

## Appointment of Casual Academic Staff Procedures

### 1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED

[Recruitment, Selection and Appointment Policy](#)

[Academic, Professional and General Staff Enterprise Agreement 2012-2016](#), Clause 16

### 2. IMPLEMENTATION PRINCIPLES

The following principles underpin these procedures:

- a) The University's vision and values are reflected in the recruitment and selection process.
- b) The contribution of casual academic staff to the University's core business of teaching and learning is valued.
- c) Selection is merit based.
- d) Equal employment opportunity is supported.
- e) Diversity is valued and respected.
- f) Fair and transparent processes are applied, free from conflict of interest and unlawful discrimination.

### 3. PROCEDURAL DETAILS

#### 3.1. Assessment and selection

3.1.1. Applicants complete an online application form and submit a resume, unless the applicant is seeking further employment less than 3 years since the end of their last contract as a casual academic staff member at the University.

- a) Interviews are conducted for applicants not previously engaged as casual academic staff in the employing area.
- b) Reference checks are recommended for applicants not previously engaged as casual academic staff in the employing area.

3.1.2. A University student who seeks employment as a casual academic staff member must:

- a) have completed 3 full-time equivalent years of study in a relevant discipline;
- b) satisfy the University's minimum training standards for casual academic staff as stated in these procedures; and
- c) gain approval of their Head of School or nominee for any appointment as a casual academic staff member.

3.1.3. Applicants are assessed against the minimum requirements detailed in the relevant Casual Academic Position Description.

3.1.4. The register of online applications may be used as a source for future casual academic appointments.

#### 3.2. Appointment

3.2.1. Casual academic staff are directed, as a condition of the casual academic employment contract, to:

- a) Undertake criminal record screening in accordance with the *Criminal Record Screening Procedures*;
- b) notify the Director, People and Culture or nominee in writing of any changes to their criminal history information arising at any time during their employment;
- c) declare any changes to their criminal history information when accepting an offer of further appointment with the University; and
- d) disclose any employment with the University undertaken within 12 months prior to the date of their re-appointment.

- 3.2.2. Where a conflict of interest exists, applicants complete a Conflict of Interest Declaration prior to their appointment.
- 3.2.3. The hiring manager or nominee submits the casual academic employment contract and any Conflict of Interest Declaration made by the applicant for approval by the delegated authority including as follows:
  - a) Where an immediate teaching need arises, the delegated authority may approve the appointment of a casual academic staff member conditional upon the required application being lodged by the selected candidate and the appointment documentation being completed by the hiring manager as soon as practicable.
  - b) The approval of both Heads of School/Area is required where a fixed-term or continuing staff member is to be engaged as a casual academic staff member in another Faculty/School/Area.
- 3.2.4. A certified copy of qualifications and applicable certification or accreditation documentation must be sighted by the hiring manager or nominee prior to the successful candidate commencing employment.
- 3.2.5. The hiring manager or nominee forwards the casual academic employment contract and related documents, including a sighted copy of a valid National Police Certificate where required, to the Director, People and Culture or nominee for processing.
- 3.2.6. A copy of all completed documentation for the successful candidate is maintained by the employing Faculty/School/Area. The original valid National Police Certificate is retained by the individual.

### **3.3. Assessing disclosed criminal history information**

A casual academic staff member's disclosed criminal history information or any notified changes to criminal history information is referred by the Director, People and Culture or nominee to the Criminal Record Screening Assessment Panel and is dealt with in accordance with the *Criminal Record Screening Procedures*.

### **3.4. Unit co-ordination**

- 3.4.1. The appointment of a casual academic staff member as a Unit Coordinator may be required under circumstances where there is no suitable fixed-term or continuing staff member to undertake the role. In such circumstances, the casual academic staff member is required to:
  - a) satisfactorily perform the role as outlined in the Unit Coordinator role statement and the responsibilities contained in the Curtin Unit Coordinator Handbook (available at [http://www.curtin.edu.au/cli/professional\\_learning/index.cfm](http://www.curtin.edu.au/cli/professional_learning/index.cfm)), unless otherwise directed by the hiring manager; and
  - b) satisfactorily complete Unit Coordinator training within 18 months of undertaking the role.
- 3.4.2. A casual academic staff member, who is appointed as a Unit Coordinator, is required to undertake the following training and development activities:
  - a) Recruitment, Selection and Appointment of Casual Academic Staff, conducted through the Organisational Development Unit; and
  - b) Academic Leadership for Unit Coordinators Program (ALUCP), conducted through Curtin Teaching and Learning.

### **3.5. Induction**

- 3.5.1. All casual academic staff are required to undertake the University induction program appropriate to their appointment.
- 3.5.2. The Head of School or nominee is responsible for managing induction activities for casual academic staff.

