A number of ALTC funded projects have addressed the issue of leading and managing sessional staff including:

- **Sessional Teachers in Australian Higher Education.** Lead institution *The University of New South Wales*. An outcome of this project was the RED Report

- **Building academic leadership capability** at the course level: developing course coordinators as academic leaders. Lead institution *Curtin University*

- **Improving the leadership capability of academic co-ordinators** in postgraduate and undergraduate programs in Business. Lead institution *University of South Australia*

- **Clarifying, developing and valuing the roles of Unit Coordinator as informal leaders** of learning in Higher Education. Lead Institution *Murdoch University*

- **Preparing Academics for Teaching in Higher Education.** Lead Institution *University of South Australia*

The **Training, Managing and Supporting Sessional Teaching Staff** website developed by *University of Queensland* (UQ) is a product of an AUTC grant. This website contains guidelines, resources, checklists and case studies related to the leadership and management of sessional staff. It also has links to a suite of resources aimed at supporting sessional staff in their role.


**Audience:** Managers and Supervisors of sessional staff and sessional staff

A **National Colloquium: Sessional Staff in higher education and vocational education – Towards sustainable practice in 2009** was hosted by *Victoria University* (VU). This Colloquium showcased the work that was in progress (at the time) across the tertiary sector to make quality enhancements to sessional staff practices and identify sustainable initiatives at the faculty, school and program level for leading and managing sessional staff.


**Audience:** Managers and Supervisors of sessional staff

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Orientation and induction is concerned with providing a new employee with information about the university/faculty/department/school that will assist them to operate effectively and be productive in their role. Orientation and induction may be managed in a number of different ways including professional development activities, self-paced learning modules, booklets or online portals. The following are examples of orientation and induction resources that have been specifically developed for sessional staff or that could be used with sessional staff.

**INDUCTION WORKSHOPS, PROGRAMMES AND INITIATIVES:**

A **Sessional Staff Training orientation** workshop is offered by The Australian Catholic University (ACU). Details about this orientation workshop are provided online.

**Link:** [http://info.anu.edu.au/hr/Recruitment/New_Staff_Information/Key_Elements_of_Induction](http://info.anu.edu.au/hr/Recruitment/New_Staff_Information/Key_Elements_of_Induction)

**Audience:** Sessional staff

The **Induction at the Australian National University** is an online programme offered by the Australian National University (ANU). This program is an institution wide initiative that provides links to induction resources, details about orientation events and activities and information that new employees might require.

**Link:** [http://info.anu.edu.au/hr/Recruitment/New_Staff_Information/Key_Elements_of_Induction](http://info.anu.edu.au/hr/Recruitment/New_Staff_Information/Key_Elements_of_Induction)

**Audience:** Sessional staff

**Online Induction for new employees of CQU** is an interactive self paced induction module covering a range of topics related to university policies, procedures, services, facilities and responsibilities offered to new staff at the Central Queensland University (CQU).

**Link:** [http://hr.cqu.edu.au/FCWViewer/getFile.do?id=24054](http://hr.cqu.edu.au/FCWViewer/getFile.do?id=24054)

**Audience:** Sessional staff

A **Sessional induction** programme is offered by Curtin University (Curtin), this programme has two modes of induction – face to face and online. A two-hour face-to-face Sessional Induction is facilitated at the beginning of each semester and consists of presentations covering essential information about the role of a sessional staff member at Curtin. Alternatively, sessional staff at Curtin are also able to complete an **Online sessional induction** and quiz. Staff are paid for their attendance at the face to face session or for completing the online induction quiz. It is mandatory for Curtin sessional staff to complete one of the modes of induction.


**Audience:** Sessional staff
Induction & Orientation Workshops are offered to new staff at Flinders University (Flinders). These workshops are aimed at providing new staff members to Flinders with information that will assist their transition into the institution. New staff are expected to attend these workshops during their first three months of tenure. Other staff members are also welcome to attend any of these workshops. Some of the workshops targeting sessional staff include Sessional Teaching: Introduction to Teaching; Sessional Teaching: Introduction to Assessment; and Orientation for New Staff: Equal Opportunity and Occupational Health and Safety.


Audience: Sessional staff

The Teaching at JCU: Sessionals webpage gives information regarding mandatory workshops run at James Cook University (JCU) for sessional staff.

Audience: Sessional staff

A Staff Induction Program is offered at Murdoch University (Murdoch) and involves a half day induction session for new staff.

Audience: Sessional staff

An Induction Test developed by The University of Melbourne (UniMelb) requires new staff to answer questions related to the Safety Management Achievement Program (MAP). The Safety MAP requires Departments to ensure that staff understand the Environment, Health & Safety Strategic (EHS&S) induction procedures. The induction test is an example of a strategy that has been adopted by a Department to manage this requirement.

Audience: Sessional staff

The Casual Teaching Staff Induction is an induction that all casual teaching staff at the University of Western Australia (UWA) are expected to work through. This induction provides details about the expectations of the University, explains some of the key policies and practices operating at the University, and provides information about the comprehensive professional development resources and support that is available for casual teaching staff. The Casual Teaching Staff Induction is signed once it has been completed by the new casual teaching staff.

Audience: Sessional staff

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An **Induction for Teachers** programme is offered by the **Victoria University (VU)** and consists of three modules: Initial Induction Program; Extended Induction Program; and Continuing Professional Development. All new teachers at VU are required to attend the Induction for Teaching at VU workshop (also known as the Initial Induction Program or AET4100 Learning Matters at VU). Participants in the workshop are required to complete three (3) assessment tasks. Attendance at this workshop and the successful completion of assessment tasks is an entry point into the Graduate Certificate in Tertiary Education (GCTE).


