



Coordinators Leading Advancement of Sessional Staff

INVENTORY OF RESOURCES FOR COORDINATORS WORKING WITH SESSIONAL STAFF; ACCESSED FROM UNIVERSITY WEBSITES

POLICIES, GUIDELINES & ROLE STATEMENTS	RESOURCES
Australian Catholic University (http://www.acu.edu.au/)	
Interim - Employment of Sessional Academic Staff Policy http://www.acu.edu.au/_data/assets/pdf_file/0008/22121/Interim - Employment of Sessional Academic Staff Policy - 16.10.08 i.pdf	Terms and Conditions of Employment for Sessional Academic Staff PPT (Ref: http://www.acu.edu.au/_data/assets/pdf_file/0020/181091/SessionalAcademicStaff2.pdf) Sessional staff availability advice form http://www.acu.edu.au/_data/assets/word_doc/0009/152784/FORM - Staff Availability Request Form 110208 - Sessional staff.doc Course Coordinator Manual at http://www.acu.edu.au/staff/resources/course_coordinators_manual/
Australian National University (http://www.anu.edu.au/)	
Procedure: Sessional Academic Conditions http://policies.anu.edu.au/procedures/sessional_academic_conditions/procedure Inducting your New Staff: A Guide For supervisors http://policies.anu.edu.au/attachments/982	Employment conditions for sessional academic staff http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2005-2009/2005-2009_20
Central Queensland University (http://www.cqu.edu.au/)	
CQU Induction and Orientation for Staff Roles http://hr.cqu.edu.au/FCWViewer/getFile.do?id=13197	
Curtin University of Technology (http://www.curtin.edu.au/)	
Training in Tertiary Teaching for Sessional Staff Policy http://policies.curtin.edu.au/policies/viewpolicy.cfm?id=1c516499-f643-11dc-a0d0-45785751f674 School of Marketing Coaching Guide – Sessional Academic Staff	Managing the use of fixed term, sessional and casual staff http://staff.curtin.edu.au/staffservices/resources/docs/FixedTerm_Casual_Sessional.pdf Human Resource Management - Guide for Managers Web portal http://staff.curtin.edu.au/staffservices/resources/hrm_managers.cfm

POLICIES, GUIDELINES & ROLE STATEMENTS	RESOURCES
http://odu.curtin.edu.au/development/documents/Sessional_staff_coachingguide_SOM_MASTER_Feb_2009insert.pdf	Academic Leadership for course coordinators website http://academicleadership.curtin.edu.au/course_coordinator/ Curtin Building Academic Leadership Capability Website http://academicleadership.curtin.edu.au/ALCCP/index.cfm
Deakin University (http://www.deakin.edu.au/)	
	Employing Sessional and Casual Staff The forms and associated information sheets for employing sessional and casual staff http://www.deakin.edu.au/hr/employment/casuals.php Leading teaching effectively at the unit level PPT http://www.deakin.edu.au/itl/conferences/conference2008/presentation08/leading-teaching.ppt . What are the teaching and learning expectations at Deakin? PPT http://www.deakin.edu.au/itl/pd/new-staff/2009-documents/expectations.ppt
Flinders University (http://www.flinders.edu.au/)	
Guidelines on managing and supervising sessional staff covering: Administration http://www.flinders.edu.au/teaching/support/supervising-sessional/administration.cfm Establishing teaching roles and responsibilities http://www.flinders.edu.au/teaching/support/supervising-sessional/roles.cfm Teaching and learning issues http://www.flinders.edu.au/teaching/support/supervising-sessional/issues.cfm Tips on mentoring sessionally employed teaching staff http://www.flinders.edu.au/teaching/support/supervising-sessional/tips.cfm	Supervising sessionally employed teaching staff webpage http://www.flinders.edu.au/teaching/support/supervising-sessional/supervising-sessional_home.cfm Resources for Supervisors portal http://www.flinders.edu.au/profdev/new-staff/staff/supervisors.cfm Preparing Academics for Teaching in Higher Education (PATHE) ALTC Final Report http://www.flinders.edu.au/pathe/DBI_Guidelines.pdf Strategies for Working with Sessional Staff Workshop https://www.flinders.edu.au/staffdev/index.php/course/ABO

