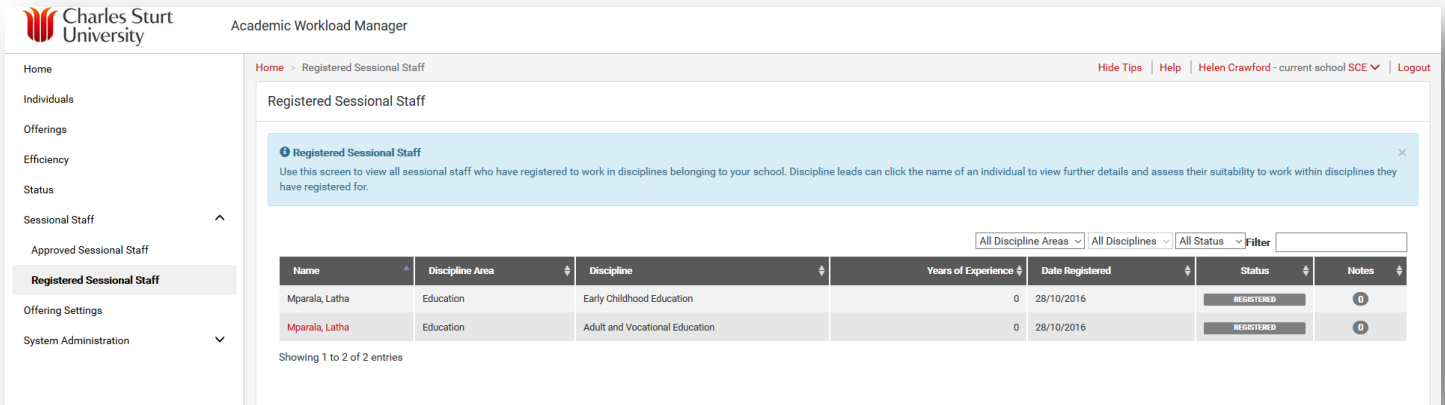


APPROVING SESSIONAL STAFF



Description:

When a sessional candidate registers their interest in undertaking casual work at CSU (via the candidate profile page), they will nominate the disciplines they are interested and qualified to undertake work in.

Following registration, a Discipline Lead (or person approved in the school to review applications) may navigate directly to AWM to view the application or alternatively, they will receive a weekly email that will list all the sessional academics that have not yet been assessed (see figure 1). They can then navigate to AWM to bulk approve/reject the candidates.

From: Academic Workload Manager [<mailto:no-reply@csu.edu.au>]
Sent: Monday, 7 November 2016 1:00 AM
To:
Subject: Casual Academics for review - weekly summary

Figure 1: copy of weekly digest email

Expressions of interest from casual academics in your discipline areas are ready for review.

Name	Discipline	Date Received
Jane Doe	Indigenous Health	05/11/2016

Applications need to be reviewed and actioned in Academic Workload Manager within 6 weeks of receipt. Can you please ensure that the applications are reviewed by suitable Academic staff.

Process:

There are three types of statuses that will be displayed in table on the Registered Sessional Staff screen:

- **Registered:** Candidates who have not yet been assessed in the nominated discipline(s).
- **Approved:** Candidates who have been assessed and approved to work in the nominated discipline(s).
- **Rejected:** Candidates who have been assessed but rejected to work in the nominated discipline(s). They may also be approved to work in other disciplines within CSU.

To view only Registered staff use the All Status filter to show Registered staff. Depending on your requirements, the filter boxes can also filter by Discipline Area and Discipline.

Once the table is set up as you would like it, choose the name of the individual you wish to assess.

NB: if the table does not show any red names, you do not have permission to assess anyone in the list.

Assessing Registered Sessional Staff:

- Read through the application details. You can click on the document links to view all uploaded material (in TRIM). This will launch a separate window with TRIM in order for you to view these documents.
- Under *Assessment History*, you can specify whether the candidate has been interviewed and that their referees have been verified.
- The three options in the Discipline verification status are: approve with PhD, approve without PhD or reject the candidate in their specified discipline(s).
- Choose one of these options before ticking the Acknowledgement.
- After clicking the Submit button a Submitting Discipline verification status dialogue box will appear on your screen. It is a good idea to add a comment in this box before saving. If a candidate is rejected it is imperative that a comment with an explanation for the rejection is included in this box.
- Once you submit your verification the system will send an email notification to the candidate informing them of the outcome.
- After a candidate is approved, they will be available within the search results as an Approved Sessional Academic and will be available for work items to be allocated to them.
NB: when you either approve or reject, the candidate will receive an automated notification advising them of the outcome. In the case of an approval the notification also reconfirms this is not an offer of work.
- Approved Sessional Staff will be displayed in the table on the Approved Sessional Staff screen.