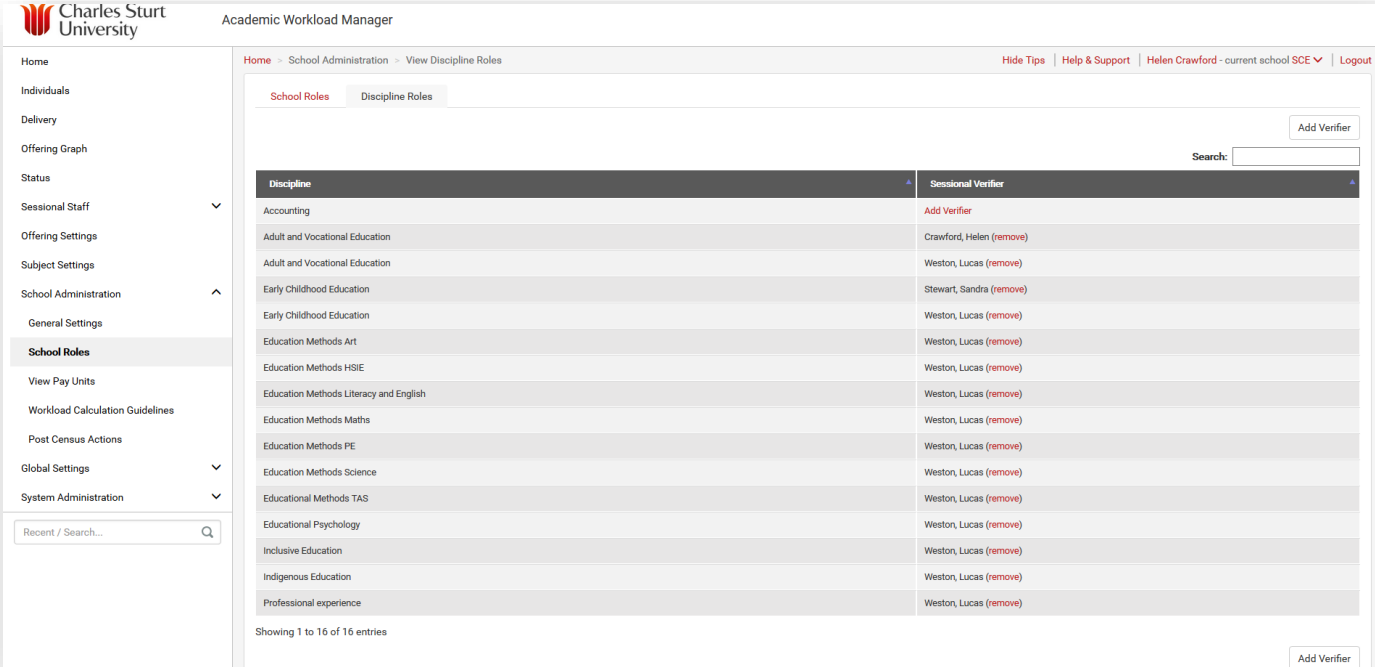


## SCHOOL ADMINISTRATION

### Discipline Roles



The screenshot shows the 'Academic Workload Manager' interface. The left sidebar contains navigation options like Home, Individuals, Delivery, Offering Graph, Status, Sessional Staff, Offering Settings, Subject Settings, School Administration, General Settings, School Roles, View Pay Units, Workload Calculation Guidelines, Post Census Actions, Global Settings, and System Administration. The main content area is titled 'View Discipline Roles' and features a table with two columns: 'Discipline' and 'Sessional Verifier'. The table lists 16 disciplines, each with one or more sessional verifiers. A search bar and an 'Add Verifier' button are located at the top right of the table area.

Discipline	Sessional Verifier
Accounting	Add Verifier
Adult and Vocational Education	Crawford, Helen (remove)
Adult and Vocational Education	Weston, Lucas (remove)
Early Childhood Education	Stewart, Sandra (remove)
Early Childhood Education	Weston, Lucas (remove)
Education Methods Art	Weston, Lucas (remove)
Education Methods HSIE	Weston, Lucas (remove)
Education Methods Literacy and English	Weston, Lucas (remove)
Education Methods Maths	Weston, Lucas (remove)
Education Methods PE	Weston, Lucas (remove)
Education Methods Science	Weston, Lucas (remove)
Educational Methods TAS	Weston, Lucas (remove)
Educational Psychology	Weston, Lucas (remove)
Inclusive Education	Weston, Lucas (remove)
Indigenous Education	Weston, Lucas (remove)
Professional experience	Weston, Lucas (remove)

Showing 1 to 16 of 16 entries

- The purpose of this page is to view and maintain the Sessional Verifier roles.
- All users in the school have permission to view this table and the School Info Maintainer and the Head of School or Delegate roles have permission to edit this table.
- The Sessional Verifier is the person who reviews new Sessional Academic candidates and approves/rejects them. For each Discipline a Sessional nominates for, they must be reviewed and verified as suitable. Therefore, one or more verifiers must be nominated for each Discipline.
- Every Monday the Sessional Verifier will get an email with a list of candidates who require review and who have registered for the Discipline the Sessional Verifier is assigned.
- The Sessional will remain on that email each week until the status against their particular Discipline is updated to either approved or reject.
- A verifier can be assigned to more than one Discipline.

