



FACULTY OF COMMERCE

CASUAL ACADEMIC TEACHING STAFF GUIDELINES

Contents

1	Introduction / Background	2
2	Scope	2
3	General Employment Information	2
3.1	Duties.....	2
3.2	Employment Forms.....	3
3.3	Professional Development.....	4
3.4	Meetings	5
3.5	Communications	5
3.6	Consultation Times	5
3.7	Problems and Conflict	6
3.8	Specific Policies and Rules	6
3.8.1	Assessment and Awarding of Marks	6
3.8.2	Academic Misconduct.....	7
3.8.3	Academic Grievance Policy	7
3.8.4	Conflicts of Interest.....	7
3.8.5	Occupational Health and Safety.....	8
3.8.6	Privacy	8
3.9	Continuous Improvement	8
4	Resource Allocation	8
4.1	Resources Allocated.....	8
4.2	Tutor Room.....	9
4.3	Main Texts	9
4.4	Printing and Photocopying.....	9
4.5	Use of a Phone	10
4.6	Email Address.....	10
4.7	Class Room	10
4.8	Other Resources.....	10
5	School Administrators	11
6	Related Documents	11
7	Version Control Table	11

1 Introduction / Background

Each School in the Faculty of Commerce is responsible for administering the employment of casual academic teaching staff (CATS) each session. This Guideline assembles the practises of each School to form a Faculty standard. It outlines the key Faculty of Commerce policies and procedures that apply to CATS so that complete information is available to them.

CATS members employed by the Faculty of Commerce are required to adhere to the appropriate policies, procedures and Codes of Practice whilst undertaking their duties. A full list of policies is found at the University of Wollongong policy website: <http://www.uow.edu.au/about/policy/>

2 Scope

This Guideline covers all Faculty of Commerce CATS working in the School of Accounting and Finance, School of Economics and the School of Management and Marketing at the Wollongong Campus, Shoalhaven Campus and Batemans Bay, Bega, Loftus and Moss Vale Education Centres.

3 General Employment Information

The Faculty of Commerce Purpose is to inspire socially innovative commerce through research and education. The Faculty of Commerce aims to become the best place in Australia to teach, learn and research Commerce and, therefore, has a strong commitment to providing high quality services for both staff and students. CATS members are required to show commitment to the Faculty of Commerce Purpose Statement including the attributes of innovation, connection, communication, courage, passion, care, collegiality and ethics. Information about the Faculty of Commerce Purpose statement can be accessed via <https://intranet.uow.edu.au/commerce/index.html>

3.1 Duties

CATS members' duties may vary from subject to subject, school to school and at the various locations. Subject Coordinators will outline the role and expected duties of their CATS. Each CATS is required to ensure they clarify the expectations of their role with the Subject Coordinator at the start of session.

Each CATS member will receive a letter of offer setting out the details of their employment including the subject, required day/s, number of hours and rate of pay. A copy of this letter must be returned, signed by the CATS, and given to the School Administrator by the end of the first week of Session. If a casual academic staff member is not employed until after this time they should provide the details of their consultation times to the School Administrator as soon as possible.

CATS members are required to follow all of the University of Wollongong policies, procedures and Codes of Practices whilst employed with the Faculty of Commerce. The University of Wollongong's policies, procedures and Codes of Practice can be accessed via <http://www.uow.edu.au/about/policy/>

Of specific importance to casual academic teaching staff is the University policy on Teaching and Learning. The University's policies on teaching and learning are available from the following website <http://www.uow.edu.au/about/policy/teaching.html> CATS members are required to familiarize themselves with the policies and procedures set out under the heading "Assessment", namely:

- Alternative Assessment for Students with a Disability
- Special Arrangements for Examinations for Students with a Disability
- Special Consideration Policy
- Acknowledgement Practice / Plagiarism Policy
- Code of Practice - Teaching and Assessment
- Code of Practice – Honours
- Good Practice Assessment Guidelines
- Policy & Guidelines on Non-discriminatory Language Practice & Presentation Policy Statement

- Teaching and Assessment Policy
- Assessment Guidelines – Scaling
- Assessment Committee Guidelines

3.2 Employment Forms

Casual Academic Authority Form

The Casual Academic Authority Form is the document that Personnel use to establish a casual employee for a specified period (i.e. a session). The information provided on this form includes:

- Personal details (i.e. name, address, date of birth, contact details)
- Banking details (i.e. the account where pay is to be deposited each fortnight)
- The number of hours employed
- The rate paid

The CATS member is required to complete the personal and banking details on the Casual Academic Authority Form. The number of hours employed and rate paid will be completed by the School Administrator in line with the CATS letter of offer.