POLICIES, GUIDELINES & ROLE STATEMENTS	RESOURCES
Griffith University (http://www.griffith.edu.au/)	
<p>Role of the Course Convenor: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/b89049a6b53771754a256c2c0063eecd?opendocument</p> <p>Broad Role Statement & 5.0 Detailed Responsibilities available: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/b89049a6b53771754a256c2c0063eecd?opendocument</p>	<p>Course Convenors Checklist available: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/b89049a6b53771754a256c2c0063eecd?opendocument</p> <p>Griffith Institute for Higher Education also provide:</p> <ul style="list-style-type: none"> • Workshops for Course Convenors • Course Convenor Brown Bag Lunches (informal discussions based on an agreed topic) <p>Griffith University has a project titled <i>A systematic and sustainable approach to the management and development of sessional teaching Griffith</i>. The project aims to develop a systematic and sustainable framework for the management, development and support of sessional teaching staff for implementation within the Griffith's academic and support structures. The project will establish sustainable policies, practices and resources at the whole-of university, Group/Faculty and School levels to improve the effective functioning of sessional teaching staff.</p>
James Cook University (http://www.jcu.edu.au/)	
	<p>Checklist and Declaration – Casual Academics http://www.tesag.jcu.edu.au/information/Casual%20Academic%20Checklist%20and%20Declaration.doc.</p>
Macquarie University (http://www.mq.edu.au/)	
	<p>The Teaching Induction Program (TIP) in the Faculty of Business and Economics http://bewiki.ltc.mq.edu.au/TutorTraining</p>
Murdoch University (http://www.murdoch.edu.au/)	
<p>Staff code of conduct http://www.murdoch.edu.au/admin/policies/staffcodeofconduct.html</p>	<p>New Employee Induction Checklist http://www.murdoch.edu.au/hr2/forms/induction_checklist.pdf</p>
Queensland University of Technology (http://www.qut.edu.au/)	
<p>Staff orientation Policy http://www.mopp.qut.edu.au/B/B_12_02.jsp</p>	<p>Law School Sessional Academic Staff Application Webpage http://www.law.qut.edu.au/about/work/lsapply.jsp FACULTY OF LAW Sessional Academic Staff Application Form http://www.law.qut.edu.au/files/V6-</p>

POLICIES, GUIDELINES & ROLE STATEMENTS	RESOURCES
<p>Information for Managers and Supervisors http://www.hrd.qut.edu.au/managers/ Including information in regard to: Employing Staff; eRecruitment; Creating and Managing a Position; Managing Staff; Developing Staff; Policies and Guidelines; Workforce Planning; HR Information.</p>	<p>08SessionalAcademicApplicationFormJune2008.pdf Support for Sessional Academic Staff at QUT Webpage http://www.talss.qut.edu.au/staff/staffdev/sessionalsupport.jsp Supporting sessional staff to achieve positive student learning outcomes Presentation (Sally Kift) http://www.flinders.edu.au/shadomx/apps/fms/fmsdownload.cfm?file_uuid=A8BE7925-D343-0919-6DF7-4D980EEFAB6E&siteName=flinders</p>
RMIT University (http://www.rmit.edu.au/)	
<p>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=k00a7v6omj5u Employment of casual staff guidelines: http://www.rmit.edu.au/browse;ID=2fo70cl51i5o</p>	<p>Casual staff administration website: http://www.rmit.edu.au/pc/casualadmin</p>
Southern Cross University (http://www.scu.edu.au/)	
<p>Supervisor's Guide to Induction http://www.scu.edu.au/admin/hr/index.php/90/#online</p>	
The University of Ballarat (http://www.ballarat.edu.au/)	
<p>Guidelines for employees and supervisors in relation to employment contracts and payroll procedures for all casual staff http://www.ballarat.edu.au/aasp/staff/salaries/payrollforms/cas_sess_guidelines.shtml Managing Under Performance And Misconduct For Casual Employees http://www.ballarat.edu.au/aasp/staff/personnel/managing_under_per_cas.doc</p>	<p>Sessional Employment Contract (Fixed Rate) Academic, General and TAFE Teaching Staff http://www.ballarat.edu.au/aasp/staff/salaries/payrollforms/sess_form.pdf Variation to Sessional Employment Contract Form http://www.ballarat.edu.au/aasp/staff/salaries/payrollforms/variation_sessional_contract.pdf#search='sessional%20staff' Local Induction Checklist www.ballarat.edu.au/aasp/staff/personnel/local_checklist.doc</p>

