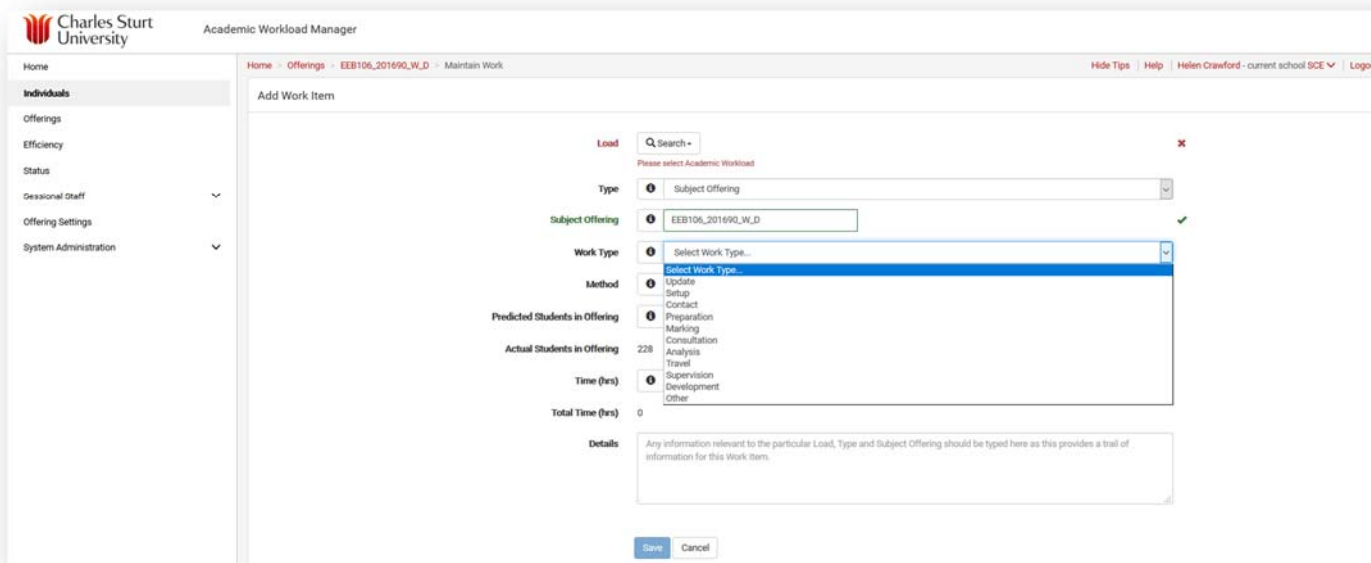# WORK TYPE DEFINITIONS AND INCLUSIONS

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.

Inclusions: A cursory review to determine if the teaching materials remain appropriate; making small updates to a reading list; making small updates to a study guide; making small updates to an assessment task; moderation of subject learning materials (pre-delivery moderation); review of assessment tasks (pre-delivery moderation).

Setup: Setting up the offering for delivery, focussed on administrating the offering.

Inclusions: Liaising with markers; liaising with other teachers (sessional or non-sessional); setting up sub-forums; setting up the Interact site; updating the subject outline; QAing the subject outline; supervising casuals.

   *Setup does not include changes to the content of the subject – that is either **Update** or **Development**.*

Contact: Actively teaching the students, be it synchronously or asynchronously.

Inclusions: Delivering lectures; delivering tutorials; delivering teleconference or videoconference lessons and tutorials (webinars, etc); delivering workshops; guiding forum teaching (more than just consultation); residential school classes and tutorials; delivering wet lessons and demonstrations (eg structured farm or yard based learning); delivering clinic based learning (eg Dentistry, Nursing, Veterinary clinics). Asynchronous learning might typically include an academic initiating and mediating an activity by the students via a forum.

   *Contact does not include **responding** to student queries or any other reactive activity which better fits as student consultation.*

Preparation: Time spent preparing for contact activity.

Inclusions: Looking over presentation slides; reading over lecture notes; creating one-off simple presentation slides; reading up on a topic if this is the first time you have taught the subject (or refreshing one's memory).

Most preparation hours will be associated with an item of contact however there may be exceptions such as first time delivery preparation.

*Preparation does not include developing content or resources for the subject – that is **Development**.*

Marking: Marking student work.

Inclusions: Marking and remarking assessment items; recording marks (ie in Gradebook); checking for potential instances of academic misconduct (eg, plagiarism); checking marks for consistency (part of during-delivery moderation).

Consultation: Reacting to student questions and other requests.

Inclusions: Moderating chatrooms and forums; replying to student emails and phone calls; talking to students before/after class; processing special consideration or in-session exemption requests; dealing with plagiarism allegations.

Analysis: Examining how the offering is going or reflecting on how it went.

Inclusions: Examination of the effectiveness of the moderation process (post-delivery moderation); checking grade distributions (post-delivery moderation); checking the consistency of marking (moderation during delivery); reviewing evaluations; writing grade distribution reports.

Travel: Travelling needed to deliver the offering.

Inclusions: Field visits, travelling to another campus to teach.

Supervision: Supervising students, typically for a thesis/dissertation or on a placement.

Inclusions: Marking a supervisee's work; meeting with a supervisee; providing written feedback on a supervisee's work; reading a supervisee's work; supervising a placement student.

Development: Creating or modifying content or resources of the subject that is being offered.

Inclusions: Includes non-routine pre-delivery and mid-delivery tasks that develop the content of the subject. Creating a study guide; creating online resources (eg, voice over PowerPoint slides, modules); creation of a new subject; major updates to the content of a subject; modifying an internal offering for distance delivery (and vice versa) ;performing a major pre-delivery moderation revision of content (on an existing subject).

Other: An activity not covered by another work type.

Inclusions: Attending group moderation meetings (pre, during and post moderation); teaching into a short course (not listed on the SAL).

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CRICOS Provider Numbers for Charles Sturt University are 00005F (NSW), 01947G (VIC) and 02960B (ACT). ABN: 83 878 708 551