Once the form has been completed and signed by the CATS, it should be returned to the School Administrator. The details for each of the School's Administrators can be found in Section 5 of this document.

Tax File Number Declaration Form

A new Tax File Number Declaration Form should be completed by a CATS when:

- this is the first time working for the University of Wollongong;
- there has been a change in a CATS's taxation circumstances; or
- a CATS has not completed one in the last two (2) years.

If a CATS member is unsure of what they should do in relation to taxation they should contact the Australian Taxation Office or their tax agent for advice. If a CATS member does not submit a Tax File Number Declaration Form, tax will be deducted at the highest rate.

Group certificates will be available for download via the University of Wollongong's Web Kiosk System after the 30 June each year. An email is sent out from Personnel in early July each year advising staff of when Group Certificates will be available.

Timesheet and Procedures

CATS members are required to complete a timesheet after the first tutorial week prior to the pay cut off date detailing their actual hours. CATS must ensure that they complete their timesheet clearly. Each timesheet must include the following information:

- **Name:** The CATS members full name
- **Department:** The relevant School name (School of Accounting and Finance, School of Economics or School of Management and Marketing)
- **Employee Number:** The number allocated to a CATS by Personnel
- **Job Number:** The job number as listed on Casual Academic Authority form
- **Week Ending Date:** The Friday of the first week of tutorials, depending on the subject this will normally be the Friday of Week 2 or Friday of Week 1 for Satellite Campuses
- **Repeats:** The number of weeks this timesheet will be repeated. This number will normally be 11 as there are usually 12 tutorial weeks in a session. Satellite campus staff will need to confirm the amount of repeats as they are required to teach from Week 1. The number of repeats will normally be 12.

CATS must colour in the appropriate dots underneath each section so that the timesheet can be read by the Personnel scanner.

In the table section of the form, CATS members are required to complete the hours worked for one week under the appropriate rate heading. The rate is determined by the approved Casual Academic Authority form. Again, CATS must colour in the appropriate dots underneath each part so that the timesheet can be read by the Personnel scanner.

The timesheets must be signed and dated where indicated.

CATS members are required to give their completed timesheets to their School Administrator for authorisation. The School Administrator will also insert the appropriate account number.

Rate of Pay

The lectures, tutorials, workshops (demonstrations), informal consultation and additional teaching duties are at the rates shown on the Conditions of Employment and Rates of Pay sheet attached to the Casual Academic Authority. Ancillary teaching duties is any other work or attendance required not provided for in the teaching rates attached and with the express prior approval of the Head of School.

Clause 42 - Casual Employment of the University of Wollongong (Academic Staff) Enterprise Agreement prescribes conditions relating to the engagement and payment of CATS. A copy of the agreement clause and schedule of rate of pay are attached to the Casual Academic Authority. Subject Coordinators will advise the CATS of their duties under Clause 42 at the commencement of their duties.

CATS must ensure that all casual timesheets are submitted to their School Administrator by the cut off date to avoid delays in receiving their pay. For a schedule of pay cut-off dates and actual pay dates please go to <https://intranet.uow.edu.au/personnel/calendar/index.html> Delays or early pay cut off periods are advertised via email.

Superannuation

The minimum employer superannuation payment required under the Superannuation Guarantee legislation will be paid to a complying superannuation fund of your choice provided a minimum of \$450 per month or an amount of \$2135 is earned per six months or 100 hours worked. Should an alternative superannuation fund not be nominated, the benefit will be paid to the University's default superannuation fund, UniSuper.

Travel Allowances

Travel allowances are not normally available. If any special circumstances exist, a case can be made to the Dean via the appropriate Head of School. An agreement must be reached before work is undertaken. CATS members located at the Shoalhaven Campus or at an Education Centre who are required to attend training on the Wollongong Campus, are able to claim travel allowances. More information on this can be obtained from the Education Centre Coordinator.