POLICIES, GUIDELINES & ROLE STATEMENTS	RESOURCES
The University of Canberra (http://www.canberra.edu.au/)	
<p>Workplace Orientation Webpage http://www.canberra.edu.au/hr/development/induction/workplace-orientation</p> <p>Workplace Orientation Guide http://www.canberra.edu.au/hr/attachments/other-files-n-z/Workplace-Orientation-Checklist-v200110.pdf</p>	<p>Sessional. Contract of Employment for Casual Academic Staff. http://www.canberra.edu.au/hr/attachments/word/Sessional-Contract-Semester-1-2010.doc</p> <p>Variation form for Sessional Staff - This form is used to vary a Sessional staff member's contract http://www.canberra.edu.au/hr/attachments/forms-n-z/Sessional-Staff-Variation-2007.pdf</p> <p>Final Report 2008 Sessional Staff Development Project http://www.canberra.edu.au/tlc/asd/attachments/pdf3/SSDP-Final-Report14jan-3_.pdf</p>
The University of Melbourne (http://www.unimelb.edu.au/)	
<p>Workplace Orientation Webpage http://www.canberra.edu.au/hr/development/induction/workplace-orientation</p> <p>Workplace Orientation Guide http://www.canberra.edu.au/hr/attachments/other-files-n-z/Workplace-Orientation-Checklist-v200110.pdf</p> <p>Induction checklist for newly appointed staff http://docs.google.com/viewer?a=v&q=cache:TPXaOX_h8ysJ:www.hr.unimelb.edu.au/_data/assets/pdf_file/0019/26371/induction-checklist.pdf+induction&hl=en&pid=bl&srcid=ADGEESjMeO1SMUKABdc0OBn1K8u8tQ66xeFZv6c8IB59oGYQE4fHWEE57QCPCXOKoH4U-nAdk79sp6KRTMSsD76yOTDj8-6TGyZgrHEdhZTeUnz8SQKjf4KivTAPOsAAIOWo5S9fFum&sig=AHIEtbT0PjDW8DkNeanSy0HfRjEgN53OIA</p> <p>A guide for supervisors: Induction compliance checklist http://docs.google.com/viewer?a=v&q=cache:KiOjRX-XEDQJ:hr.unimelb.edu.au/_data/assets/pdf_file/0020/152471/Induction-Checklist.pdf+induction&hl=en&sig=AHIEtbT9cNXGMH1E5Nbm-EC-AVZRunh3g</p> <p>School of Dental Science - Induction Checklist and Declaration for New Staff</p>	<p>Sessional. Contract of Employment for Casual Academic Staff. http://www.canberra.edu.au/hr/attachments/word/Sessional-Contract-Semester-1-2010.doc</p> <p>Variation form for Sessional Staff - This form is used to vary a Sessional staff member's contract http://www.canberra.edu.au/hr/attachments/forms-n-z/Sessional-Staff-Variation-2007.pdf</p> <p>Final Report 2008 Sessional Staff Development Project http://www.canberra.edu.au/tlc/asd/attachments/pdf3/SSDP-Final-Report14jan-3_.pdf</p> <p>Nine Principles Guiding Teaching and Learning in the University of Melbourne available at: http://www.cshe.unimelb.edu.au/pdfs/9principles.pdf</p> <p>Baik, C. (2008). <i>The Training, Support and Recognition of Sessional Teachers in the New Generation Degrees: A Guide for Sessional Staff Coordinators</i>, Centre for the Study of Higher Education, the University of Melbourne.</p> <p>Induction Test http://docs.google.com/viewer?a=v&q=cache:Pbkl-4rt8soJ:www.cs.mu.oz.au/safety/InductionTest.pdf+induction&hl=en&pid=bl&srcid=ADGEESjLiRcBP12ywCsxKMnsIbbGmzCkfw_nHNW9uhHF6C3lyhHomalmW9PpZ-5rRKvJYFQEZziQhj1Dt6bZjm9WfUCPcT1uaZFsoDAeG8aLQoRQoHHn5zxb42JGDvLqrLpvlx01V80&sig=AHIEtbSAPhJx36NFYIXTuMHowTwWYmeGkg</p> <p>University of Melbourne Induction Webpage http://www.vca.unimelb.edu.au/Content.aspx?topicID=1008&environmentID=1</p>

