

Name of Policy	Conversion from Sessional to Continuing Academic Employment Policy
Description of Policy	This policy relates to the conversion of sessional Academic Staff to continuing employment at ACU.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>)
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy

Approval Authority	Vice-Chancellor and President
Governing Authority	
Responsible Officer	Director, Human Resources

Approval Date	18 December 2014
Effective Date	18 December 2014
Date of Last Revision	25 January 2019
Effective Date of Last Revision	25 January 2019
Date of Policy Review*	25 January 2022

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	Employment of Sessional Staff Policy
---	--------------------------------------

Table of Contents

1.	Background Information	3
2.	Policy Statement	3
3.	Policy Purpose	3
4.	Application of Policy	3
5.	Approvals.....	3
6.	Procedures	3
7.	Advice to the ACUSCC.....	5
8.	Revisions made to this Policy	5
9.	Further Assistance	5

1. Background Information

The Australian Catholic University Staff Enterprise Agreement 2017 - 2021 (the **Agreement**) sets out the broad terms and conditions that apply to the conversion of sessional employment to regular academic employment.

2. Policy Statement

During the life of the Agreement, the University will create the equivalent of a minimum of twelve (12) EFT Teaching-focussed roles at Academic Level A or B. These will be continuing academic positions which may be filled on a full time, part-time or fractional basis. This number of roles will be reviewed at the end of 2015 to consider any increase in the context of the University's academic career pathway profile.

3. Policy Purpose

The purpose of this policy is to provide information about the conditions of employment that relate to the conversion of sessional staff at the University and the procedures for the conversion of sessional staff. The creation of these roles will assist to meet the University's objective of reducing the amount of sessional (casual) teaching work undertaken in one or more specified Faculties.

4. Application of Policy

This policy applies to eligible Academic Staff members who have been employed at ACU on a sessional basis.

5. Approvals

The creation of, and the appointment to the up to twelve EFT academic positions at Levels A or B must be authorised in accordance with the Delegations of Authority Policy and Register.

6. Procedures

IDENTIFICATION OF SPECIFIED FACULTIES

6.1 Following consideration of the relevant factors which include (but are not limited to):

- Workforce planning requirements including the academic career pathway profile,
- The percentage of teaching activities undertaken by sessional staff members,
- The availability of academic staff within particular Schools (taking into account leave and fractional employment arrangements), and
- The allocation of suitable teaching duties for continuing and/or fixed-term academic staff members who have been identified as being underload,

The University will determine which Faculties will be the "specified" Faculties for the purpose of creating the new Teaching-focussed academic positions at Levels A and B.

NUMBER OF TEACHING-FOCUSSED ROLES

- 6.2 Following the identification of the specified Faculties, the University will determine the number of new continuing Teaching-focussed positions that will be created in each of the specified Faculties, whether these positions will be full time or fractional, and the relevant timeframe for their creation over the life of the Agreement.

CALL FOR EXPRESSIONS OF INTEREST

- 6.3 The University will then call for Expressions of Interest in Conversion to a Teaching-focussed role in the one or more specified Faculties once per annum. Expressions of Interest will be considered in the context of operational availability and needs.

ELIGIBILITY FOR CONVERSION TO TEACHING-FOCUSSED

- 6.4 To be eligible to apply for conversion, a sessional staff member must have been employed and performing academic duties on a regular and systematic basis in the same or a similar role in the same School (or equivalent) over the immediately preceding period of twelve (12) months. This includes a sessional staff member who may have had a combination of fixed-term and/or sessional/casual employment.

Normally as a minimum requirement, the sessional staff member must have worked during both semesters of the previous 12 months and her/his average weekly hours worked must equal at least 50 per cent of the relevant ordinary weekly teaching contact hours that would have been worked by an equivalent full-time Teaching-focussed staff member.

CONVERSION PROCEDURES

- 6.5 Sessional staff will need to complete the Expression of Interest, provide copies of relevant supporting documentation and lodge their Expression of Interest with the University through the Careers@ACU page.
- 6.6 The sessional staff member must provide evidence of their capacity to perform the inherent and essential requirements of a Teaching-focussed role which are:
- (i) relevant qualifications and/or professional experience,
 - (ii) demonstrated capacity to teach and undertake scholarship of teaching, and
 - (iii) where appropriate, demonstrated capacity to undertake higher degree studies.

Evidence to support an Expression of Interest may also include:

- copies of Unit and other Teaching Evaluations undertaken in the past 24 months
 - copies of undergraduate and higher degrees and/or evidence of enrolment in a higher degree program (including a report from the HDR supervisor); and/or
 - copy of membership of the relevant professional association.
- 6.7 Human Resources and the Faculty will determine whether the sessional staff member meets the eligibility criteria. The selection of successful applicants will occur in a manner that is consistent with the University's Recruitment and Selection Policy. Applicants may be requested to provide additional supporting documentation and/or evidence and will normally be interviewed by a Faculty Sessional Conversion Committee.

6.8 The University reserves the right to appoint or to not appoint sessional academic staff members who apply for conversion under the provisions of this Policy. A sessional academic staff member who is offered conversion to a continuing Teaching-focussed role may also be required to serve a reasonable period of probation, in accordance with the University’s Probation for Continuing Academic Staff Policy.

7. Advice to the ACUSCC

The University will provide the ACUSCC with a report each calendar year which includes information about:

- the number of Expressions of Interest received,
- the number of sessional staff members who were determined to be eligible for conversion,
- the number of offers of employment made,
- the number of acceptance/s of those offers,
- the total number and full-time equivalence of these conversions based on Teaching-focussed positions,
- the number of these positions created in the previous twelve (12) months,
- the percentage reduction in EFT casual academic employment achieved, and
- other advice about how the converted positions are undertaking work that was previously performed by sessional staff.

8. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
25 January 2019	Editorial	Updated to include reference to Australian Catholic University Staff Enterprise Agreement 2017 – 2021.

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

9. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).