3.3 Professional Development

The Faculty of Commerce offers both formal and informal opportunities for professional learning. Formal opportunities for training include the compulsory induction program and training provided through Professional and Organisational Development Services (PODS) and Centre for Educational Development & Interactive Resources (CEDIR). Courses offered through PODS and CEDIR are available to CATS, subject to approval from the appropriate Associate Head of School and funding considerations. Informal opportunities for professional development exist in the interaction of CATS with Faculty of Commerce permanent and CATS throughout the session.

CATS Development Day

A development day is held prior to each session for CATS. Information sessions are presented by CEDIR, Learning Development, Sub-Dean, Library and Student Equity and Diversity Liaison Officer (SEDLO). The development day also allows CATS the opportunity to meet with Subject Co-ordinators, School Administrators and other CATS. CATS will be paid for the development day.

A part of the Development Day is the compulsory University two (2) hour induction program. The program is run at various times at the start of each session. The induction covers CATS responsibilities with respect to Privacy, Occupational Health & Safety and Employment Equity & Diversity. CATS will be given information by the School Administrator on when the Compulsory Induction Program will be held.

The Deputy Vice Chancellor (Academic and International) has indicated that continuing employment be contingent on attendance at induction. Therefore, any continuing staff members who have not previously attended a program should not be re-engaged without attending a session. Exemptions to this may be granted by the Dean for staff not working on the UOW campus or for very short term engagements such as presentations.

Accommodation and travel expenses will be paid for staff engaged at Batemans Bay or Bega to attend the CATS development day. Travel expenses in the form of mileage will be paid in line with the University's Travel Policy for staff located at Moss Vale, Loftus and Shoalhaven Campuses. Enquires regarding this should be directed to the Education Centre Coordinator.

3.4 Meetings

The Subject Coordinator and the CATS member must organise to meet at the start of session to discuss the details of employment tasks that will be undertaken by the CATS member. The CATS member may be required to attend additional meetings throughout the session if requested by the Subject Coordinator.

CATS shall nominate a representative/s to attend appropriate School meetings. Enquiries regarding this should be directed to the appropriate School Administrator.

3.5 Communications

Each School will communicate with their CATS on a regular basis. The main method used is email. CATS will be given an email account for the duration of their employment. Each School also has pigeon holes for their CATS. The Subject Coordinator and the School Administrators can place items for each CATS in their appropriate pigeon holes. The locations of pigeon holes for each school are:

School	Location
School of Accounting and Finance	40.317
School of Economics	40 Unnumbered – See School Administrator for location
School of Management and Marketing	Management 40.139 Marketing 40.113
Shoalhaven Campus and Education Centres	Please see your Centre's administration for arrangements

3.6 Consultation Times

If a tutor is required to undertake consultation with students, they are required to advise their School administration of their consultation times. This notification is to take place by the end of week 2 of session.

The Faculty of Commerce wishes to ensure appropriate resources are allocated in a fair and equitable manner. As such, School administrators may require CATS to negotiate alternative consultation times when they have selected a peak period.

A CATS member should refer students to the University's support services, including but not limited to Learning Development, as appropriate. Information on the University's support services can be found at <http://www.uow.edu.au/student/services/index.html>

Advertisement of Consultation Times (Wollongong Campus)

Consultation times are to be advertised by the CATS member in the following manner:

- within tutorials (usually given to students in the first tutorial)
- on the relevant tutor room door using the appropriate Faculty of Commerce template
- via the Faculty of Commerce online Consultation System

Consultation times will be advertised by the Faculty in the following manner:

- via Commerce Central
- a list will be held with the School Administrator
- via the Faculty of Commerce online Consultation System

Advertisement of Consultation Times (Education Centres and Shoalhaven Campus)

The advertisement of consultation times will differ at each Education Centre and Campus. CATS should discuss the process with the appropriate Campus/Education Centre Manager.

3.7 Problems and Conflict

If a CATS member experiences a problem whilst undertaking their duties, they should, in the first instance discuss the issues with their Subject Coordinator. If the problem or conflict is with the Subject Coordinator the CATS member should discuss the matter with the appropriate Associate Head of School, Head of School or Deputy Dean.