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http://www.dent.unimelb.edu.au/forms/Inductio.doc Dept of Psychiatry (Central) Induction Checklist http://www.psychiatry.unimelb.edu.au/admin/hr/EHS_induction_Central.doc School of Behavioural Science Induction Checklist http://docs.google.com/viewer?a=v&q=cache:ADaSA1uLUn0J:www.psych.unimelb.edu.au/resources/staff/Induction_%2520Checklist_Final.pdf+induction&hl=en&sig=AHIEtbQwqa5WYjtuWON6MMJgZhPE9nQTig	
University of New England (http://www.une.edu.au/)	
Casual and other marking support Guidelines for Employing Casual and Sessional Teaching Staff http://www.une.edu.au/tlc/staff/casts/casts-guidelines-for-employing.pdf Academic Staff promotion guidelines available at: http://www.une.edu.au/policies/pdf/promotionguidelines.pdf	First Words - A Guide to Teaching and Learning http://www.brookes.ac.uk/services/ocsd/firstwords/fwconts.html EOWA application guidelines for sex-based harassment training for all staff (Excerpt: Sex-based harassment training is conducted at Induction for all staff (including management, contract staff and casual staff), and refresher education OR update is received by all staff (including management, contract staff and casual staff) every 2 years. Ref: http://www.une.edu.au/eoo/equityreports/eocfw2007.pdf
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 Information for those managing sessional teachers: http://learningandteaching.unsw.edu.au/content/LT/sessional_staff/msts_intro.cfm?ss=2	
The University of Newcastle (http://www.newcastle.edu.au/)	
	The University of Newcastle Staff Induction Book http://www.newcastle.edu.au/Resources/Divisions/Services/Human%20Resource%20Services/Induction/booklet.pdf Managers' Toolkit http://www.newcastle.edu.au/unit/human-resource-services/managers-toolkit.html

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The University of Notre Dame Australia (http://www.nd.edu.au/)	
Conditions of Employment for Sessional Academic Staff http://www.nd.edu.au/downloads/staff/conditions_of_employment_sessional_staff_09.pdf	
The University of Queensland (http://www.uq.edu.au/)	
<p>Guidelines for training, managing and supporting sessional teachers http://www.tedi.uq.edu.au/SessionalTeaching/guidelines/ST_Guidelines.pdf</p> <p>Extra Guidelines for Employing Industry Professionals as Sessional Staff http://www.tedi.uq.edu.au/SessionalTeaching/guidelines/extra_industryprofs.htm</p> <p>School level (http://www.tedi.uq.edu.au/SessionalTeaching/pdfs/Checklists/Checklist_School_level.pdf)</p> <p>Subject level (http://www.tedi.uq.edu.au/SessionalTeaching/pdfs/Checklists/Checklist_Subject_level.pdf)</p> <p>Recruitment and employment practices - School level http://www.tedi.uq.edu.au/SessionalTeaching/guidelines/rec_school.htm</p> <p>Casual Academic Staff Policy http://www.uq.edu.au/hupp/superseded/hr/5.41.10%20Casual%20Academic%20Staff%20Appointment%20PolicyShowingChangesappdSenate270706.pdf</p>	<p>Training, managing and supporting sessional teaching staff Website http://www.tedi.uq.edu.au/SessionalTeaching/</p> <p>Literature review (http://www.tedi.uq.edu.au/SessionalTeaching/pdfs/Lit_review/Lit_review2.pdf) summarizing research and other materials that examine issues surrounding the employment, training and management of sessional teaching staff in universities.</p> <p>Tutor Support and Management: Induction Session Plan Materials: (http://www.tedi.uq.edu.au/SessionalTeaching/case_studies/Tutor_Support.htm) provides an outline for running a tutor induction session and includes tutor support materials. Contains materials used as part of the induction session for tutors in one particular UQ unit (LWB333: Theories of Law)</p> <p>CASE STUDY: Managing, training and supporting sessional teachers at the University of Queensland http://www.tedi.uq.edu.au/SessionalTeaching/case_studies/Managing_training.htm</p> <p>CASE STUDY: QUT's Casual Academic Staff Development Program http://www.tedi.uq.edu.au/SessionalTeaching/case_studies/PAPTA.htm</p> <p>CASE STUDY: Industry professionals as sessional teachers http://www.tedi.uq.edu.au/SessionalTeaching/case_studies/Gradschool_of_Business.pdf</p> <p>Sessional Academic Application Form http://www.uq.edu.au/jobs/2008documents/sbs/2102008.pdf</p>
The University of South Australia (http://www.unisa.edu.au/)	
Protocols for the Management of Academic Casual Staff http://www.unisa.edu.au/hrm/employment/recruitment/academic	<p>Induction for new staff Website http://www.unisa.edu.au/newstaff/default.asp</p> <p>Overview of UniSA induction sessions and resources http://www.unisa.edu.au/staffdev/induction/overview.asp</p>