**Audience:** New sessional staff

A **Tutors Induction Program** is offered by **The Australian National University (ANU)** and is designed to prepare new 'first time' tutors for the first few weeks of their sessional practice.

**Links:** [http://ilp.anu.edu.au/tutors.html](http://ilp.anu.edu.au/tutors.html)

**Audience:** Sessional staff

**WEB-BASED RESOURCES**

A **Sessional staff** web portal is provided by the **Central Queensland University (CQU)** and gives information and links to a range of activities and resources designed to orient and induct new sessional staff members.


**Audience:** Sessional staff

A **Sessional Staff Directory - Quick Start Guide** was developed at **Charles Sturt University (CSU)** to provide information and links to a range of resources specifically targeting the needs and activities of sessional staff. These resources are organised according to the different stages of staff induction and orientation including: before commencement of work, Day One, Day Two, Day Three, First Week, First Month, End of Semester.


**Audience:** Sessional staff

A **Resources for Supervisors** website has been designed by **Flinders University** (Flinders) to assist managers or supervisors to effectively orient and induct new members of staff to Flinders University. These guidelines provide an overview of key issues and essential stages in an effective induction process.

**Link:** [http://www.flinders.edu.au/profdev/new-staff/staff/supervisors.cfm](http://www.flinders.edu.au/profdev/new-staff/staff/supervisors.cfm)

**Audience:** Supervisors and managers of sessional staff

**Information for New Staff to Flinders** is an online resource provided by **Flinders University** (Flinders) which enables easy access to useful information relevant to staffs’ everyday work, as well as information about the University’s wider structure and operations.


**Audience:** Sessional staff

**For Sessional Staff - Working at Macquarie** is a web based resource offered by **Macquarie University (MQ)** and has been developed to provide sessional staff with information they may require in their role at MQ.

**Links:** [http://www.mq.edu.au/ltc/sessional_staff/for_sessional_staff.htm](http://www.mq.edu.au/ltc/sessional_staff/for_sessional_staff.htm)

**Audience:** Sessional staff
**Information for Sessional Staff** offered to sessional staff at *Queensland University of Technology* (QUT), to assist them in orienting and understanding the various aspects of sessional staff employment. Information for Sessional Staff - provides links to information aimed at inducting and orienting sessional staff in relation to QUT policies, employment, salary and benefits.

**Link:** [http://www.hrd.qut.edu.au/staff/sessional.jsp](http://www.hrd.qut.edu.au/staff/sessional.jsp)

**Audience:** Sessional staff

**Sessional Academics FAQs** provided by *Queensland University of Technology* (QUT) offers information and some links to details regarding remuneration, university procedures and practices related to fire, emergency and security and other QUT information and services.


**Audience:** Sessional staff

**Law School Sessional Academic Staff** is a web portal developed by the *Queensland University of Technology* (QUT). This web portal provides new Law School staff with information to assist them in relation to administrative matters relating to their appointment, pay, online access to QUT facilities etc. It also provides some general information regarding Faculty life and the facilities available to sessional academic staff in the Law School.

**Link:** [http://www.law.qut.edu.au/about/work/lssnew.jsp](http://www.law.qut.edu.au/about/work/lssnew.jsp)

**Audience:** Sessional staff

**Information for Casual Academic Employees** is a resource from *Southern Cross University* (SCU) that provides a range of information specifically for the casual academic. It covers topics including employment conditions, remuneration and university services and facilities.

**Link:** [http://www.scu.edu.au/admin/hr/index.php/84/](http://www.scu.edu.au/admin/hr/index.php/84/)

**Audience:** Sessional staff

An **Induction and orientation** web portal is offered at the *University of Canberra* (UC) and provides details about induction and orientation programs as well as information and resources for new employees about the university and its services.

**Link:** [http://www.canberra.edu.au/hr/home/induction](http://www.canberra.edu.au/hr/home/induction)

**Audience:** Sessional staff

**A Sessional Teaching** web portal is provided by the Faculty of Science, Department of Information Systems at *The University of Melbourne* (UniMelb). This web-based resource provides new sessional staff with information about facilities and materials available to them, University Policies and Equal Opportunity Resources and a collection of other information for sessional staff.

**Link:** [http://www.dis.unimelb.edu.au/resources/sessional](http://www.dis.unimelb.edu.au/resources/sessional)

**Audience:** Sessional staff

A generic **University Staff Induction** web portal is provided by *The University of Newcastle* (UoN). This resource provides links and information to a range of topics, issues and matters that staff new to the university might need to know. It includes details on policies, resources, services, and other information that may be of interest/need to the new employee.


**Audience:** Sessional staff

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**Sessional Employment** is a dedicated web portal offered at *The University of Notre Dame Australia* (UNDA) and provides links to information for those thinking of applying or those who are sessional staff at UNDA. This includes links to University policies that relate to sessional staff and a link to the Sessional Staff Induction Handbook.

**Link:** [http://www.nd.edu.au/staff/sessional_staff.shtml](http://www.nd.edu.au/staff/sessional_staff.shtml)

**Audience:** Sessional staff

**Induction for New Staff** is an online that can be found at the *University of South Australia* (UniSA) which enables new staff to access a broad range of information about the university.


**Audience:** Sessional staff

A **Supervisor's guide to workplace induction** is a resource accessed by the *University of Technology Sydney* (UTS) and is a web portal containing links to web pages detailing the tasks that are advisable across the phases of a new employees' induction. These phases include before arrival, first day, first week, and first few months. There is also a link from this web portal to an **Induction Schedule** which outlines the broad aspects and specific content that should be covered when inducting new staff members. This schedule also details how the induction content should be covered e.g. online or in a workshop.