3.8 Specific Policies and Rules

3.8.1 Assessment and Awarding of Marks

The University has Course Rules, policies, procedures and Good Practice guidelines that prescribe the way in which assessment items are determined and marks are awarded. Of specific importance are the Code of Practice – Teaching and Assessment and the Good Assessment Guide. These policies can be found on the following website <http://www.uow.edu.au/about/policy/teaching.html>

SMP-Central is a web-based class management system used by lecturers, subject co-ordinators and other staff to view class rolls and associated student information, manage tutorial allocation, enter task marks, enter final marks and grades, publish results, send SOLS Mail messages and reply to Special Consideration applications. If a CATS member needs access to SMP, their Subject Coordinator will organise the appropriate access. Training can be obtained, if necessary through the Academic Registrar's Division. Further information can be obtained via the following website <https://intranet.uow.edu.au/studentssystem/training/index.html>

Attendance

Where minimum attendance is required by the subject, a weekly roll of attendance needs to be kept. The CATS member must inform the Subject Coordinator of any student attendance problems.

Class Participation

Where class participation is worth more than 10%, a weekly record should be kept in line with the assessment criteria.

Awarding of Marks

Written work being marked by the CATS should be returned promptly to the student, normally within three weeks with reasonable feedback. Feedback must make it clear why a mark has been awarded. The manner of feedback will need to be decided after consultation with the Subject Coordinator.

CATS members are required to provide the Subject Coordinator with all results by the due date set by the Subject Coordinator. Before the date for results set by the Subject Coordinator, CATS members are responsible for following up missing or late work. After the due date the responsibility lies with the Subject Coordinator.

All records kept by the CATS member for the collation of marks, attendance records, participation records are to be given to the Subject Coordinator at the end of session if not required prior.

Displaying In Session Results

In session results should be displayed to students through the Student Management Package (SMP) via the Subject Coordinator. In some cases results will also be displayed to students through Web Vista via the Subject Coordinator.

Final Results

A CATS must not, under any circumstances advise a student his or her final mark prior to the release of final marks by the Academic Registrar's Division (ARD). Students are required to obtain their final mark via SOLS (Student Online Services). Students may have restrictions placed on their viewing rights due to debts, misconduct or other circumstances – therefore each student must await the release of their results from ARD.

3.8.2 Academic Misconduct

The University of Wollongong has rules and procedures to address allegations of Academic Misconduct. The Student Conduct Rules outline the required conduct of students of UOW, and direct staff and students to University Rules, codes, policies and procedures which specify acceptable and unacceptable student conduct, and the management of alleged student misconduct. <http://www.uow.edu.au/handbook/generalrules/StudentConductRules.pdf>

If a CATS suspects a student has plagiarised in their assessment, or is concerned about other academic misconduct, they should contact their Subject Coordinator immediately.

3.8.3 Academic Grievance Policy

The University provides for checks and balances for decisions made by academic staff in relation to assessment tasks, examinations, or any other type of decision or action to ensure decisions are conducted in a fair and equitable manner. Students are asked to try and resolve their complaints or grievances directly with the staff member concerned. If they are unable to resolve the issue informally then the student has the right to submit a formal academic grievance. If a student approaches a CATS member regarding a grievance, the CATS member must keep the Subject Coordinator informed.

The Faculty of Commerce has a form for a student to complete. More information on this including links to the form is available from <http://www.uow.edu.au/commerce/UOW010270.html>

Students must lodge any appeal/grievance within 21 days of the release of the mark for the assessable work or the decision or action about which they are complaining.

3.8.4 Conflicts of Interest

CATS members are required to advise their Subject Coordinator of any conflicts of interest. A conflict of interest exists where there is a divergence between the individual interests of a staff member and their professional obligation to the University such that an independent observer might reasonably question

whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit.

It should be noted that enmity as well as friendship can give rise to perceptions of a conflict of interest and similarly that detriment to a third party can give rise to a conflict of interest just as much as benefit to a third party. The University policy on conflict of interests can be found on <http://www.uow.edu.au/about/policy/conflictinterestpolicy.pdf>

3.8.5 Occupational Health and Safety

CATS members are responsible for the health, safety and welfare of their students. CATS must ensure that:

- they know what to do in the event of an emergency evacuation including where the evacuation assembly point is located in relation to each room they teach in. They must advise their students of the evacuation procedures at the first tutorial.
- who to contact in the event of an emergency.
- who and where the nearest first-aid officer is located.

