

Name of Policy	Employment of Sessional Academic Staff Policy
Description of Policy	This policy relates to the engagement of sessional Academic Staff at ACU.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/> <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 checked="" type="checkbox"/> Revision of Existing Policy

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

Approval Date	16 October 2008
Effective Date	16 October 2008
Approval Date of Last Revision	11 March 2019
Effective Date of Last Revision	11 March 2019
Date of Policy Review*	11 March 2022

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

Related Legislation, Policies, Procedures, Guidelines and Local Protocols	Australian Catholic University Staff Enterprise Agreement 2017 – 2021 Delegations of Authority Policy and Register Compassionate Leave Policy Conversion from Sessional to Continuing Academic Employment Policy Payment of Salaries Policy Recruitment and Selection Policy Superannuation Policy
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1. Purpose

This policy provides information about the conditions of employment and procedures relating to the engagement of sessional staff at the University.

2. Scope

This policy applies to all Academic Staff members who are employed at ACU on a sessional basis. The Australian Catholic University Staff Enterprise Agreement 2017 - 2021 (the Agreement) sets out the broad terms and conditions that apply to sessional employment at the University.

3. Application of Policy

Employment of sessional staff is employment on a non-continuing basis, for which payment is made at an hourly rate. Sessional employment provides a mechanism for the University to engage staff on a pattern of hours to assist the University to meet its needs at identified peak work periods, such as for semester-based (summer, autumn, winter and spring) teaching, or to cover identified short-term absences. The employment of sessional staff will be in accordance with the provisions set out in this policy.

4. Approvals

An online Sessional Work Schedule must be completed by a nominated supervisor. The schedule must be approved in accordance with the Delegations of Authority Policy and Register.

5. Procedures

5.1 Request for Sessional Academic Staff

5.1.1 Recruitment of Sessional Staff

Each School/Centre should create and maintain an eligibility list of suitable persons who may be engaged as sessional staff. Schools should be mindful of the TEQSA requirement that academic staff who teach are qualified to at least one Qualification Standards level higher than the course of study being taught (or with equivalent professional experience)¹.

¹ See the Higher Education Standards Framework (Chapter 3, 4.2)

The list of eligible persons should be regularly updated including contact details and curriculum vitae (CV). Where practicable the School should arrange for a prospective sessional staff member to be interviewed, particularly when the sessional academic is going to be a Lecturer-in-Charge (LIC) of a unit.

Sessional staff may be employed through the following processes:

- publishing a call for expressions of interest for persons to submit their CV for consideration (e.g. in suitable vocational journals, newspapers and on-line job sites);
- putting up a notice on a school/hospital noticeboard;
- placing an advertisement on the University's website at the *Careers at ACU* page;
- sending an email to all relevant higher degree research and honours students asking for them to submit an expression of interest in undertaking casual/sessional work.

5.1.2 Request for Sessional Academic Staff

The nominated supervisor initiates the appointment of a sessional staff member by completing the online Sessional Work Schedule, which must be approved in accordance with the Delegations of Authority Policy and Register.

5.2 Offer of Appointment

Following approval of the Sessional Work Schedule, and prior to the commencement of employment, the Sessional Employment system issues a letter of offer to the prospective sessional Academic Staff member.

The offer of sessional academic employment informs the staff member of the terms of engagement, including the name of the supervisor, the duties required, the number of hours required, the rate of pay for each class of duty required, and a statement that any additional duties required during the term of appointment will be remunerated.

All sessional staff are required to accept the offer of employment by reading the Declaration by Prospective Employee”, accepting the terms that have been offered, and clicking on the “Accept Offer” icon which confirms their acceptance of the offer.

