administrator

CC: Course Coordinator

MOD: Moderator

OL: Offshore Partner Lecturer

TSS

PRC: Program Relationship Coordinator

PRA: Program Relationship Administrator

SSA: Student Services Advisor

CTWO: Coordinator Travel Web and Online

AWO: Administrator Web and Online

Process 1: PRC send DHOS and SEO request for appointment of staff

PRC sends list of courses requiring teaching appoints (17 weeks prior to the commencement) using table format outlined below, to the DHOS and copied to the SEO.

Note: This table will indicate what type of appointment is required as outlined below.

Program	Intake	Semester/ Term	School	Course	Course ID	Course Coordinator	Lecturer/ Moderator	Term Start	Term End	Start of Teaching 1 st Visit	End of Teaching 1 st Visit	Pre-Exam Workshop Start	Pre-Exam Workshop End	Location
						Moderated program	Please appoint moderator			n/a	n/a	n/a	n/a	
						Teaching program	Please appoint teaching academic							

Process 2: DHOS nominates teaching staff and advises PRC/PRA and SA

Step 1. DHOS liaises with the individual discipline teams within their School to determine academic workloads and appropriate appointment of staff, taking in the nature of responsibility, i.e.

- **moderated courses** which require Course Coordination (liaison with offshore lecturer, assessment task generation, collaborative preparation of course materials and in some cases teaching visits etc) and Moderation. These roles may be undertaken by the same person or two different people.
- **UniSA taught** courses which require Course Coordination (preparation of study materials etc) and Course Lecturer who teaches in the offshore location.

Notes:

- a. All offshore course are listed on the [BUEDB Consolidated Timetable](#) and schools are encouraged to extract data and provide confirmed lecturer nominations prior to TSS requests or if preferred in advance e.g. at the beginning of the year or at 6 monthly intervals
- b. Schools have the option of splitting roles when allocating workload e.g. Course Coordinator and Moderator/Lecturer can be two separate academics.
- c. It is assumed that the school has investigated issues relating to employment such as:
 - Staff are paid via Payroll only. If you are considering 'payment by invoice' the staff member must complete a FS28 and be approved by Central Finance (Mike Royans)
 - Non Australian citizens based in Australia are checked to ensure they are allowed to work under the conditions of their visa
 - Research students receiving UniSA scholarships are not breaching their scholarship conditions.

Step 2. DHOS advises PRC/PRA & school administrator of nominated staff

DHOS advises PRC/PRA by forwarding the nominated staff name together (if after 17 weeks prior to commencement and arranging for school staff to enter details into the BUEDB consolidated timetable.

Process 3: PRA sends out payment information form CTWO creates network and email accounts as required

PRA will send out payment information form for teaching and marking to the appointed academic staff. There are 3 types of payment information form: teaching, marking and moderation.

PRA needs to check the employment status of the academic staff member. If the academic is new to the university PRA to ensure that current school contract covers the entire period required for offshore teaching.

- a. Payment information forms act as a contract for continuing staff.

Process 4: Academic agrees to terms of contract and returns signed documentation to PRA.

Academic receives and signs appropriate documentation and returns to PRA within 1 week. Negotiations over payment/contract should be made directly with DHOS.

Process 5: PRA enters above load & marking payments into payments tracking spreadsheet by program. [See PRA payments procedure.](#)

Process 6: TSS prepares and emails CTI's

Step 1. Once the teaching nomination is confirmed, TSS PRA generates Course Timeline Information (CTI)

Step 2. PRA produces "Key Dates" table which includes all location specific public holidays.

Step 3. PRA sends an Email to the nominated Course Coordinator and Lecturer or Moderator with CTI, Study Guide template if available, Course Information Template, Key Dates and Intake Timetable as attachments. PRA copies this Email to TSS Materials, TSS Travel (Part Time Programs), Offshore Lecturer (Full time Programs) SEO and School Materials Coordinator.

Step 4. PRA saves CTI to CTI folders by program in M\offshore

Appendix 1: Staff contacts - <http://www.unisa.edu.au/tss/contact.asp>