CLASS
Coordinators Leading Advancement of Sessional Staff

INVENTORY OF RESOURCES FOR SESSIONAL STAFF; ACCESSED FROM UNIVERSITY WEBSITES

POLICIES GUIDELINES & ROLE STATEMENTS	RESOURCES
Australian Catholic University (http://www.acu.edu.au/)	
Induction for Sessional Staff http://www.acu.edu.au/__data/assets/pdf_file/0017/141452/LTP2009-11.pdf ACU Recording of hours worked policy which includes specific advice for sessional staff http://www.acu.edu.au/__data/assets/pdf_file/0011/18020/Recording_of_Hours_Worked_Policy-_June_2008_i.pdf	An online module and print material for sessional staff http://www.acu.edu.au/__data/assets/pdf_file/0017/141452/LTP2009-11.pdf Induction Training for new sessional staff. This is a registration URL for A program of training. The training is for 3 hours on general introduction, and then an additional 2 hour session on Elearning. All sessional staff are required to attend in order to be re-employed at ACU, and they get paid for attendance at their hourly rate. http://www.acu.edu.au/about_acu/the_university/learning_and_teaching/learning_and_teaching_centre/courses_and_workshops/academic_development_programs/sessional_staff_training/ Another info source is http://www.acu.edu.au/__data/assets/pdf_file/0020/181091/SessionalAcademicStaff2.pdf Sessionals are also able to enrol in the Graduate Certificate in Higher Education with their fees paid, if they are employed at ACU in their semester of enrolment (usually one unit per semester). We have several sessional staff in the course. This is a recent change; previous to 2009 they weren't eligible for free tuition.
Australian National University (http://www.anu.edu.au/)	
	Skills related to teaching, professional development programs are provided for sessional staff by: CEDAM – Centre for Educational Development and Academic Methods e.g. see http://cedam.anu.edu.au/foundations and Research Student Development Centre (for PhD students who are also sessionals) http://researchstudents.anu.edu.au/index.php?ref=3 Additional support for Early Career Academics in general (including sessionals) from SIDECARS Learning Community http://www.anu.edu.au/learningcommunities/index.php/themes/profile/sidecars/

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	Sessional staff have access to the Information Literacy Program (http://ilp.anu.edu.au/), which trains them in teaching information literacy skills to their students. Academic Skills and Learning Services (https://academicskills.anu.edu.au/) also provide training for sessional teaching staff. Induction at the Australian National University http://info.anu.edu.au/hr/Recruitment/New_Staff_Information/Key_Elements_of_Induction Tutors Induction Program: TIPs for New Tutors http://ilp.anu.edu.au/tutors.html \ Tutors@ANU: Resources for tutors and demonstrators http://tutors.anu.edu.au/
Bond University (http://www.bond.edu.au)	
	Especially for Sessional Teachers (Adjuncts) Webpage (Ref: http://www.bond.edu.au/about-bond/teaching-and-learning/services/especially-for-sessional-teachers-adjunct/index.htm) Foundations of University Learning and Teaching http://www.bond.edu.au/about-bond/teaching-and-learning/services/foundations-of-university-learning-and-teaching/index.htm
Central Queensland University (http://www.cqu.edu.au/)	
	Online Induction for new employees of CQUniversity http://hr.cqu.edu.au/FCWViewer/getFile.do?id=24054 CQU Staff Orientation Contacts http://hr.cqu.edu.au/FCWViewer/getFile.do?id=22493 Sessional Staff Foundations of University Learning & Teaching Program http://iris.cqu.edu.au/FCWViewer/view.do?page=7678
Charles Sturt University (http://www.csu.edu.au/)	
	FAQs for casual and sessional staff http://www.csu.edu.au/division/landt/interact/staffsupport/casual/faqs.htm
Curtin University of Technology (http://www.curtin.edu.au/)	