5.3 Sessional Academic Staff Employment Pack

The offer of appointment to a prospective sessional Academic Staff member is accompanied by the following information from the Sessional Academic Employment Pack:

- General Information
- Mission Statement
- Code of Conduct for All Staff
- Staff Induction Policy and materials
- Induction Checklist
- Privacy Statement
- Policy and Procedures for Complaints of Sexual Harassment
- Equal Opportunity Policy
- Workplace Health and Safety Policy
- Tax File Number Declaration
- UniSuper Product Disclosure Statement
- Calendar of Pay Periods

The information contained in this Pack may vary from time to time according to legislative and other requirements that apply to the employment of sessional staff. Other materials that the University considers relevant to the employment of a sessional staff member may also be included.

6. Conditions of Employment for Sessional Academic Staff

6.1 Sessional Academic Staff Remuneration

A sessional Academic Staff member will be paid in accordance with the University's provisions for the payment of casual and sessional Academic Staff and in line with the casual academic salary rates detailed in Schedule 2 of the Australian Catholic University Staff Enterprise Agreement 2017 - 2021. The hourly rates are inclusive of a 25 per cent loading which is paid in compensation for the casual nature of the appointment and in lieu of all paid leave entitlements including personal leave, public holidays, annual leave, annual leave loading and long service leave (other than where, in accordance with the Fair Work Act 2009, an application award or a State Act provides an entitlement).

6.1.1 Structure of Casual Academic Rates

There are two basic casual academic payment rates:

- a standard rate; and
- a higher rate which is applicable when the sessional staff member either holds a doctorate and/or is undertaking co-ordination duties (e.g. when the sessional is also the LIC).

Each sessional Academic Staff member is remunerated at an hourly rate of pay for the formal face-to-face delivery of lectures, tutorials, clinical education or musical accompanying and the provision of associated non-contact duties directly related to the formal delivery in the nature of preparation, in class marking and student consultation.

The number of non-contact hours associated with the formal delivery is calculated in accordance with the casual academic salary rates schedule and should be discussed with the National Head of School or nominated supervisor at the commencement of the semester. For example, payment for a standard lecture includes one hour of preparation, one hour of delivery and one hour of associated work (which includes student consultation). If a sessional academic is employed to work for less than a full hour, then the rates are to be pro-rated accordingly.

6.1.2 Preparation for Lecturers and Tutorials

Preparation includes:

- researching material for a lecture or tutorial;
- writing notes/overheads/PowerPoint for a lecture/tutorial;
- preparing materials for posting onto the University's Online Learning platform (LEO);
- updating Unit Outlines and Reading Lists;
- meeting with the Course Coordinator and/or with the LIC to talk about the unit or program.

Preparation does not include researching and preparing Unit Outlines and Reading Lists which, if required, must be paid for separately (see "other academic activities" below).

6.1.3 Student Consultation

Student consultation will normally occur at the rate of at least one half hour per week in total for each hour of lectures or tutorials given (including repeat lectures and tutorials).

This may include consultation:

- immediately adjacent to lectures or tutorials;
- at regular advertised times each week;
- through an open-door policy; and/or
- through email correspondence.

6.1.4 Marking

In class marking means marking undertaken within the lecture or tutorial delivered (i.e. within the learning activity or the class). It includes:

- marking of student presentations given in tutorials, and
- marking of short answer/multiple choice tests which are conducted and marked within the lecture/tutorial or seminar.

A sessional staff member may be required to mark assignments and/or examination papers. In these circumstances once the final number of students in a unit is confirmed after the semester census date, the National Head of School or nominated supervisor should arrange for the additional marking requirements to be paid by initiating a Sessional Work Schedule Variation on the Sessional Employment system.

6.1.5 Other Required Academic Activities

A sessional staff member who is required to undertake an activity (e.g. attend an Orientation or Induction Program and/or participate in a School assessors' meeting) must be paid at the appropriate rate for that activity. It is important that the National Head of School or nominated supervisor clearly specify those activities that a sessional staff member is required to undertake, and those activities which are voluntary and for which no payment will be made (e.g. an invitation to attend an open lecture by a visiting scholar).