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c/protocols.asp A Guide to Inducting Sessional Academic Staff http://www.unisa.edu.au/staffdev/induction/induction_sessional.doc A guide for managing staff performance http://www.unisa.edu.au/hrm/employment/performance/performance_management_reporting_template.xls	
University of Sydney (http://sydney.edu.au/)	
Sessional Teaching Staff Development Initiative: http://www.itl.usyd.edu.au/projects/sessionalteaching/sessionalteachers.htm	Sessional Teaching Staff Development Initiative resources http://www.itl.usyd.edu.au/projects/sessionalteaching/resources.cfm Sessional Teachers webpage. http://www.itl.usyd.edu.au/programs/sessionals.htm AVCC Guidelines for Effective University Teaching available at: http://www.usyd.edu.au/ab/policies/AVCC_Guidelines_Effective_Teaching.pdf
The University of Tasmania (http://www.utas.edu.au/)	
Roles and Responsibilities of Course Coordinators and Unit Coordinators within the Faculty of Education http://docs.google.com/viewer?a=v&q=cache:hyQX2yobzr8J:www.educ.utas.edu.au/TandL/Policies/CC_UC_roles_June2008.pdf+%22sessional+staff%22&hl=en&sig=AHIEtbTn47-dSu1LVSanEAApkNMdque_vQ	Sessional Teaching at the University of Tasmania http://docs.google.com/viewer?a=v&q=cache:65Wn2rA9VV4J:www.utas.edu.au/universitycouncil/legislation/pol_sessionalteaching.pdf+%22sessional+staff%22&hl=en&pid=bl&srcid=ADGEESj8eQhVxfLtZ7Gq2q2ZGGrrdXIErDL7DfuCfcfL_5XaGLEBY959ij6-ARLDcoEk3nnPkPx3xSELraxw86aKSkq4nVEGbz6qhlEX89dBOYWTOznUIXspoM7H5iQVQBznUn3ljTQ&sig=AHIEtbQayuUgAkPQIU0WhY0L8a5200bhZw Orientation to teaching & learning http://www.teaching-learning.utas.edu.au/orientation
The University of Western Australia (http://www.uwa.edu.au/)	
Responsibilities of teaching staff http://www.teachingandlearning.uwa.edu.au/staffnet/policies/conduct/responsibilities	Centre for the Advancement of Teaching and Learning Sessional Staff survey http://www.catl.uwa.edu.au/projects/CATLystNetwork/sessional_staff_survey

POLICIES, GUIDELINES & ROLE STATEMENTS	RESOURCES
University of Southern Queensland (http://www.usq.edu.au/)	
<p>Employee Induction Policy and Procedure http://www.usq.edu.au/hr/polproc/partd/d14.htm#d143</p> <p>Sessional staff development guidelines http://www.usq.edu.au/extrfiles/ltsu/PRP/academic_pd/sess_staff/sesstaff.htm AND http://www.usq.edu.au/extrfiles/ltsu/PRP/academic_pd/sess_staff/sesstaff.pdf</p> <p>Induction guidelines http://www.usq.edu.au/extrfiles/ltsu/PRP/academic_pd/induct/induction.htm</p>	
University of Technology Sydney (http://www.uts.edu.au/)	
<p>Supervisor's guide to workplace induction http://www.hru.uts.edu.au/start/supervisors/index.html</p>	<p>Performance Management Portal http://www.hru.uts.edu.au/performance/index.html</p> <p>Induction Schedule Template http://www.hru.uts.edu.au/docs/start/ind-sched.doc</p>
University of Wollongong (http://www.uow.edu.au/)	
<p>Good Practice Guidelines - Leading Teaching Teams http://www.uow.edu.au/about/policy/UOW069338.html</p>	
Victoria University (http://www.vu.edu.au/)	
<p>Induction for Teachers Web portal http://tls.vu.edu.au/portal/site/profdev/teachers.aspx</p> <p>Induction for Teaching Policies and Associated Procedures http://wcf.vu.edu.au/GovernancePolicy/PDF/POA050509000.PDF</p> <p>Staff Induction Policies and Associated Procedures http://wcf.vu.edu.au/GovernancePolicy/PDF/POH090323000.PDF</p>	