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Part-time (Sessional) Academic Staff Policy and Procedures: http://policies.curtin.edu.au/policies/viewpolicy.cfm?id=598953e8-f62f-11dc-ac87-45785751f674	New Employees Information http://staff.curtin.edu.au/staffservices/home/new_emp_info.cfm Online Sessional Induction Program http://odu.curtin.edu.au/development/induction/index.cfm Foundations of Learning and Teaching Program http://otl.curtin.edu.au/professional_development/seminars/foundations/index.cfm Article: Challenges and rewards of being a sessional tutor in a university setting http://lsn.curtin.edu.au/tlf/tlf2001/blanchard.html Submission of Sessional Time sheets schedule http://staff.curtin.edu.au/staffservices/services/time_sch.cfm?type=sessional2010
Deakin University (http://www.deakin.edu.au/)	
	Principles and strategies for effective face-to-face lecturing. http://www.deakin.edu.au/itl/pd/tl-modules/teaching-approach/effective-lecturing/documents/effectivelecturing.pdf
Flinders University (http://www.flinders.edu.au)	
	Starting off as a Sessionally Employed Teacher at Flinders University Resource http://www.flinders.edu.au/shadomx/apps/fms/fmsdownload.cfm?file_uuid=9C5F00EE-B035-9B38-65AE-625FFF1B22D0&siteName=flinders Sessional staff web-based supporting resources for Tutorials http://www.flinders.edu.au/teaching/support/sessional-teachers/first-time-teacher.cfm Support for sessional teachers webpage http://www.flinders.edu.au/teaching/support/sessional-teachers/support-for-sessional-teachers_home.cfm Workshops: 1. Sessional Teaching: Introduction to Teaching http://www.flinders.edu.au/staffdev/index.php/course/AIA 2. Sessional Teaching: Introduction to Assessment http://www.flinders.edu.au/staffdev/index.php/course/ACE 3. Orientation for New Staff: Equal Opportunity and Occupational Health and Safety

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	https://www.flinders.edu.au/staffdev/index.php/course/FAA
Griffith University (http://www.griffith.edu.au/)	
Policy on Casual Academic Staff Professional Development Teaching and Learning Program: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/59396733abaa7b2f4a256f630063ffb2?opendocument	Resources for Casual Academic Staff at Griffith: http://www.griffith.edu.au/__data/assets/pdf_file/0019/124066/CASS-Orientation.pdf Casual Academic Staff New to Teaching workshops: http://www.griffith.edu.au/gihe/professional-development-programs/workshops-and-seminars/casual-academic-staff-workshops Foundations of University Teaching workshops http://www.griffith.edu.au/gihe/professional-development-programs/workshops-and-seminars/foundations-of-university-teaching
James Cook University (http://www.jcu.edu.au/)	
A guide for sessional staff in the school of tropical environment studies and geography http://74.125.153.132/u/jamescookuni?q=cache:QprGlBavqiQJ:www.tesag.jcu.edu.au/information/A%2520Guide%2520for%2520Sessional%2520Staff%2520020304.pdf+sessional+staff&cd=3&hl=en&ct=clnk&ie=UTF-8	Teaching at JCU: Sessionals Workshop http://www.jcu.edu.au/teaching/induction/JCUPRD_016539.html
La Trobe University (http://www.latrobe.edu.au/)	
Guide to Effective Tutoring at La Trobe University http://www.latrobe.edu.au/teaching/assets/downloads/Guide-Tutors-at-LT-ver4.pdf	
Macquarie University (http://www.mq.edu.au/)	
	Department of Computing Casual Academic Staff; Induction Booklet - February 2009 http://www.comp.mq.edu.au/casual_academics/Casual_Academic_Staff_Booklet_S1,2009.htm
Murdoch University (http://www.murdoch.edu.au/)	