The following duties must be paid for at the relevant "Other Academic Activity Rate":

- development of teaching and subject (unit) materials such as the preparation of unit guides;
- the conduct of practical classes, demonstrations, workshops, student field excursions, etc;
- the conduct of clinical sessions other than clinical nurse education;
- the conduct of performance and visual art studio sessions;
- musical coaching, repititeurship and musical accompanying other than with special educational service;
- preparation of reading lists and basic activities associated with subject/unit coordination;
- development of open/distance learning materials;
- consultation with students (other than associated with a lecture or tutorial);
- supervision; and
- attendance at School and/or Faculty meetings as required

- attendance at Orientation and Induction sessions as required.

The above list is not intended to be exhaustive but is provided by way of examples and guidance.

6.2 Examples of Sessional Academic Workloads

The following table contains examples of sessional staff workloads:

	Per Week	Per 12 Week Semester
Standard Lectures	1 lecture per week includes: 1 hour of preparation 1 hour of delivery and 1 hour of associated work (student consultation and/or in class marking)	1 lecture per week means: 12 hours of preparation 12 hours of delivery and 12 hours of associated work (student consultation and/or in class marking)
Repeat Lectures	1 repeat lecture per week includes: 1 hour of delivery and 1 hour of associated work (student consultation and/or in class marking)	1 repeat lecture per week means: 12 hours of delivery and 12 hours of associated work (student consultation and/or in class marking)
Standard Tutorials	1 tutorial per week includes: 1 hour of preparation 1 hour of delivery and 1 hour of associated work (student consultation and/or in class marking)	1 tutorial per week means: 12 hours of preparation 12 hours of delivery and 12 hours of associated work (student consultation and/or in class marking)
Repeat Tutorials	1 repeat tutorial per week includes: 1 hour of delivery and 1 hour of associated work (student consultation and/or in class marking)	1 repeat tutorial per week means: 12 hours of delivery and 12 hours of associated work (student consultation and/or in class marking)
	Major Assignment Marking - As Required	
Non-contemporaneous marking	Standard marking of major assignments will normally be based on a ratio of 15 minutes per 1000 words or as determined by the National Head of School	
Examination Marking	The number of papers to be marked per hour will be determined by the National Head of School or nominee	

6.3 Payments to Sessional Staff

A sessional Academic Staff member will be paid on a fortnightly basis in line with the formal delivery of lectures, tutorials, clinical education and musical accompaniment and other academic activities undertaken, as per the Sessional Work Schedule.

6.4 Advice of When Payment is Not to be Made

Human Resources will automatically pay the sessional Academic Staff member in accordance with the approved Sessional Work Schedule.

If the sessional Academic Staff member does not perform any of the duties detailed in the Sessional Work Schedule (eg the sessional Academic Staff member accesses 1 or 2 days of unpaid carer's leave), the nominated supervisor must record the variation as soon as possible for the staff member not to be overpaid.

In such circumstances the supervisor should initiate and action a Sessional Work Schedule Variation to advise of the exact number of hours which are no longer to be paid. Providing this information in a timely manner will avoid the possibility of an overpayment occurring which would then have to be recovered in line with the University's Payment of Salaries Policy.

6.5 Employment Engagement Period

The sessional engagement commences on the first date listed and ends on the last date listed in the Sessional Work Schedule. The date when the casual engagement finishes is the date on which it is expected that all associated non-contact duties directly related to formal delivery will have been completed.

6.6 Access to University IT Systems

Sessional Academic Staff will have access to relevant and approved University systems at least until the nominal end date for the autumn and spring semesters, being 31 August and 31 January respectively. The University uses its electronic resources to disseminate information to staff. Each sessional Academic Staff member is allocated an ACU email address and is expected to regularly access and maintain that email address in order to receive information from the University. Such information may include advice regarding accessing pay slips and payment summaries on the University's Staff Connect facility.

6.7 Induction and Staff Development

Sessional Academic Staff who commence employment with the University for the first time are subject to the provisions of the University's Staff Induction Policy. The induction and orientation process for new staff at ACU provides a mechanism for introducing new staff members to their role and responsibilities and to the University's Mission so that they become integrated into the ACU environment and community as quickly as possible.