**Audience:** Supervisors and managers of sessional staff and sessional staff.

**Induction/orientation for casual academic staff** is a web portal used by the *University of Technology Sydney* (UTS) to specifically target sessional staff. This portal provides information and links regarding sessional staff employment, orientation, remuneration, career and professional development, safety and wellbeing and campus services.


**Audience:** Supervisors and managers of sessional staff and sessional staff.

An **Induction to learning and teaching for sessional staff** is a web portal offered by the *University of Western Sydney* (UWS). This resource provides details about the mandatory induction that all sessional staff must go through prior to the commencement of working at UWS.


**Audience:** Sessional staff.

**INDUCTION GUIDES AND MANUALS**

**Inducting your New Staff** is a guide that has been produced for supervisors at *The Australian National University* (ANU). This guide has been developed in two parts The first section provides guidance on how to induct new staff, as well as a range of information and resources that Supervisors should discuss with their new staff member. The second part is an Induction Checklist (see ‘Checklists’ for details regarding the induction checklist).

**Link:** [http://policies.anu.edu.au/attachments/982](http://policies.anu.edu.au/attachments/982)

**Audience:** Managers and Supervisors of sessional staff.
A **Coaching Guide for Sessional Academic Staff** has been produced by the *Curtin University* (Curtin) School of Marketing to assist new and ongoing Sessional Academic staff members by providing helpful information regarding teaching within the School of Marketing, Curtin Business School. This Guide details information pertinent to working within the School and university including available resources and services. It also provides guidelines of the role and responsibilities of sessional staff particularly in regard to teaching and assessment.


**Audience**: Sessional staff

A **Casual Academic Staff Handbook** has been produced by *Deakin University* (Deakin) in order to provide support for new and inexperienced casual academic staff at Deakin. It is organised into sections which reflect many of the issues that new casual academics face, and need to know about so that they can perform effectively in their role at the university. These sections provide guidance on matters such as: induction needs, becoming oriented to the university’s policies, processes and procedures, Deakin’s Principles of Teaching and Learning and the Student Experience, how sessional staff can contribute to the Deakin student experience.


**Audience**: Sessional staff

**Starting off as a Sessionally Employed Teacher at Flinders University** is a downloadable resource offered by *Flinders University* (Flinders), and is used in conjunction with the sessional staff workshop. This resource explains some of the basic things sessional academics might need to know to function as a University employee; provides suggestions for successful teaching; and identifies specific resources that sessional staff might find useful. The format of this resource is designed to highlight substantive issues that sessional staff may not be aware of and then draw attention to the range of resources which will assist them to investigate these areas in greater depth. White space and an ‘own record’ column have been incorporated where appropriate to encourage sessional staff to write notes or keep a record of particular ideas and points which they need to know and which are specific to their department.


**Audience**: Sessional staff

An **Employee Induction and Information Guide 2010** has been developed by the *Murdoch University*’s (Murdoch) Office of Human Resources, to provides general information about the university and details regarding the institutional facilities, resources and services available as well as an overview of generic staff expectations and responsibilities.


**Audience**: Sessional staff

A **Sessional Academic Staff Guide of Administrative Procedures** is held by the Law School at the *Queensland University of Technology* (QUT). This guide has been developed to inform Sessional academic staff of the terms of their employment and the associated administrative procedures relating to their appointment. It also provides some general information regarding faculty life and the facilities available to Sessional academic staff.


**Audience**: Sessional staff

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An **Information Guide for Sessional Academic Staff** is provided by the *University of Ballarat* (UB) and contains details about the university; the new employee’s appointment; their role as an academic and the services, resources and facilities that are available to new employees.


*Audience:* Sessional staff

A **Sessional Staff Induction Handbook** is used by *The University of Notre Dame Australia* (UNDA) to provide details about the university, its core business activities, details about governance and the organisational structure, OH&S information and practical information that will assist sessional staff to settle into the university.


*Audience:* Sessional staff

A **Sessional Academic Staff Information Guide 2011** has been produced by the *University of Tasmania* (UTAS), the guide aims to orient new sessional staff to the School, Faculty and University. This guide also provides details for sessional staff member’s first dealings with the School including meeting with their supervisor and the process of being created on the Education computer system. There is also information outlining teaching related matters and information about staff and the leadership of the School and Faculty.


*Audience:* Sessional staff

**Teaching@UWS** is a resource that can be found at the *University of Western Sydney* (UWS). This booklet is designed as a resource for all new academic staff at UWS. It provides an introduction to the teaching context at UWS and contains information on governance and policies affecting learning and teaching, accessing relevant systems at UWS, teaching in the various contexts encountered at UWS (lectures, tutorials, practicums, e-learning etc), developing an academic career, and support services for learning and teaching.


*Audience:* Sessional staff

**INDUCTION/orIENTATION HANDBOUTS**

**Resources for you as a staff member at Griffith** is offered by *Griffith University* (Griffith) and is a handout that has been designed to assist sessional staff to effectively orient themselves with the university and guide them as to the things they should do when they first start working for the university.


*Audience:* Sessional staff

**Sessional Teaching: Frequently Asked Questions** is a handout developed by *The University of Melbourne* (UniMelb) which provides information specifically targeting questions related to sessional staff employment and conditions.


*Audience:* Sessional staff
An Information for Prospective Sessional Staff handout is provided by The University of Notre Dame Australia (UNDA) and outlines the roles, responsibilities and expectations of sessional staff in regard to sessional employment at the UNDA. This is a very comprehensive overview that would provide potential sessional staff with a clear understanding of the prospective terms of their employment as a sessional staff member.


Audience: Sessional staff

A Quick Guide for Sessional Academic Staff is provided by the University of South Australia (UniSA) and contains specific details for sessional staff related to the university, their role and the services, resources and facilities available to sessional staff.


