

Name of Policy	Availability of Academic Staff Policy
Description of Policy	This policy covers the availability of Academic Staff to students and colleagues.
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 type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
Description of Revision	

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

Approval Date	5 June 2008
Effective Date	5 June 2008
Date of Last Revision	
Date of Policy Review*	

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

Related Policies, Procedures, Guidelines and Local Protocols	
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1. Background Information

This policy has been developed to support Academic Availability provisions at ACU.

2. Policy Statement

The University expects that Academic Staff make themselves available on a reasonable basis during the course of the daytime hours of University operation and/or other times in the case of other teaching patterns for interaction and consultation with students and colleagues.

Details of an Academic Staff member's availability shall be made publicly available to students, colleagues and the relevant nominated supervisor. The manner in which these details will be published and recorded is to be determined by the nominated supervisor in discussion with the staff member.

3. Policy Purpose

The purpose of this policy is to provide guidance to Academic Staff in relation to their availability for interaction and consultation with students and colleagues.

4. Application of Policy

This policy applies to all continuing and fixed term Academic Staff.

5. Approvals

It is expected that staff, if they have not submitted leave forms, will be undertaking work on-campus, or will have given prior notification to their nominated supervisor in writing, or by telephone in exceptional circumstances, of where they are conducting research or other related academic functions off-campus. The University is not able to indemnify or provide workers compensation coverage to a staff member who has not made appropriate prior arrangements with the nominated supervisor in relation to any off-campus activities.

6. Procedures

The details of an Academic Staff member's availability shall be made publicly available to students, colleagues and the nominated supervisor. The manner in which these details will be published and recorded is to be determined by the nominated supervisor in discussion with the staff member.

7. Policy Review

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.

8. 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](#).