



Report on

UOW Casual Teaching Staff

March 2006

Purpose of Report

This Report was prepared by Jenny Reiners for the UOW Education Policy and Review Subcommittee. The purpose of the Report is to analyse the results of the Survey on Faculty Practices and Procedures for Casual Teaching Staff and provide recommendations. It is intended that this Report is the first step to developing a University policy on Casual Teaching Staff.

Acknowledgements

All faculties that responded to the survey
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Enquiries

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1. Background

The academic staff of the University of Wollongong (UOW) includes both permanent and casual teaching staff. In 2005 and 2004 casual teaching staff comprised 26% of the UOW teaching academics full time equivalents, and in 2003 this was only slightly less at 22%.¹

In October 2005, the Deputy Vice Chancellor (Academic) requested the Education Policy Review Subcommittee (EPRS) to gather information and review the current faculty practices and procedures for casual teaching staff. The survey for Faculty/Unit Practices and Procedures for Casual Teaching Staff (see attachment 1) was sent to all faculties and the responses were collated and presented to EPRS meeting on 17 November 2005 for noting.

The issues arising from the survey considered in this Report are:

- the duties and responsibilities of casual teaching staff;
- the faculty procedures and practices for the appointment of casual teaching staff;
- the policy used by faculties for calculating the rate of pay for casual teaching staff; and
- the training and induction programs available to casual teaching staff and attendance at these programs.

The University of Wollongong (Academic Staff) Enterprise Agreement 2005² (The Agreement) stipulates the industrial requirements governing academic staff, including casual teaching staff. The Agreement became effective in December 2005 and superseded and replaced the previous certified agreements covering academic employers of the University. The Agreement defines casual employment and requires that academic staff have an 'instrument of appointment' that details the type of employment, the terms of engagement and the duties required.

The key changes under the 2005 Agreement are:

- the rule stating that casual teaching staff may undertake no more than 60% of the contract teaching hours of a full time staff member no longer applies; and
- calculation of the standard rates of pay which now includes a different rate of pay for casual employees who hold a relevant doctoral qualification from casual employees that do not hold a doctoral qualification.

¹ Strategic Planning Unit, Central Data Table, Table 2.3 Staff Profile – Teaching and Academics (2005)

² University of Wollongong (Academic Staff) Enterprise Agreement 2005

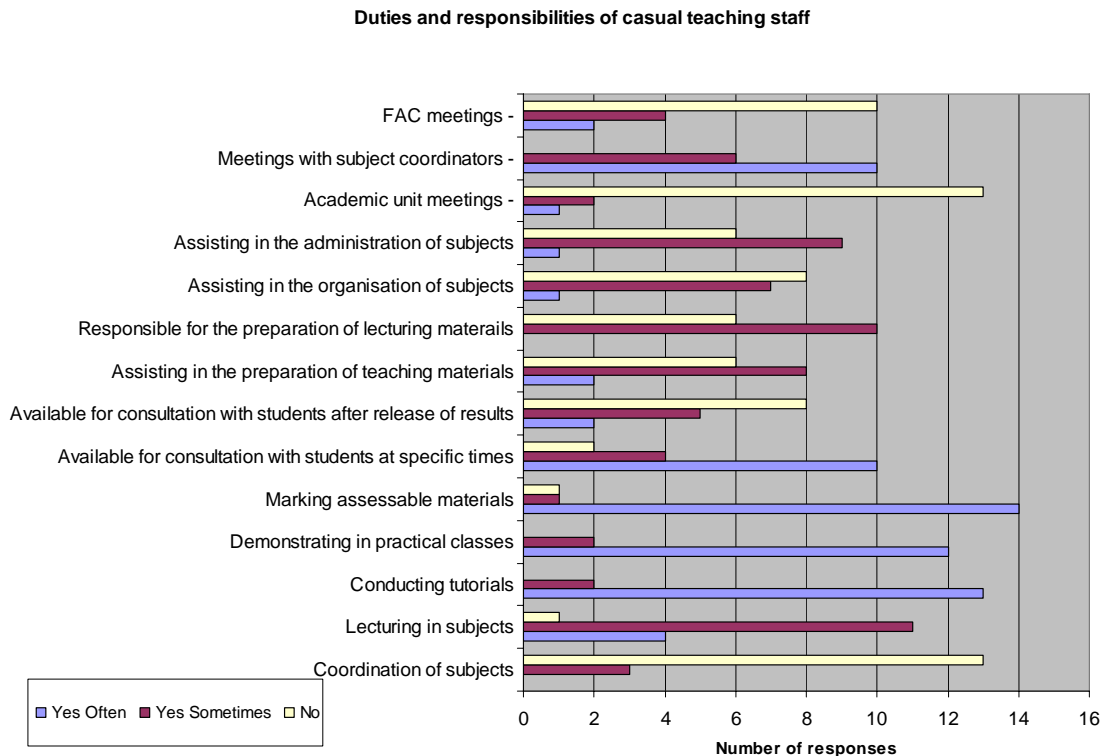
http://staff.uow.edu.au/personnel/awardagree/academic/academic_ea_2005.html