Audience: Sessional staff

CHECKLISTS

An Inducting your New Staff guide for supervisors has been produced by The Australian National University (ANU) and is grouped in two parts, the first section provides guidance on how to induct new staff (see ‘Induction Guides and Manuals’ for details regarding the first section). The second part is an Induction Checklist. This checklist consists of information that should be provided, and tasks and activities that should be undertaken during Induction. The checklist is grouped by timeframe and activity in order to assist Supervisors with this process.

Link: http://policies.anu.edu.au/attachments/982

Audience: Managers and Supervisors of sessional staff

A CQU Induction and Orientation for Staff Roles resource can be found at Central Queensland University (CQU) and outlines the range of institutional responsibilities associated with various university roles (e.g. HR, Campus Coordinator, Faculty/Division Coordinator, Local Coordinator, Supervisors). These resources could potentially be used as a checklist of the tasks that staff in different roles should be managing.

Link: http://hr.cqu.edu.au/FCWViewer/getFile.do?id=13197

Audience: Managers and Supervisors of sessional staff

A New Employee Induction Checklist is provided by Murdoch University (Murdoch) and contains an extensive details directory of policies, practices and information that the new employee should be made aware of in regard to their new working environment. This resource is intended to be used by both the new employee and the staff member responsible for the new employee.


Audience: Supervisors and managers of sessional staff and sessional staff

A Workplace Orientation Checklist was designed by the University of Canberra (UC) to lead the process of familiarizing new employees with the university and their Faculty/Business Unit. It also assists the staff member responsible for the new employee to appropriately prepare the work environment for the new employee. The checklist is used as a record of the resources, preparation and activities that transpire in regard to the orientation and induction of a new employee and this record is kept on file with HR.


Audience: Supervisors and managers of sessional staff and sessional staff

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RECRUITMENT, SELECTION AND EMPLOYMENT OF SESSIONAL STAFF

Recruitment and employment of sessional staff is concerned with identifying and engaging suitable staff on a part-time or casual basis to take on roles and responsibilities in relation to the delivery of courses and subjects that are offered by the university/faculty/department/school. There are a number of issues that need to be considered when recruiting and employing sessional staff and many institutions have policies and guidelines to assist in the management and facilitation of these.

GUIDELINES AND PROTOCOLS

Employment of casual staff guidelines is a resource provided by RMIT and details information aimed at assisting those managing the employment of casual staff.
Link: http://www.rmit.edu.au/browse;ID=2fo70cl51i5o
Audience: Managers and Supervisors of sessional staff

Guidelines for employees and supervisors in relation to employment contracts and payroll procedures for all casual staff is provided by the University of Ballarat (UB). This online resource provides links to forms, contracts and timesheets used at UB in relation to the employment of casual staff as well as information about casual staff employment.
Audience: Supervisors and managers of sessional staff

Guidelines for Employing Casual and Sessional Teaching Staff are possessed by the University of New England (UNE). This resource presents a rationale, principles and considerations in regard to the employment and management of casual and sessional teaching staff.
Audience: Supervisors and managers of sessional staff

Conditions Of Employment for Sessional Academic Staff guidelines can be found at The University of Notre Dame Australia (UNDA) and provide details of the responsibilities of the university and sessional staff in regard to sessional staff members’ employment.
Audience: Supervisors and managers of sessional staff and sessional staff

Protocols for the Management of Academic Casual Staff are provided by the University of South Australia (UniSA). These protocols provide a framework for the implementation of quality assurance and best practice processes and a consistent approach to the recruitment, selection, employment, induction and management of academic casual staff.
Audience: Supervisors and managers of sessional staff
WEB-BASED RESOURCES

A **Sessional Academic Staff Register** is put out by the *University of South Australia* (UniSA) and enables individuals who would like to work at UniSA as a sessional member of staff to formally register their expression of interest.


**Audience:** Sessional staff

A **Casual Academic Teaching Employees** webpage from the *University of Wollongong’s* (UOW) Faculty of Commerce, provides information about casual academic employment, University and Faculty policies that are associated with casual academic employment and how interested applicants can go about applying for a role in the Faculty as a casual academic employee.


**Audience:** Sessional staff.

A **Supporting Sessional Staff** web based resource is provided by *Macquarie University* (MQ) and has been developed to provide information and links that may assist in the leadership and management of sessional staff across their tenure.

**Link:** [http://www.mq.edu.au/ltc/sessional_staff/supporting_sessional_staff.htm](http://www.mq.edu.au/ltc/sessional_staff/supporting_sessional_staff.htm)

**Audience:** Managers and Supervisors of sessional staff
DEVELOPMENT AND SUPPORT FOR SESSIONAL STAFF RESOURCES

Sessional staff undertake a range of roles and responsibilities in faculties/departments/schools. While these employees have a level of skill and knowledge competence for the role they have been appointed to, there is still a need to support and develop these staff to ensure the quality of their contributions. Universities in addressing this need, provide development activities and establish support mechanisms for sessional staff.

PROFESSIONAL DEVELOPMENT WORKSHOPS, PROGRAMMES AND INITIATIVES

The Professional Development for Casual Academic Staff (PDCAS) program is offered at Deakin University (Deakin). This program was designed to introduce and professionally develop new staff who are relatively inexperienced university educators, in sound student-centred/learning-centred approaches to teaching. The program is premised on current educational theory and designed to be practical in nature. The intention is that the program is completed in the first trimester of employment as a casual academic - Tutor, Demonstrator or Marker.


Audience: Managers and Supervisors of sessional staff and sessional staff.