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Employee Induction and Information Guide 2008 http://www.murdoch.edu.au/hr2/information/newempind.pdf	New Employee Induction Program http://www.murdoch.edu.au/hr2/ece/programs/induction.html
Queensland University of Technology (http://www.qut.edu.au/)	
Information for Sessional Staff http://www.hrd.qut.edu.au/staff/sessional.jsp Including information in regard to: HR; Working at QUT; Development Opportunities; Salary and Benefits; and Policies Sessional Academic Staff Guide Administrative Procedures Law School http://www.law.qut.edu.au/files/SessionalAcademicStaffGuide2009sem2.pdf	Sessional Academics FAQs Webpage http://www.hrd.qut.edu.au/hrinfo/faqs/sessional.jsp Sessional Academic Program Webpages: http://www.talss.qut.edu.au/staff/staffdev/sessional.jsp http://www.talss.qut.edu.au/staff/staffdev/sap-resources.jsp Support for Sessional Academic Staff at QUT Webpage http://www.talss.qut.edu.au/staff/staffdev/sessionalsupport.jsp Tutor Resource Kit designed for sessional staff available online http://www.talss.qut.edu.au/staff/staffdev/staffdev_docs/TutorResourceKit.pdf Information for appointed sessional academic staff in the Law School Webpage with links to relevant and contextual resources http://www.law.qut.edu.au/about/work/lsnew.jsp
RMIT University (http://www.rmit.edu.au/)	
Recruitment and employment of casual staff policy http://www.rmit.edu.au/browse;ID=hn681cq2af43 Recruitment and employment of casual staff procedure http://www.rmit.edu.au/browse;ID=k0oa7v6omj5u Employment of casual staff guideline: http://www.rmit.edu.au/browse;ID=2fo70cl51i5o Employment of casual staff checklist: http://mams.rmit.edu.au/asvecceee1nn.doc *(Note this document has access restrictions placed on it and is only available to RMIT Students and Staff)* SEH teaching support for sessional staff: http://www.rmit.edu.au/browse;ID=9j0vitvcr947	Learning & Teaching Guides: Quick Guide for sessional staff: http://www.rmit.edu.au/browse;ID=a236er4fydm4 Sessional induction information on RMIT website: http://www.rmit.edu.au/staffinduction/sessionalinduction Casual staff administration website: http://www.rmit.edu.au/pc/casualadmin Business sessional staff resources: http://www.rmit.edu.au/browse;ID=52w8ywlwufd51 School of Computer Science and IT Sessional Staff FAQ: http://www.rmit.edu.au/browse;ID=pnm2tr8094zxz School of Computer Science and IT - 2009 Sessional Staff payment schedule: http://mams.rmit.edu.au/dndbm9fc8r5q.pdf Workplace relations fact sheet: http://mams.rmit.edu.au/m57xd6jmjjf6.pdf

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SEH administrative support for sessional staff: http://www.rmit.edu.au/browse;ID=0z7ao1yxnm06 Business sessional staff – roles and responsibilities: http://www.rmit.edu.au/browse;ID=37zn9t7ic09b School of Computer Science and IT – head tutor outline of duties and pay rates: http://mams.rmit.edu.au/aa954d508ge6z.pdf School of Computer Science and IT – sessional tutor and lab assistants outline of duties and pay rates: http://mams.rmit.edu.au/tidaheg2qf35z.pdf	Category D - Sessional teaching award (Higher Education): http://www.rmit.edu.au/browse;ID=iesu90ftf747 Category E - Sessional teaching award (TAFE): http://www.rmit.edu.au/browse;ID=2sa0t8mu91fc

Southern Cross University (http://www.scu.edu.au/)

	Resources to support teaching activities http://www.scu.edu.au/teachinglearning/index.php/11/ Induction Portal http://www.scu.edu.au/admin/hr/index.php/8/

Swinburne University of Technology (http://www.swinburne.edu.au/)

Facilitating Student Participation: A guide for sessional staff at Swinburne University of Technology http://www2.swinburne.edu.au/ltas/intro/survivalGuides/documentation/Facilitating_Student_Participation.pdf	

The University of Adelaide (http://www.adelaide.edu.au/)

	Sessional Teaching Program: Self-Access Modules http://www.adelaide.edu.au/clpd/sessional/stp/ Sessional Teaching Program: Information and resources for tutors, demonstrators and lecturers. http://www.adelaide.edu.au/clpd/sessional/

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The University of Ballarat (http://www.ballarat.edu.au/)	
Information Guide Sessional Academic Staff http://www.ballarat.edu.au/aasp/staff/corp_induction/info_guide_for_sess_aca.pdf	
The University of Canberra (http://www.canberra.edu.au/)	
	Induction Webpage: http://www.canberra.edu.au/hr/development/induction#program Getting started Induction and Orientation Program http://www.canberra.edu.au/hr/home/induction
The University of Melbourne (http://www.unimelb.edu.au/)	
Teaching and Learning Unit Sessional Teaching Enhancement Program (STEP) Guide For Sessional staff in the Faculty of Economics and Commerce How to Start Your First Class: A Guide for Sessional Staff http://74.125.153.132/custom?q=cache:_A6he9k1rbsJ:tlu.ecom.unimelb.edu.au/pdfs/academic_resources/STEP_first.pdf+%22sessional+staff%22&cd=3&hl=en&ct=clnk&client=google-coop-np	CSHE Resources For Sessional Teaching http://www.cshe.unimelb.edu.au/academic_dev/sessional.html The Melbourne Sessional Teachers Handbook. Advice and strategies for small group teaching at the University of Melbourne http://www.cshe.unimelb.edu.au/pdfs/Sessional%20Handbook%202009.pdf Faculty of Science Department of Information Systems Sessional Teaching Webpage http://www.dis.unimelb.edu.au/resources/sessional Sessional Teaching: Frequently Asked Questions http://www.dis.unimelb.edu.au/images/resources/sessionalfaq.pdf Programs for new staff http://www.cshe.unimelb.edu.au/academic_dev/new_staff.html
University of New England (http://www.une.edu.au/)	
Casual and Sessional Teaching Staff: http://www.une.edu.au/tlc/staff/casts/ Casual Appointments – Academic Staff http://www.une.edu.au/policies/pdf/casualappointmentacademicstaff.pdf	Handbook for Casual and Sessional Teaching Staff available at: http://www.une.edu.au/tlc/staff/casts/casts-handbook.pdf 808a Contract of employment Casual Academic staff www.une.edu.au/hrs/handbook/08/08.08a.doc