## Add a Verifier

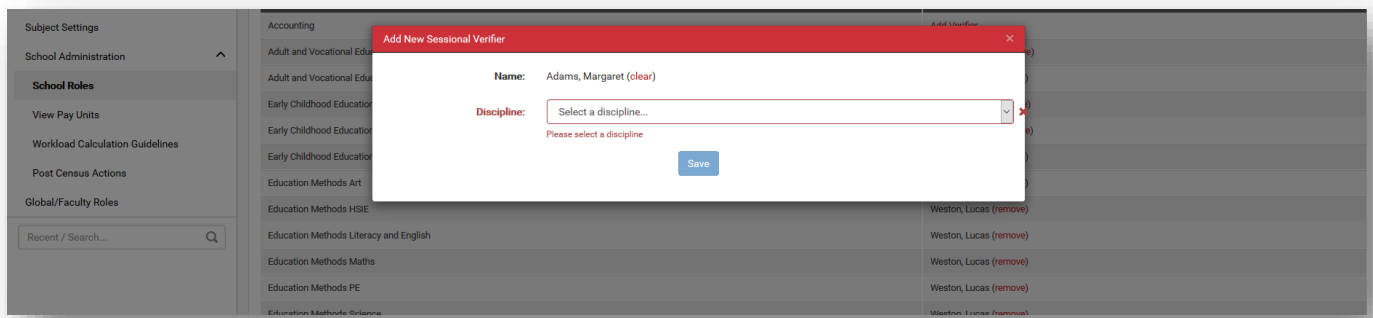
The screenshot shows the 'Academic Workload Manager' interface. On the left is a navigation menu with 'School Roles' selected. The main area displays a table with two columns: 'Discipline' and 'Sessional Verifier'. The 'Accounting' row has an 'Add Verifier' button in its 'Sessional Verifier' column, which is circled in red. Other rows list various disciplines with their current verifiers and 'remove' links. A search bar is at the top right, and another 'Add Verifier' button is at the bottom right.

Discipline	Sessional Verifier
Accounting	Add Verifier
Adult and Vocational Education	Crawford, Helen (remove)
Adult and Vocational Education	Weston, Lucas (remove)
Early Childhood Education	Stewart, Sandra (remove)
Early Childhood Education	Weston, Lucas (remove)
Education Methods Art	Weston, Lucas (remove)
Education Methods HSIE	Weston, Lucas (remove)
Education Methods Literacy and English	Weston, Lucas (remove)
Education Methods Maths	Weston, Lucas (remove)
Education Methods PE	Weston, Lucas (remove)
Education Methods Science	Weston, Lucas (remove)
Educational Methods TAS	Weston, Lucas (remove)
Educational Psychology	Weston, Lucas (remove)
Inclusive Education	Weston, Lucas (remove)
Indigenous Education	Weston, Lucas (remove)
Professional experience	Weston, Lucas (remove)

- To add a Verifier to a specific Discipline shown in the table, choose Add Verifier from the Sessional Verifier column.
- To add a Verifier to the table, choose Add Verifier from the top or bottom of this screen.

The screenshot shows a modal window titled 'Add New Sessional Verifier'. It features a search bar at the top with the text 'Show 10 entries'. Below the search bar is a list of names for selection, including: Abbrandt-Dahlgren, Medeleine; Abuelo Sebio, Angel; Acheson, Rebecca; Acker, Jason; Adams, Brendan; Adams, Margaret; Augustine, Savana; Alexandra, Andrew; Allan, Michele; Althorpe, Bruce. At the bottom of the list, it says 'Showing 1 to 10 of 100 entries' and includes pagination controls for 'Previous', '1', '2', '3', '4', '5', '10', and 'Next'.

- Use the search box to find the relevant Verifier.



- In the event that you are adding a Verifier to a Discipline shown in the table, the Discipline field will be automatically filled in the Add New Sessional Verifier dialogue box. In the event that you are just adding a new Verifier, you will need to choose a Discipline from the drop down list.