A Teaching Induction Program (TIP) has been developed by Macquarie University (MQ) Faculty of Business and Economics. TIP consists of face-to-face sessions and online modules that are designed to assist staff in further developing their teaching skills on an ongoing basis.

Link: http://bewiki.ltc.mq.edu.au/TutorTraining

Audience: Sessional staff

Casual Academic Staff Development Program is provided by Queensland University of Technology (QUT) and offers activities at least twice a year for casual academic staff. The program is managed by Teaching and Learning Support Services in consultation with the Professional Association for Part Time Academics (PAPTA) – a network of casual and part-time staff representative of all Faculties at QUT. The program runs on a Saturday with all casual academic staff who attend being paid.


Audience: Sessional staff

Sessional Teaching Program: Self-Access Modules offered by The University of Adelaide (UoA) are self-paced modules designed to introduce sessional staff to some of the basic principles of learning, teaching, assessment and evaluation. The modules are designed to assist sessional staff in the preparation of their teaching programs and are also intended as a resource that they can return to while teaching. The modules provide quick tips on handling laboratory sessions, tutorials or lectures, and setting or marking assignments etc. The tips provided address some of the commonly experienced situations.

Link: http://www.adelaide.edu.au/clpd/sessional/stp/

Audience: Sessional staff
**Tutor Training: Professional Development Online** is a website that has been developed as a collaborative initiative between The University of Melbourne and The University of Sydney. This website is designed to specifically support tutors and sessional academics responsible for small group teaching in the disciplines within the Faculty of Economics and Commerce and the University of Sydney Business School. One of the key features of the website is that it incorporates video-clips of authentic and simulated classroom scenarios with ‘real tutors’ facilitating small group tutorials. It also features a number of interviews with tutors and academics providing insights to a broad range of teaching issues. There are links to a range of self-assessment tools, additional resources; and a forum that enables discussion with other tutors or the occasional guest.


*Audience:* Sessional staff

**Survival Guide for New Academics** web portal is provided by the University of Technology Sydney (UTS). This portal contains practical information and links to resources that address a range of teaching related matters. There are examples of good practice as well as references to other publications containing more detailed information on the various areas addressed. It is intended to be used as a quick reference guide with some tried and trusted shortcuts and tips to prepare staff for their teaching role.


*Audience:* Sessional staff

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**MECHANISMS AND RESOURCES TO SUPPORT SESSIONAL STAFF THROUGHOUT THEIR EMPLOYMENT**

**Especially for Sessional Teachers (Adjuncts)** is a dedicated web portal at Bond University (BOND) which provides information, resources, and links that have been specifically designed for sessional staff.


*Audience:* Sessional staff

**Information for new and casual academic staff** web portal is offered by Deakin University (Deakin). This portal is designed to provide links to information for both casual academics and also for those who are involved in the process of recruiting and supervising them.


*Audience:* Managers and Supervisors of sessional staff and sessional staff.

**Tutors@ANU** is a dedicated web portal specifically for tutors and demonstrators at The Australian National University (ANU). This portal provides general information to support and guide tutors and demonstrators including details of inductions and orientations, information on current pay and conditions, and links to the Tutor Exchange which matches prospective tutors with tutoring jobs and the Tutors’ community which is a forum for ANU tutors (past, present and prospective). It has blogs written by experienced tutors on their experiences. It is also where staff can join the ANU tutor's support network.


*Audience:* Sessional staff

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SIDECARS which stands for Support, Inspiration, & Development for Early Career Academics and Research Students, is offered by The Australian National University (ANU) to early career academics including sessional staff. It provides access to additional support, resources and a community of practice. Link: http://www.anu.edu.au/learningcommunities/index.php/themes/profile/sidecars/ 
Audience: Sessional staff

Sessional Staff Website is a Macquarie University (MQ) resource that has been developed as a toolkit to support sessional staff at MQ. Link: http://www.mq.edu.au/ltc/sessional_staff/ 
Audience: Sessional staff

Monash Sessional Survival Guide that is provided by Monash University (Monash) is a resource that has been developed by the National Tertiary Education Union to provide sessional staff at Monash with information, practical tips and advice on what they should expect to be paid and their rights as a sessional staff employee. Link: http://www.nteu.org.au/library/view/id/499 
Audience: Sessional staff

SEH administrative support for sessional staff web portal developed by RMIT College of Science, Engineering and Health (SEH) provides information and basic administrative support for new sessional staff. Link: http://www.rmit.edu.au/browse;ID=0z7ao1yxnm06 
Audience: Sessional staff

Computer Science and IT Sessional Staff Frequently Asked Questions web page provided by RMIT College of Science, Engineering and Health (SEH) is an example of a resource provided by a number of schools which is specifically aimed at sessional staff. This resource addresses common questions in relation to administration, remuneration, tutoring and labs, roles and responsibilities, training and school services. Link: http://www.rmit.edu.au/browse;ID=pnm2tr8094xz 
Audience: Sessional staff

Handbook for Casual and Sessional Teaching Staff offered by the University of New England (UNE) provides casual and part time teaching staff with information about the university and services available to support them, the expectations of their employment; and strategies and suggestions to assist them to teach effectively as well as some guidance on opportunities for professional development. Link: http://www.une.edu.au/tlc/staff/casts/casts-handbook.pdf 
Audience: Sessional staff

Support for Sessional Staff is an online resource offered by The University of New South Wales (UNSW) to support Sessional Staff in their teaching and professional development. It links to a range of theoretical and practical support and includes summaries, practical checklists and guides as well as some video and external links to illustrate the principles of good learning and teaching. The broad topics addressed across this resource include Faculty contacts, Rights & responsibilities, Contract and payment, Accessing resources, Faculty specific support, Professional development and Awards. Link: http://learningandteaching.unsw.edu.au/content/LT/sessional_staff/sessional_home.cfm?ss=2 
Audience: Sessional staff
**Sessional Teachers** is a web portal at *The University of Sydney* (USyd) that provides information and links to institutional and faculty based initiatives specifically intended for sessional staff. The initiatives are categorised in this portal as either induction or teaching development courses and there are also links to teaching related resources.