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University of New South Wales (http://www.unsw.edu.au/)	
Sessional Teaching Staff Strategic Action plan http://www.ltu.unsw.edu.au/content/sessional_staff/sessional_staff.cfm Support for Sessional Staff (Website) http://learningandteaching.unsw.edu.au/content/LT/sessional_staff/sessional_home.cfm?ss=2 Rights and Responsibilities http://learningandteaching.unsw.edu.au/content/LT/sessional_staff/rights.cfm?ss=2 A comprehensive website detailing guidelines for developing activities to enhance student learning - that is, they are intended to inform teaching http://www.guidelinesonlearning.com/index	UNSW Compendium of Good Practice in Learning and Teaching http://learningandteaching.unsw.edu.au/content/exchange/compendium.cfm?ss=6
The University of Newcastle (http://www.newcastle.edu.au/)	
	Sessional Teaching Staff web site http://www.newcastle.edu.au/service/teaching-learning/sessional/ Sessional Teaching FAQ http://www.newcastle.edu.au/service/teaching-learning/sessional/faq.html Sessional Teaching Program Handbook http://www.newcastle.edu.au/service/teaching-learning/sessional/resources/Sessional.pdf University Staff Induction Satellite site http://www.newcastle.edu.au/service/staff-induction/ Online Health and Safety Induction http://www.newcastle.edu.au/service/health-safety/health-safety-support/ohs-induction.html Code of Conduct http://www.newcastle.edu.au/unit/hrs/policy/code-of-conduct-000059.pdf

POLICIES GUIDELINES & ROLE STATEMENTS	RESOURCES
The University of Notre Dame Australia (http://www.nd.edu.au/)	
	Information for Prospective Sessional Staff http://www.nd.edu.au/downloads/staff/information_prospective_sessional_staff_09.pdf
	Sessional Staff Induction Handbook http://www.nd.edu.au/downloads/staff/sessional_staff_induction_handbook_09.pdf
	Sessional Employment Webpage http://www.nd.edu.au/staff/sessional_staff.shtml
The University of Queensland (http://www.uq.edu.au/)	
A tutor's guide to teaching and learning at UQ http://www.tedi.uq.edu.au/downloads/TutorTrainingManual.pdf	Sessional teachers' checklist: http://www.tedi.uq.edu.au/SessionalTeaching/pdfs/Checklists/SessionalTeachersChecklist.pdf including information related to:
	1. Employment Issues
	2. Training and professional development issues
	3. Evaluation and recognition
	4. Integration and Communication
	Teaching ideas webpage (Accessed from main page: http://www.tedi.uq.edu.au/SessionalTeaching/) providing access to sessional staff resources presented in categories:
	1. Getting Started
	2. Understanding Adult Learning
	3. Helping your students to learn
	4. Teaching small groups
	5. Using IT
	6. Assessment and marking
	7. Evaluation and Feedback
	8. Directing students to support