The responsibility for successful induction is shared between the nominated supervisor and the commencing staff member, supported by colleagues in the relevant organisational unit and in other areas of the University.

Sessional staff should be encouraged to participate in the University's Induction Program(s) and must receive payment at the relevant "other academic activity" rate.

Where possible the University will provide sessional staff with opportunities for further staff development, normally on a voluntary basis. These may include attending professional development workshops and seminars offered by the University.

6.8 Meal Breaks

A sessional or casual academic staff member will not be required to work for more than five consecutive hours, without taking an unpaid meal break of at least 30 minutes.

6.9 Notice Periods for Termination of Engagement

A sessional Academic Staff member is required to give a minimum of one hour's notice of separation from employment with the University. The University may terminate the employment of a sessional Academic Staff member by giving one hour's notice.

6.10 Superannuation for Sessional Academic Staff

The University makes employer contributions to UniSuper on behalf of sessional Academic Staff members in accordance with the relevant minimum required superannuation guarantee rate.

In circumstances where a Superannuation Fund does not accept employer contributions made on behalf of staff members (e.g. for staff who are over 70 years of age), the University will make equivalent contributions in the form of the payment of additional monies to such staff members.

The management of superannuation contributions for all staff is subject to the provisions of the University's Superannuation Policy.

6.11 Unpaid Carer's Leave for Sessional Academic Staff

A sessional Academic Staff member is entitled to a period of up to 2 days unpaid carer's leave for each permissible occasion when a member of the staff member's immediate family or household requires care or support during such a period because of:

- a personal illness or injury, or
- an unexpected emergency affecting the member.

A sessional Academic Staff member is required to give their nominated supervisor advice of their absence from the workplace as soon as possible in order for alternative arrangements to be made.

6.12 Unpaid Compassionate Leave for Sessional Academic Staff

A sessional Academic Staff member is entitled to a period of up to 2 days unpaid compassionate leave for each occasion when a member of the staff member's immediate family or household:

- contracts or develops a personal illness that poses a serious threat to her or his life; or
- sustains a personal injury that poses a serious threat to her or his life; or
- dies.

The sessional staff member may take compassionate leave for a particular permissible occasion if the leave is taken:

- (a) to spend time with the member of the staff member's immediate family or household who has contracted or developed the personal illness, or sustained the personal injury;
or
- (b) after the death of the member of the sessional staff member's immediate family or household.

If the permissible occasion is the contraction or development of a personal illness, or the sustaining of a personal injury, the staff member may take the compassionate leave for that occasion at any time while the illness or injury persists.

A sessional Academic Staff member is required to give their nominated supervisor advice of their absence from the workplace as soon as possible in order for alternative arrangements to be made.

6.13 Unpaid Parental Leave for Sessional Academic Staff

A sessional staff member may be entitled to unpaid parental leave and to the Federal Government's Paid Parental Leave where they become an eligible casual employee as provided for in the relevant Federal legislation.

For the purposes of eligibility for unpaid parental leave, an eligible casual staff member is a person who has been employed as a casual or sessional academic on a regular and systematic basis for a period of at least 12 months and who is the primary carer of the child.

The unpaid parental leave entitlement for Sessional Academic Staff is as follows:

- Up to fifty-two (52) weeks unpaid parental leave. A further fifty-two (52) weeks of unpaid parental leave subject to written request to ACU to agree to the extension. Requests must be made four (4) weeks prior to the end date of original leave.

7. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
18 Dec 2018	Major	Updated to incorporate the provisions of the <i>Australian Catholic University Staff Enterprise Agreement 2013 – 2017</i> .
11 March 2019	Major	Updated to incorporate the provisions of the <i>Australian Catholic University Staff Enterprise Agreement 2017 – 2021</i> .
11 March 2019	Editorial	Updated to incorporate new ACU branding and updated policy template as per the ACU Policy Development and Review Policy.

The University may make changes to this policy 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

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