**Audience:** Sessional staff

**Casual Academics** website at *University of Technology Sydney* (UTS) provides information on orientation and employment matters, teaching and learning support and resources, and news and events pertinent to casual academic staff.

**Link:** [http://www.casualacademics.uts.edu.au/](http://www.casualacademics.uts.edu.au/)

**Audience:** Sessional staff

**Casual Academics** website is a website provided by the *University of Technology Sydney* (UTS) Institute for Interactive Media and Learning (IML). This resource has information and links to practical and faculty information and learning and teaching development opportunities.


**Audience:** Sessional staff

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**RESOURCES TO ENHANCE AND SUPPORT SESSIONAL STAFF IN THEIR PROFESSIONAL PRACTICE**

**TeachingTips** resource offered by *Deakin University* (Deakin) is designed to enable sessional staff access to advice about particular aspects of their teaching. Each topic is specific in focus, and designed with a 'question and answer' format. The question represents the aspect of teaching that the sessional staff member may feel they would like to know more about. The answer takes the form of some suggestions as well as providing links to resources which could help determine strategies to suit a particular circumstance.


**Audience:** Sessional staff

**Support for Sessional Teachers** is an online web portal provided by *Flinders University* (Flinders). This portal provides details about professional development activities, resources such as a Handbook for Sessional Teachers and Tutors at Flinders University and other relevant information to support sessional staff in their role.


**Audience:** Sessional staff

**Guide to Effective Tutoring at La Trobe University** is offered by *La Trobe University* (La Trobe). This guide provides strategies and information for tutors and demonstrators to assist them to more effectively, efficiently and confidently help students learn. The Guide is intended as a practical teaching resource.


**Audience:** Sessional staff

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*The views expressed in this publication do not necessarily reflect the views of the Australian Learning and Teaching Council.*
**Getting started in Teaching at Macquarie** is a booklet published by *Macquarie University* (MQ). The purpose of this booklet is to provide guidance to teaching staff at Macquarie in relation to: their rights as an employee of Macquarie University; Macquarie’s expectations of them as an employee; effective teaching and learning strategies and details about the support services available in the areas of learning and teaching. Throughout the booklet, website addresses and contact details are included.

**Link:** [http://www.mq.edu.au/ltc/pdfs/041_start_teaching.pdf](http://www.mq.edu.au/ltc/pdfs/041_start_teaching.pdf)

**Audience:** Sessional staff

**Preparing to teach at QUT web portal** at *Queensland University of Technology* (QUT) provides an introduction to the learning and teaching environment at QUT, along with information, resources, strategies, and tips to support staff in developing their teaching practices and facilitate effective student learning. A full PDF version of the Preparing to teach at QUT downloadable resource is also available from this web portal


**Audience:** Sessional staff

**Quick Guide for Sessional Staff** web portal at *RMIT* is a web portal that provides links to information and resources that aim to support and develop sessional staff particularly in relation to their teaching preparation, teaching approaches, Assessment and evaluation practices.

**Link:** [http://www.rmit.edu.au/browse;ID=a236er4fydm4](http://www.rmit.edu.au/browse;ID=a236er4fydm4)

**Audience:** Sessional staff

**Guide for Sessional Teachers** is one of a number of resources developed by *RMIT College of Science, Engineering and Health (SEH)* for sessional staff. This handbook has been designed to introduce new sessional staff to some key teaching procedures. It also provides a broad overview from planning through to evaluation and reflection for the first few weeks of semester teaching. The aim of the Guide is to offer practical ideas and strategies that can be used in the classroom along with links to follow-up resources.

**Link:** [http://mams.rmit.edu.au/c3pb3sy0dhkiz.pdf](http://mams.rmit.edu.au/c3pb3sy0dhkiz.pdf)

**Audience:** Sessional staff

**SEH teaching tips and FAQs for sessional staff web portal** was developed by *RMIT College of Science, Engineering and Health (SEH)*. This web portal provides tips and FAQs to assist sessional staff develop and refine their teaching skills.

**Link:** [http://www.rmit.edu.au/browse;ID=9j0vitvcr947](http://www.rmit.edu.au/browse;ID=9j0vitvcr947)

**Audience:** Sessional staff

**How to Start Your First Class: A Guide for Sessional Staff** a resource provided by *The University of Melbourne* (UniMelb) *Teaching and Learning Unit* (TLU) in the Faculty of Economics and Commerce has been written as a guide for staff who are new to lecturing. This comprehensive guide provides strategies and suggestions in relation to the issues, considerations and tasks that a teacher may need to plan for and address. It recommends where appropriate additional institutional resources and references that the new teacher can access.