### **3.6. Performance expectations and review**

- 3.6.1. The Head of School or nominee ensures casual academic staff are informed of their duties and responsibilities in relation to:

- a) unit learning outcomes and teaching expectations;
  - b) care for students;
  - c) student consultation;
  - d) assessment and marking;
  - e) unit evaluations;
  - f) requirement to attend meetings or any other activity associated with the staff member's work, as directed; and
  - g) Curtin policies and procedures applicable to casual academic staff.
- 3.6.2. The Head of School or nominee ensures casual academic staff engaged in teaching-related duties are provided a copy of the [Assessment and Student Progression Manual](#) and [Teaching and Learning at Curtin Guide](#).
- 3.6.3. The Head of School or nominee provides casual academic staff with timely feedback on any issues relating to work outcomes, workplace behaviour or performance.

### **3.7. Training and development**

- 3.7.1. To satisfy the University's minimum training standards for casual academic staff engaged in activities requiring ~~student contact~~:
- a) casual academic staff who have been continuously employed at the University for more than 3 years without a break in service are required to complete Module 1 of the University's Foundations of Learning and Teaching (FOLT) Program within the immediate semester in which they are further employed;
  - b) students engaged as casual academic staff in demonstration activities not involving assessment responsibilities are required to complete the relevant faculty foundation training for Laboratory Demonstrators; and
  - c) all other casual academic staff, appointed for 6 hours or more per semester, are required to complete Modules 1-3 of the University's FOLT Program within the immediate semester in which they are first employed.
- 3.7.2. Casual academic staff who have completed equivalent programs at other Australian universities, or who hold a graduate qualification in tertiary teaching, may submit a request for recognition of prior learning to Curtin Teaching and Learning.
- 3.7.3. The completion of additional FOLT modules is favourably considered when selecting suitable candidates.
- 3.7.4. Casual academic staff may be directed by their Head of School or nominee to undertake additional professional development.

## **4. RESPONSIBILITIES**

- 4.1. The Director, People and Culture or nominee, is responsible for referring a casual academic staff member's disclosed criminal history information or any notified changes to the Criminal Record Screening Assessment Panel.
- 4.2. Heads of Schools/Areas or nominees are responsible for:
- a) ensuring casual academic staff are informed of their duties and responsibilities;
  - b) managing the induction of casual academic staff; and
  - c) managing performance review and providing feedback as appropriate.
- 4.3. Hiring managers or nominees are responsible for:
- a) conducting interviews and reference checks as part of the selection and appointment process as appropriate;
  - b) sighting qualifications, National Police Certificates and other certification as required;
  - c) managing the issuing of casual academic contracts of employment;
  - d) obtaining approval to appoint from the delegated authority; and

- e) forwarding casual academic employment contracts and related documents to People and Culture for processing.

**4.4.** Casual academic staff are responsible for:

- a) providing a valid National Police Certificate where required;
- b) notifying the University of any change to their criminal history during the period of their contract;
- c) declaring changes to their criminal history information when accepting an offer of a further appointment with the University;
- d) declaring any conflict of interest;
- e) completing the induction program appropriate to their appointment; and
- f) completing training and development as required.

**5. SCOPE OF PROCEDURES**

These procedures apply to casual academic staff.

These procedures do not apply to:

- guest lecturers who do not receive remuneration for their services
- casual general staff

**6. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

**Hiring manager** means the person responsible for the recruitment and selection of casual academic staff in the work area. The Hiring manager is normally the Unit Coordinator or the Head of Department

**Casual academic staff** means casual staff members employed in accordance with Clause 16 of the Academic, Professional and General Staff Enterprise Agreement.

**Student contact** means interaction with a student or group of students in face to face, oral, or electronic format while undertaking paid work.

**Valid National Police Certificate** means a National Police Certificate, detailing any criminal convictions, issued no more than 18 months prior to the person's employment date.

**7. SCHEDULES**

*Nil*

**8. RELATED DOCUMENTS/LINKS/FORMS**

[Conflict of Interest Procedures](#)

[Criminal Record Screening Procedures](#)

[Diversity Policy](#)

[Diversity in the Workplace Procedures](#)

[Elimination of Discrimination and Harassment Procedures](#)

[Employment of Indigenous Australian Peoples Procedures](#)

[Equal Opportunity Policy](#)

[Training in Tertiary Teaching for Sessional Staff Policy](#)

[STAR – Sessional Teaching Academic Register](#)

[Casual Academic Employment Contract](#)

[Foundations of Learning and Teaching Program \(FOLT\)](#)

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<b>Approval Authority</b>	Chief Operating Officer
<b>Review Date</b>	1 <sup>st</sup> April 2016

## REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	13/03/2012	Vice President, Corporate Services	EM1203	Conditional upon PMC rescinding the current policy and procedures at its 27 March 2012 meeting, effective 3 April 2012
	Amended	24/04/2013	Vice President, Corporate Services	EM1310	Unconditional, includes title change from Appointment of Sessional Academic Staff
	Administratively Updated	05/02/2014	Director, Legal and Compliance Services		Updated Policy Contact
	Administratively Updated	21/07/2014	Director, Legal and Compliance Services		Updated Links
	Administratively Updated	20/04/2015	Director, Legal and Compliance Services		Director, Human Resources changed to Director, People and Culture
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	09/05/2016	Director, Legal and Compliance Services		Policy Contact Title Change
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)