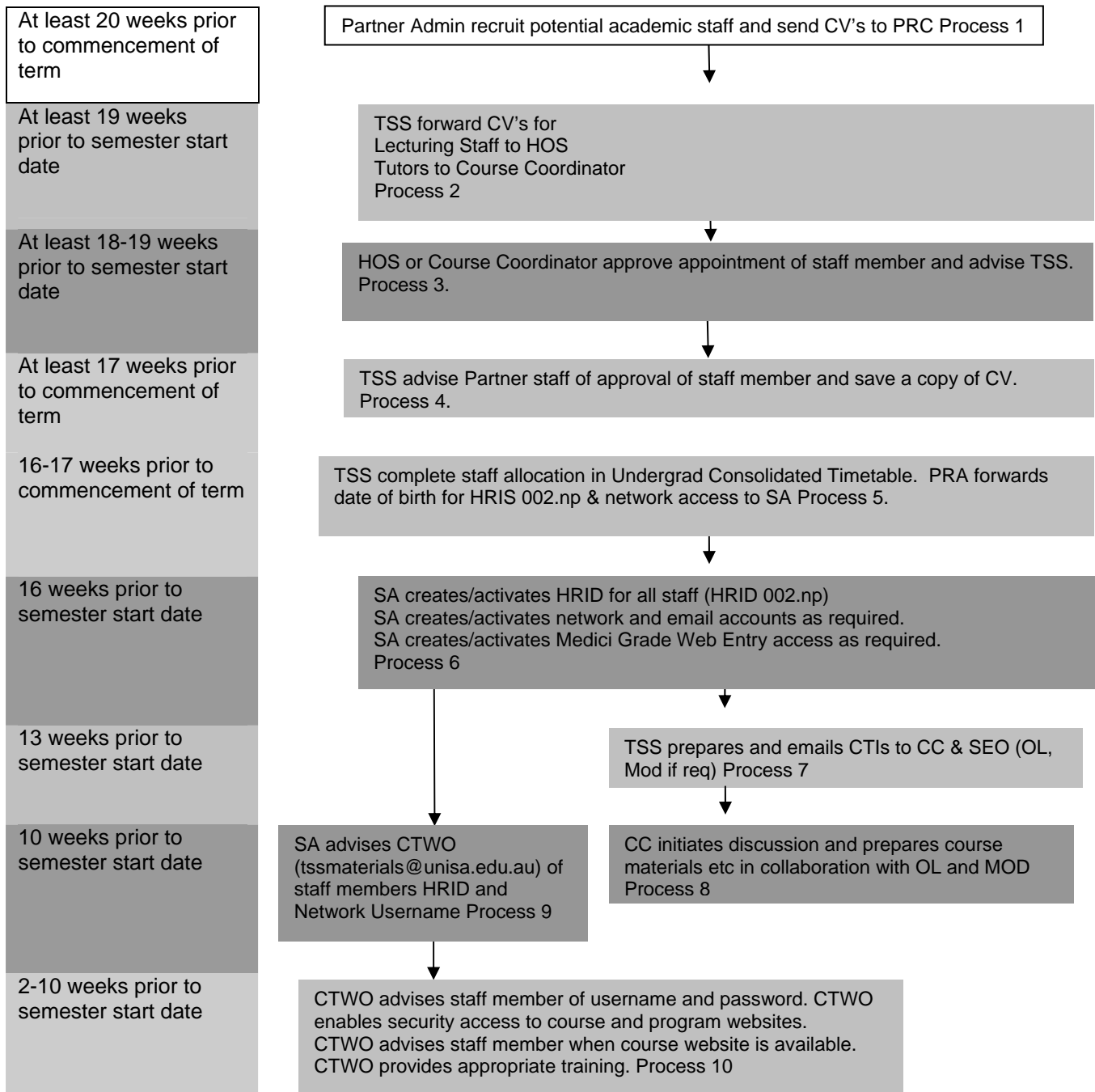


Appointment of Non Paid UniSA/Partner Academic teaching staff (HKBU and TAYLORS staff only)

TSS =

School =

Partner =



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: Partner admin recruit potential academic staff and send CV to PRC – CV to include Date of Birth for HR and Network account generation.

Process 2:

TSS forward CV's for

- Lecturing Staff to HOS
- Tutors to Course Coordinators

Process 3:

HOS approves Lecturing Staff

Course Coordinator approves Tutors

HOS/CC advise TSS PRC whether staff member has been approved.

Process 4:

TSS advise Partner staff of approval and file copy of CV.

Process 5: PRA completes staff allocation in Undergrad Consolidated Timetable. PRA/PRC forwards SA date of birth for new staff requiring HRIS002.np form generation and network access.

Process 6:

School Administrator creates Network and Email Access, Medici Grade Entry access as required:

HKBU and Taylors Lecturers:

Do require HRIS 002.np

Do require Network and Email account

Do require Medici Grade Entry Access

HKBU and Taylors Tutors:

Do require HRIS 002.np

Do require Network account but NO Email account

Do not require Medici Grade Entry Access

HRIS 002.np: The appointment of non-paid personnel form must be completed for all staff who are not receiving payment through CAS or Payroll for generation of an HRID. This is usually completed on behalf of the teaching staff member. Required information includes Name, Title, Date of Birth, c/o School address, classification 'Offshore' and the position number used is 102632 TSS Academic Staff Member

Network and or Email Account.

When the HRIS 002.np form has been completed and processed and the HRID has been allocated a request must be made for creation of network and or email account using the ISTS Create an account form. This is usually completed and signed on behalf to the academic with a request to contact and supply username.

Medici Grade Entry Access

When the staff member has been allocated a Network account, the Medici access form <http://www-p.unisa.edu.au/sas/staffforms/MediciAccessFormStaff.pdf> must be completed on behalf of the offshore academic and faxed to SAS. Form should include details relating to username etc and request Academic Electronic Grades Entry Access only. Request for username and Medici password to be emailed to CTWO should also be included. CTWO will advise academic and provide appropriate training documentation.

Process 7:

Academic agrees to terms of contracts and returns signed document to School Administrator within 1 week. (Not applicable to HKBU or Taylors staff). School Administrator activates contract.

Process 8: 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), TSS PRC & SSA, Offshore Lecturer (Full time Programs) SEO and School Administrator.

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

Process 9: CC initiates discussion and prepares course materials, teaching materials, assessment requirements, feedback proformas etc in collaboration with OL and Moderator as required.

Process 11: School resource officer advises CTWO (tssmaterials@unisa.edu.au that network and medici accounts (supplies HRID, username and medici password) have been finalised.

Process 12: CTWO liaises with ISTS to have password allocated. CTWO advises partner staff member of username and passwords and provides appropriate training. W&O team enable security access to course and program websites. CTWO advises offshore staff when course website is available. TSS SSA adds offshore lecturer to instructor/advisor tables in Medici class schedule for grade entry access.

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