POLICIES GUIDELINES & ROLE STATEMENTS	RESOURCES
The University of South Australia (http://www.unisa.edu.au/)	
A quick guide for sessional academic staff http://www.unisa.edu.au/staffdev/guides/sessional_academic_staff.pdf	Sessional teaching staff web portal http://www.unisa.edu.au/ltu/staff/progress/sessional.asp Sessional staff Homepage http://www.unisa.edu.au/helpstaff/sessional.asp Division of Business Sessional staff homepage http://www.unisa.edu.au/business/staff/sessional.asp Online Induction workshop http://www.unisanet.unisa.edu.au/learn/learningconnection/?PATH=/Resources/PD-ot/Induction+-+Teaching+and+Learning/&default=Welcome.htm Induction website http://www.unisa.edu.au/staffdev/3.asp Induction Handbook http://www.unisa.edu.au/newstaff/docs/induction_handbook.pdf Sessional Academic Staff Register (for individuals to register their availability for employment as a sessional academic staff member at UniSA) http://www.unisanet.unisa.edu.au/sessionalAcademic/index.asp Teaching @ UniSA development program http://www.unisa.edu.au/ltu/learningconnection/staff/progress/activities/teaching.asp
University of Sydney (http://sydney.edu.au/)	
	Practical tips for Tutors: http://www.econ.usyd.edu.au/Learning/tutors/practical_tips Tutor Training: Professional Development Online: http://tutortraining.econ.usyd.edu.au/ Sessional Teachers: Lecturers, Tutors, Demonstrators & Student Workplace Supervisors Administration page: http://www.itl.usyd.edu.au/programs/sessionals.htm Induction checklist: new starter http://www.usyd.edu.au/learningsolutions/docs/induction_checklist_new_starter_v2.doc Local induction information http://www.usyd.edu.au/learningsolutions/orientation/local_induction.shtml Orientation information http://www.usyd.edu.au/learningsolutions/orientation/index.shtml

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The University of Tasmania (http://www.utas.edu.au/)	
Sessional Staff Information Guide http://www.educ.utas.edu.au/SessionalStaff/files/SessionalGuideWinter08.pdf	Faculty of Education, Information for Sessional Academic Staff Webpage http://www.educ.utas.edu.au/SessionalStaff/ Sessional staff FAQ http://www.teaching-learning.utas.edu.au/planning/sessional-faq Teaching & Learning Development, Programs for Sessional staff http://www.utas.edu.au/staffdev/tl/sessional_programs.htm
The University of Western Australia (http://www.uwa.edu.au/)	
	Induction to Teaching website http://www.catl.uwa.edu.au/resources/induction_to_teaching Teaching and Learning Orientation Workshop http://www.catl.uwa.edu.au/programmes/teaching_and_learning/teaching_and_learning_orientation Some Principles for Good Practice in Teaching and Learning http://www.catl.uwa.edu.au/resources/tandl/resources/some_principles_for_good_practice_in_teaching_and_learning Teaching and Learning Resources http://www.catl.uwa.edu.au/resources/tandl/resources
University of Southern Queensland (http://www.usq.edu.au/)	
USQ Guidelines for Good Teaching http://www.usq.edu.au/~/media/USQ/learnteach/ADS/USQTLguidelinespdf.ashx	Learning and Teaching at USQ, Induction workshop information for staff (Booklet) http://www.usq.edu.au/~/media/USQ/learnteach/ADS/InductionBookletupdatedFeb09pdf.ashx
University of Technology Sydney (http://www.uts.edu.au/)	
	Casual Academic Staff Portal: http://www.hru.uts.edu.au/for/academics/casuals.html IML Casual Academics Portal http://www.iml.uts.edu.au/learnteach/casual.html Casual academics website: http://www.casualacademics.uts.edu.au/ Starting at UTS Overview http://www.hru.uts.edu.au/start/index.html

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	Teaching Matters: A handbook for UTS academic staff http://www.iml.uts.edu.au/learnteach/resources/tm/index.html Survival Guide for New Academics http://www.iml.uts.edu.au/learnteach/career/survival.html Information for UTS staff portal http://www.uts.edu.au/work/index.html
University of Western Sydney (http://www.uws.edu.au/)	
Code of Conduct Policy http://policies.uws.edu.au/view.current.php?id=00072	Tutor's Guide http://tdu.uws.edu.au/qilt/downloads/Tutors_Guide.pdf Sessional Teaching Information http://tdu.uws.edu.au/qilt/teaching/sessional.html Teaching@UWS Handbook http://tdu.uws.edu.au/qilt/downloads/Teaching@UWS.pdf Introduction to learning and teaching resources http://www.uws.edu.au/learning_teaching/learning_and_teaching/teaching_development_unit/resources
University of Wollongong (http://www.uow.edu.au/)	
Code of Practice - Casual Academic Teaching http://www.uow.edu.au/about/policy/UOW058668.html	Faculty of Commerce Casual Academic Teaching Staff Website http://www.uow.edu.au/commerce/sessional_tutors/index.html Good Practice Case Study: Tutor training & orientation CDRom - Faculty of Informatics http://www.uow.edu.au/about/teaching/cases/casualteaching/UOW059741.html
Victoria University (http://www.vu.edu.au/)	
	The Victoria University website has a comprehensive list of the presentations and abstracts from the 2009 National Colloquium: Sessional Staff in Education available from http://tls.vu.edu.au/sscoll2009/index.html