**Audience:** Sessional staff
Compendium of Good Practice in Learning and Teaching from The University of New South Wales (UNSW) provides a means of supporting and developing staff. The Compendium documents examples of good educational practice. It also provides a means by which staff can contribute case studies and reflect on and share strategies for improving undergraduate and postgraduate programs. All case studies are refereed by three members of the Refereeing Panel before being published in the Compendium.
Link: http://learningandteaching.unsw.edu.au/content/exchange/compendium.cfm?ss=6
Audience: Sessional staff

Teaching Matters: A handbook for UTS academic staff from the University of Technology Sydney (UTS) provides a comprehensive guide to the teaching role and responsibilities of academic staff and the associated expectations of the university. It also provides some information about students at UTS and a list of references related to teaching in higher education.
Audience: Sessional staff

Sessional Teaching website at the University of Western Australia (UWA) is designed to provide useful information about current teaching and learning related matters and practices. It also provides a forum through which staff can communicate and share news and views.
Audience: Sessional staff

UWS Tutor’s Guide from the University of Western Sydney (UWS) is a publication that provides information on student learning and ways to promote student learning in small class learning contexts in use at UWS. It has chapters on: Getting started; Understanding student learning; Effective small group teaching and learning; E-Learning; Marking and giving feedback; Evaluating and improving teaching.
Audience: Sessional staff

Part-Time Tutor Package developed by the University of Wollongong (UOW) School of Mathematics and Applied Statistics provides tutors and demonstrators with information that will assist them to be effective in their roles. This Part-Time Tutor Package was intended primarily as a resource for those who had not received prior teacher training.
Link: http://www.uow.edu.au/about/teaching/cases/casualteaching/UOW059741.html
Audience: Sessional staff.

Sessional Staff Survey is an online survey provided by the University of Western Australia (UWA) and is designed to get feedback from sessional staff following their tenure with UWA. This information is used to inform the support that is provided to sessional staff by the Centre for the Advancement of teaching and learning (CATL) at UWA.
Audience: Sessional staff

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MANAGEMENT AND SUPPORT OF SESSIONAL STAFF RESOURCES

Sessional staff undertake a range of roles and responsibilities in faculties/departments/schools. While these employees have a level of skill and knowledge competence for the role they have been appointed to, there is still a need to support and develop these staff to ensure the quality of their contributions. Universities in addressing this need, provide development activities and establish support mechanisms for sessional staff.

SUPPORT AND SUPERVISION TOOLKITS AND RESOURCE REPOSITORIES

Supervising Sessionally Employed Teaching Staff is an online web portal offered by Flinders University (Flinders) to assist those who supervise, support and manage sessionals to do so effectively. This portal provides details of workshops and resources specifically designed for sessional staff and those managing sessional staff including links to guidelines addressing various aspects of managing and supervising sessionally staff such as: Administration; Establishing roles and responsibilities; Teaching and learning issues and Tips on mentoring sessionally employed teaching staff
Link: http://www.flinders.edu.au/teaching/support/supervising
Audience: Managers and Supervisors of sessional staff

Supporting Sessional Staff Website at Macquarie University (MQ) has been developed to provide those leading and managing sessional staff at Macquarie University with guidelines, information and resources on employing, inducting and developing sessional staff.
Link: http://www.mq.edu.au/ltc/sessional_staff/supporting_sessional_staff.htm
Audience: Managers and Supervisors of sessional staff

Information for Managers and Supervisors is an online repository for Queensland University of Technology (QUT). This repository provides links to resources and details relevant to leading and managing staff.
Link: http://www.hrd.qut.edu.au/managers/
Audience: Managers and Supervisors of sessional staff

Information for those Managing Sessional Staff web portal is offered by The University of New South Wales (UNSW). This resource is designed to assist those managing sessional staff by providing a guide to the responsibilities, as well as providing useful strategies, resources and links related to the leadership and management of sessional staff. Key components of the sessional teaching staff experience are examined including Recruitment and employment, Integration and communication, Learning and teaching development, Evaluation and recognition and the support that is available to managers of sessional staff. The resource briefly discusses these key issues, and presents the relevant UNSW policy that addresses the issues.
Link: http://learningandteaching.unsw.edu.au/content/LT/sessional_staff/msts_intro.cfm?ss=2
Audience: Managers and Supervisors of sessional staff

Managers' Toolkit web portal is provided by The University of Newcastle (UoN). This portal provides an extensive number of links to information and resources related to Manager’s responsibilities, the management of staff including a specific link for management of sessional academic staff, employee relations and HR services such as staff induction.
Audience: Managers and Supervisors of sessional staff
**Performance Management** web portal at the *University of Technology Sydney* (UTS) has links to web pages detailing the tasks that are advisable in managing staff. While this is not specifically targeting sessional staff it does outline considerations and practices that are engaged in managing sessional staff. The aspects of performance management that are covered include the principles of performance development, probation, work planning, monitoring and reviewing work, recognition and reward and issues related to performance management.


**Audience:** Supervisors and managers of sessional staff.

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**GUIDELINES**

**Guidelines for Employing Casual and Sessional Teaching Staff** is provided by the *University of New England* (UNE) have. This resource presents a rationale, principles and considerations in regard to the employment and management of casual and sessional teaching staff.


**Audience:** Managers and Supervisors of sessional staff

**Good Practice Guidelines - Leading Teaching Teams** offered by the *University of Wollongong* (UOW) outlines key principles for leading teaching teams. The principles presented in these guidelines are supplemented by Good Practice Examples of practice that are drawn from the RED report.


**Audience:** Supervisors and managers of sessional staff.
POLICIES, PROCEDURES AND FORMS

A policy is a formal statement of the University’s position. It enables and informs decision-making and has ongoing application and relevance across the institution. A procedure documents how a policy is to be administered and outlines the actions that are needed to implement the policy. Procedures are developed to support a policy and are consistent with the policy for which they have been developed. Policies and procedures will normally be reviewed every 3-5 years and ensuing this review developed or modified as necessary to ensure currency and relevance. Forms are tools that are often developed as a supplementary resource for policies and procedures.