All of the information a CATS may require can be found on the University's Occupational Health and Safety website <http://staff.uow.edu.au/ohs/>

Reporting Incidents/Hazards

If a CATS member or a student experiences an incident or comes across a hazard to health and safety, it should be reported to the Occupational Health and Safety Unit by recording a hazard or incidents in SafetyNet. SafetyNet is a web based system where both staff and students can record incidents or hazards. Access to SafetyNet is via <http://staff.uow.edu.au/ohs/>. The system has an inbuilt notification system to allow for appropriate action by the Faculty and University.

3.8.6 Privacy

The University is committed to ensure that a person's privacy is protected. The University of Wollongong and its Controlled Entities take all reasonable steps so that the collection, use, disclosure and handling of information by UOW complies with the law. CATS members are required to ensure they are aware of and comply with their responsibilities in relation to the policy. The policy can be viewed at <http://www.uow.edu.au/about/privacy/index.html>

3.9 Continuous Improvement

The Faculty of Commerce is committed to continual improvement in teaching and learning. In assessing teaching and learning practices in a subject, the Faculty takes into consideration student feedback from many sources. These sources include direct student feedback to CATS and lecturers, feedback through Commerce Central, responses to the Subject and Course Evaluation Surveys and formal teaching evaluations. These important student responses are used to make ongoing changes to subjects and courses. This information is also used to inform systemic comprehensive reviews of subjects and courses.

CATS should discuss the formal feedback opportunities regarding their teaching practices with their Subject Coordinator and School Administrators. These opportunities may be specific to the school or via CEDIR.

CATS members are asked to relay any feedback they have received from students or their experiences of the subject to the Subject Coordinator.

4 Resource Allocation

4.1 Resources Allocated

At the start of each session CATS members are allocated appropriate resources to undertake the duties associated with their employment. The resources allocated can include:

- Tutor room

- Main Texts
- Photocopying Facilities
- Printing Facilities
- Use of a phone
- Email Address
- Class Room
- Other resources

Education Centre Locations

CATS members will be advised of the arrangements for the various resources at the commencement of their employment by the Education Centre Coordinator, the Education Centre Managers and Subject Coordinator.

Equipment and resources provided by the University remain the property of the University. Feedback on the allocation of resources and the resources themselves should be forwarded to the appropriate School Administrator.

4.2 Tutor Room

CATS may be allocated the use of a room for the strict purpose of completing tutorial preparation and consultations. CATS members are only to use the allocated room for these authorised purposes.

CATS located at an education centre will be allocated an appropriate space to complete consultations and tutorial preparation, when required.

The Faculty of Commerce restricts the use of the CATS rooms to tutorial preparation and consultations with individual students. Once allocated a room, a CATS member must not lend their key to any other person. Only students undergoing consultation can be granted access to the room and the appropriate CATS member must be present at all times. Meal breaks can be taken in the facilities provided by each School.

The last CATS member in each room must ensure all windows are closed and doors are locked.

All keys allocated for a session are to be returned to the appropriate School Administrator at the end of each session. If the CATS member is teaching in the next session, they will be allocated another key as a part of the recruitment process.

Group Consultations

Group consultations are prohibited in the tutor rooms as they disrupt the functioning of other CATS members. If a CATS member wishes to run group consultations they must book an appropriate room. Rooms can be booked via School Administrative Staff.

4.3 Main Texts

CATS will be given a copy of the text book, book of readings and any other required readings for the subject by the Subject Coordinator.

4.4 Printing and Photocopying

For CATS located at the Wollongong Campus a laser printer and photocopier is available for use in room 19.1029. The room is accessed using the tutor room key. Keys are allocated by the School Administrators. Paper for printing is provided by each School. The printing of large jobs should be sent via the School Administrator to the printery. For details on this please contact the School Administrator.

CATS members are able to use the printing and photocopying facilities located within the School. Each School has a supply of transparencies for CATS to use. For details on this please contact the School Administrator.

