Charles Sturt University

ADD A WORK ITEM FOR A SESSIONAL ACADEMIC

Load:

A Load (workload) is the set of academic work planned for an individual for a particular school in a particular year. Enter the person the Work Item is to be assigned to (the Load will automatically be populated when a Work Item is being added from the individuals Individual Workload/Summary or Detail screen).

Search:

This is a drop down menu that allows you to select or search for a Non Sessional Academic, Sessional Academic or Create a New Casual Placeholder.

Type:

Specifies whether the work is a Subject Offering, Subject or Other.

Subject Offering: relates to delivery of an offering. To populate this section, start entering the offering code and a list of relevant offerings will appear in a drop down menu.

NB: the majority of Sessional Academics will only be assigned a Subject Offering Work Item.

Subject: The work is for a subject but not a specific offering. To populate this section, start entering the subject code and a list of relevant offerings will appear in a drop down menu.

Other: Any work that cannot be associated to a specific subject or offering. To populate this section choose from the drop down menu of International Trips, Smart learning and Training.

ADD A WORK ITEM

Work Type:

➢ Update – time spent making routine minor updates to the content of the offering – making small changes that you would typically make to the content of a subject each time you deliver it.

➢ Setup – setting up the offering for delivery, focussed on administrating the offering.

➢ Contact – actively teaching the students, be it synchronously or asynchronously.

➢ Preparation – time spent preparing for contact activity.

➢ Marking – marking student work.

➢ Consultation – reacting to student questions and other requests.

➢ Moderation/Analysis – examining how the offering is going or reflecting on how it went.

➢ Travel – travelling needed to deliver the offering.

➢ Supervision – supervising students, typically for a thesis/dissertation or on a placement.

➢ Development – creating or modifying content or resources of the subject that is being offered.

➢ Other – an activity not covered by another work type.

Sub-Type:

➢ Standard – The work does not require a PhD or equivalent.

➢ Significant – The work requires a PhD or equivalent.

➢ Tutorial – An original tutorial (assumed to require 2 hours of preparation).

➢ Tutorial Repeat – A repeat tutorial (assumed to require 1 hour of preparation).

➢ Lecture Basic – An original lecture that requires 2 hours of preparation.

➢ Lecture Developed – An original lecture that requires 3 hours of preparation.

➢ Lecture Specialised – An original lecture that requires 4 hours of preparation.

➢ Lecture Repeat – A repeat lecture (assumed to require 1 hour of preparation).

➢ Clinical Nurse Educator Min – Clinical education that requires 1/2 hour of preparation.

➢ Clinical Nurse Educator Max – Clinical education that requires one hour of preparation.

➢ Clinic/Prac non-nursing – Standard (zero preparation)

➢ Clinic/Prac non-nursing – Specialised (zero preparation)

➢ Other Contact Standard – A contact activity (such as a lecture or tutorial) that requires no preparation and does not require a PhD or equivalent.

➢ Other Contact Significant – A contact activity (such as a lecture or tutorial) that requires no preparation and does require a PhD or equivalent.

➢ Accompanist – Musical accompaniment that involves teaching.

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Relevant PhD or Equivalent:

Only tick this box if the Sessional Academic has a PhD qualification or equivalent experience in the relevant discipline for this offering. If ticked, the pay rate will be higher.

Position Number:

Most schools only have a single position unique number but there are some schools that have multiple position numbers for a variety of reasons (e.g. a specific position for workplace learning). It is advisable to use the default number. Other numbers will be appropriately labelled to assist in the event the default is not required.

Paid from Account:

The general ledger code that the sessional will be paid from. It is pre-populated with a default value for your school. You can override these fields but you MUST know EXACTLY what you are overriding to.

Start Date:

Start dates go onto the Sessional's contract and they are specific to the Subject Offering. This information will feed through to the HR system. These dates will default to 4 weeks before the session starts and 4 weeks after it ends. These dates can be changed if required.

End Date:

End dates go onto the Sessional's contract and they are specific to the Subject Offering. This information will feed through to the HR system. These dates will default to 4 weeks before the session starts and 4 weeks after it ends. These dates can be changed if required.

Method:

➢ Fixed - Your school workload policy will be clear on the Method to use for the Work Type chosen.

➢ Per Student - Your school workload policy will be clear on the Method to use for the Work Type chosen.

Predicted Students in Offering:

The number of students expected to be enrolled in the offering. The number can be updated here or in the Offering Settings area. This figure is manually loaded into the system from the Maintain Subject Offering page.

Actual Students in Offering:

This is the actual enrolment count automatically loaded from the Student Administration system. Will auto lock in 2 weeks following census date for the session.

ADD A WORK ITEM

Time (hrs):

Time should be entered according to your school workload policy. If the Method is Per Student, this will be the amount of time the task is allocated Per Student. If the Method is Fixed, Time must be calculated across the whole offering.

Total Time (hrs):

If Method is Fixed:
Total Time = Time

If Method is Per Student:
Total Time = Time x Number of Students (if before Census it is Predicted Students, if 2 weeks after Census it is Actual Students).

Total Time will automatically calculate the Actual Students in Offering x Time ONLY when the Method is Per Student. If there is no manual calculation done when the Method is Fixed, the Total Time will equal Time.

Details:

Any information relevant to the particular Load, Type and Subject Offering should be typed here as this provides a trail of information for this Work Item.