2. Survey results

This section analyses the results of the survey. Details of the survey responses are provided as Attachment 2 - Results of Survey – Faculty/Unit practices and procedures for casual teaching staff.

2.1 Duties and responsibilities of casual teaching staff

The survey asked faculties to indicate the duties and responsibilities of casual teaching staff. The summative results of this survey are detailed below in Figure 1.



These results indicate that casual teaching staff are engaged mostly to conduct tutorials, demonstrate in practical classes and mark assessable materials. Other activities they are often involved in are meetings with subject coordinators and being available for consultation with students at specific times. They are less often involved in attending Faculty Assessment Committees and Academic Unit meetings and in the administration and organisation of subjects. Only around 20% of casual teaching staff are involved in the coordination of subjects.

2.2 Faculty procedures for appointing and supervising casual teaching staff

The responses to the survey indicated that all faculties have procedures for the appointment of casual teaching staff but these procedures varied across faculties and in some cases between schools within the same faculty.

The following procedures were used by the faculties to *recruit* casual teaching staff: recommendations by academics, advertisements and EOI in the Mercury and on faculty websites.

The following procedures were used by the faculties to *select* casual teaching staff:

- interviews;
- nominated by other academics; and
- selection off a data base or registry based on academic background and teaching experience.

The following procedures were used by the faculties to *engage* casual teaching staff:

- Casual Teaching Authority Forms; and
- contractual agreements and letters of appointment.

All required signed approval of the Head of Department or Dean.

The subject coordinators in the faculties were most often responsible for *supervising* casual teaching staff with the Associate Deans, Deans and Heads of Schools also used in the smaller faculties.

2.3 Faculty procedures for calculating the rate of pay of casual teaching staff

In October 2005 when the survey was conducted, the industrial agreement covering academic staff including casual teaching staff was the University of Wollongong (Academic Staff) Enterprise Agreement 2000-2003. All faculties responded that they used this Agreement to calculate the rate of pay for casual staff.

2.4 Training and induction programs for casual teaching staff

This survey question asked if faculties had a faculty/unit induction procedure for casual teaching staff. The majority of the faculties, seven of the nine faculties, responded that casual teaching staff were required to attend the Career Development Unit's Academic Staff Induction Program that under the UOW (Academic Staff) Enterprise Agreement 2005 is mandatory for casual teaching staff.

There were three faculties that had faculty induction programs namely:

- Faculty of Commerce reported it is to commence a school procedure in Autumn 2006;
- Faculty of Arts has a Code of Practice for Casual Teaching Staff; and
- Faculty of Science has induction programs specifically for laboratory demonstrators.

3. Summary and recommendations

It is recommended that:

- University policy and practice of casual teaching staff coordinating subjects be reviewed and revised; and
- Guidelines and procedures for the appointment and induction of casual teaching staff be developed, incorporating examples of good practice.