CATS members located at an Education Centre will be advised of the arrangements for printing and photocopying at the commencement of their employment by the Education Centre's administrative staff.

4.5 Use of a Phone

CATS members have access to a phone for the explicit purpose for tutorial preparation and consultations. CATS members are required to adhere to the University Telephone policy. The policy can be viewed at <http://www.uow.edu.au/content/groups/public/@web/@its/documents/doc/uow002315.pdf>

For CATS located at the Wollongong Campus a phone is located in the CATS rooms. The phones only have local call access. Mobile or STD calls required for tutorial preparation or consultations can be accessed through the individual schools.

CATS located at an Education Centre will have access to a phone via the Education Centre's administration. Information on the arrangements for each of the Education Centres will be given to staff at the commencement of their employment.

4.6 Email Address

All employees of the University of Wollongong are assigned an email address. CATS members are required to complete a "User Account Application Form" and return it to their School Administrator for processing. CATS contracted to work for the Faculty of Commerce are required to have a staff account to enable them access to email, Student Online Services (SOLS) and Web Vista. The form can be downloaded from <http://www.uow.edu.au/its/useraccountapplication/index.html>

Staff email accounts are terminated six weeks after the end of a staff member's contract date. Should the staff member be employed the following session their account will be re-instated once Personnel & Finance receive the new Casual Academic Authority. CATS members are required to provide their email address to their School Administrator by the end of Week 2 of session.

4.7 Class Room

CATS will be assigned the appropriate class room for them to conduct their tutorials. For the Wollongong Campus the timetabling of these rooms is conducted centrally by the Academic Registrar's Division. As timetabling is conducted centrally there is unable to be any room changes to suit CATS preferences. If a CATS member has difficulty with the room they should advise their School administrator as soon as possible.

Reporting Faults

From time to time a CATS member may experience a fault in the room in which they are teaching. For example the lights may be flickering, not working or there may be broken seats or desks.

If the room is located on the Wollongong Campus the School Administrator is unable to assist in relation to building faults. All faults are to be reported directly to Buildings & Grounds. The CATS should contact Buildings and Grounds on the following contact details:

Email: buildings_maintenance_service@uow.edu.au

Phone: Extension 3217 (4221 3217)

Problems with audio visual equipment should be reported to CEDIR on extension 3993.

If the room is located at an Education Centre the CATS member should contact the Education Centre administrative staff to discuss the problem.

4.8 Other Resources

Coffee and Tea Facilities

Each School wishes to encourage interaction between CATS members and academic staff. As such tea and coffee facilities are provided on the Wollongong Campus by each School. The facilities provided are hot water, coffee, tea, milk and sugar. The locations of these facilities are:

School	Location
School of Accounting and Finance	40.336
School of Economics	40.210
School of Management and Marketing	40.141

Stationery

CATS members will be provided with the appropriate stationery to carry out their required tasks. CATS should contact their School or Education Centre Administrator to obtain these resources.

5 School Administrators

The current School Administrators for CATS are:

School	School Administrator	Room Number	Extension Number
School of Accounting and Finance	Cynthia Nicholson	40.328	4014
School of Economics	Carol Borgatti	40.204	4156
School of Management and Marketing	Stacey Thomas	40.120	4264
Education Centre Coordinator	Susan Branch	40.150	5589

6 Related Documents

Academic Casual Employment Staff website

<http://staff.uow.edu.au/personnel/policy/casualemploymentpolicy.html>

Code of Practice – Casual Academic Teaching

http://www.uow.edu.au/handbook/codesofprac/cop_cat.pdf

University of Wollongong (Academic Staff) Enterprise Agreement, 2005

<http://staff.uow.edu.au/personnel/awardagree/UOW016005.html>

University of Wollongong Policy website

<http://www.uow.edu.au/about/policy/>

7 Version Control Table

Version Control	Date Released	Approved By	Amendment
1.0	27 June 2008	Faculty Quality Coordinator and Faculty Education Committee	New guidelines created
1.1	July 2008	Faculty Quality Coordinator	School administrators details changed
1.2	October 2008	Faculty Quality Coordinator	School administrators details changed
1.3	21 January 2009	Faculty Quality Coordinator	School administrators details changed
2.0	3 February 2009	Faculty Quality Coordinator	Changes to Section 4.2