INDUCTION AND ORIENTATION RELATED

Staff Orientation policy of Queensland University of Technology (QUT), provides an overview of the four main strategies utilised at QUT for the orientation and induction of new staff.
Link: http://www.mopp.qut.edu.au/B/B_12_02.jsp
Audience: Sessional staff

The Induction for Teaching Policy at Victoria University (VU) outlines the expectations and responsibilities of VU in regard to the induction and ongoing professional development of all teaching staff including sessionals.
Link: http://wcf.vu.edu.au/GovernancePolicy/PDF/POA050509000.PDF
Audience: Supervisors and managers of sessional staff

RECRUITMENT, SELECTION AND EMPLOYMENT OF SESSIONAL STAFF RELATED

Procedure: Sessional Academic Conditions and Employment Conditions for Sessional Academic Staff developed by The Australian National University (ANU) are procedural guidelines pertaining to sessional academic staff. The guidelines provide details relating to:

- the responsibilities of the university and sessional staff;
- Sessional academic salary rates and superannuation; and
- employment conditions and expectations

Employment conditions for sessional academic staff:
Audience: Managers and Supervisors of sessional staff

Appointment of Sessional Academic Staff Policy and Procedure offered by Curtin University (Curtin) provides advice specific to the recruitment, selection, appointment, induction, performance management and training and development of sessional staff.
Audience: Managers and Supervisors of sessional staff
**Recruitment and employment of casual staff policy** at RMIT sets out the principles for recruiting and employing casual staff at RMIT and the **Recruitment and employment of casual staff procedure** details the steps and actions to be followed when employing casual staff at RMIT.

**Links:**
- Recruitment and employment of casual staff policy: [http://www.rmit.edu.au/browse;ID=hn681cq2af43](http://www.rmit.edu.au/browse;ID=hn681cq2af43)
- Recruitment and employment of casual staff procedure: [http://www.rmit.edu.au/browse;ID=k0oa7v6omj5u](http://www.rmit.edu.au/browse;ID=k0oa7v6omj5u)

**Audience:** Managers and Supervisors of sessional staff

**Sessional Academic Staff Application Form** is a specific form for the Queensland University of Technology (QUT) Faculty of Law. This application form is completed by the applicant and submitted, along with their CV, certified copies of relevant academic records and one (1) written reference. The application is processed for eligibility to be part of the approved pool of sessional academic staff in the Law School.


**Audience:** Sessional staff

**Sessional Contract of Employment for Casual Academic Staff** at the University of Canberra (UC) is one of a number of generic employment forms specifically for use with sessional staff.

**Link:** [http://www.canberra.edu.au/hr/development/induction](http://www.canberra.edu.au/hr/development/induction)

**Audience:** Supervisors and managers of sessional staff

**The Variation form for Sessional Staff** at the University of Canberra (UC) is another generic form that is used to vary a Sessional staff member’s contract in the event of unforeseen circumstances e.g. when a sessional staff member is sick.

**Link:** [http://www.canberra.edu.au/hr/attachments/forms-n-z/Sessional-Staff-Variation-2007.pdf](http://www.canberra.edu.au/hr/attachments/forms-n-z/Sessional-Staff-Variation-2007.pdf)

**Audience:** Supervisors and managers of sessional staff

**Casual Appointments – Academic Staff** is a Policy Practices and Procedures document for the University of New England (UNE). This document provides information related to the university policy and associated practices regarding the employment, termination and performance management of casual academic staff.


**Audience:** Managers and Supervisors of sessional staff

**Casual Academic Staff – Contract of Employment** is provided by the University of New England (UNE). This is a comprehensive document and includes fields which would be used for the processing and administration of the casual staff member’s employment.

**Link:** [www.une.edu.au/hrs/handbook/08/08.08a.doc](http://www.une.edu.au/hrs/handbook/08/08.08a.doc)

**Audience:** Managers and Supervisors of sessional staff

The **Casual Academic Staff Policy** of the University of Queensland (UQ) have a that is intended to provide a consistent approach to the management of sessional staff and outlines the minimum requirements the University expects Faculties, Schools and Centres to follow in relation to the recruitment and selection process for casual academics, including advertisement of vacancies, applications, selection and appointment. It also addresses minimum standards relating to induction, resources and facilities, and staff development for casual academic staff.


**Audience:** Managers and Supervisors of sessional staff

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MANAGEMENT AND SUPPORT OF SESSIONAL STAFF RELATED

**Training in Tertiary Teaching for Sessional Staff** policy at *Curtin University* (Curtin) defines and establishes the requirements for the training of sessional staff. The Policy and its stipulated training requirement apply to all sessional staff employed for more than 12 hours per semester.

**Link:** [http://policies.curtin.edu.au/policies/viewpolicy.cfm?id=1c516499-f643-11dc-a0d0-45785751f674](http://policies.curtin.edu.au/policies/viewpolicy.cfm?id=1c516499-f643-11dc-a0d0-45785751f674)

**Audience:** Supervisors and managers of sessional staff and sessional staff

The **Casual Academic Staff Professional Development Teaching and Learning Program** policy at *Griffith University* (Griffith) outlines the requirements of employment that all casual academic staff new to Griffith and new to University teaching must undertake prior to commencing teaching at Griffith University.


**Audience:** Supervisors and managers of sessional staff and sessional staff

The **Role of the Course Convenor** policy at *Griffith University* (Griffith) defines and establishes the appointment of a Course Convenor, and the role and responsibilities of that position.


**Audience:** Supervisors and managers of coordinators and coordinators

**Sessional Teaching at the University of Tasmania** policy produced by the *University of Tasmania* (UTAS) have produced a. This policy outlines considerations that should inform Schools’ practices in regard to sessional staff recruitment, induction, development, access to facilities and resources and role responsibilities.


**Audience:** Sessional staff

**Code of Practice for Casual Academic Teaching Staff** at the *University of Wollongong* (UOW) provides a guide for managing and supporting casual academic teaching employees.


**Audience:** Supervisors and managers of sessional staff.