

User Guide

Viewing and Accepting Casual Academic Work Online via Casual Academics @ CSU



1. **Login** to the Casual Academics @ CSU portal. You can access the portal from the following link:
<https://apps.csu.edu.au/awms/candidateAccount/>

Charles Sturt University Casual Academics @ CSU

Register as a Casual Academic

Thank you for your interest in working with Charles Sturt University (CSU) as a casual/sessional academic.

CSU employs casual/sessional academics each year to assist us in providing quality learning experiences and outcomes for our students. As a University that has embraced on-line learning, our workforce is increasingly required to work with a range of technology tools for example, paperless marking and online meeting and collaboration spaces. This is particularly important because our campuses and students are located across Australia and internationally.

In most cases casual academic staff are employed to undertake lectures, tutorials and marking. If you are passionate about helping students to achieve, are qualified at AQF Level 8 or above, comfortable working with a range of tools and prepared to work ad-hoc hours then we would encourage you to register your interest. You only need to register once, even if you are interested in working across multiple schools or disciplines.

If you are experiencing difficulties submitting your application via our online system please contact the Division of Human Resources for assistance.

How do I register my interest?

To lodge an expression of interest to work as a casual/sessional academic with us, you must complete the online registration process. You will be asked to provide us with a range of personal details and upload your CV, relevant qualifications, professional registration and other associated documents. We recommend you scan all documents to be uploaded prior to commencing the registration process. You will also be asked to submit details of referees.

Registering your interest does not guarantee that an offer of employment will be made. Your application will be considered and assessed for suitability within 6 weeks of submission and you will be notified of the outcome. Sessional staff must hold an Australian bank account to work for CSU.

How will my personal information and details be handled?

Your application will be treated with utmost respect and confidentiality and will be managed in accordance with the University's Privacy Management Plan and standard recruitment processes. Your details will only be available to members of our Human Resources team and the Academic and Professional staff within the relevant Faculty assessing your application. If you receive an offer of employment, your personal information will be used for routine appointment processes. Where an offer is not made within 12 months of determination of eligibility, your personal details and documents will be securely destroyed.

Who can I talk to if I need help?

Contact the HR Service Centre by email at hr@csu.edu.au or by phone on 02 6338 4884.

Get started Log in to continue / update your registration

2. Enter the email address that your offer of work was sent to and password if you know it. If you have forgotten or don't believe you have a password, simply click on *Forgot your password?*, enter your email address and you will be sent an email with a link to set a new one.

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Continue or update registration

Log in to your registration form

Email address

Password

[Forgot your password?](#) [New Users Register Here](#)

3. Once in the portal, the home page will provide a summary of any new work on offer from CSU that you have to review and action. Click on **Action** to view more details and action the work.

Charles Sturt University Casual Academics @ CSU

Home

My Profile

My Work

School of Humanities and Social Sciences

School of Information Studies

Hello Ellen,
Welcome to Casual Academics @ CSU.
Use the navigation menu to edit your details or to view and action offered work items.

The below work items are pending your action.

School	Work Item	Work Type	Sub Type	Units (Hours)	Action
School of Humanities and Social Sciences	Media and Culture (CLT209_201760_B.D)	Contact	Tutorial (2hr prep)	14 (42 hrs)	Action
School of Humanities and Social Sciences	Media and Culture (CLT209_201760_B.D)	Marking	Standard	150 (150 hrs)	Action

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4. Take note at the top of the screen to see if you have been offered work over multiple years or positions. You can select the drop downs to move between years and positions.

You can see in the example below that there is only one piece of work to action for this year and position for this school. However, on the previous screen it showed two pieces of work on offer. In these cases you need to action the two different jobs separately.

5. Click on **Review My Terms of Employment** to download a PDF version of your contract. Then click **Accept**, click on the tick box to **accept the terms and conditions of employment** and click **Submit**.

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6. You will see that the item now has a status of **Agreed**.

Schedule of Work

Name: Ellen Orange School / Section: School of Humanities and Social Sciences

Offer Reference Number: 17103378 Responsible to: Head of School (or nominee)

Position Number: 626230 Location: Bathurst

Employment Status: Casual

Relevant Dates From: 30/06/2017 To: 06/11/2017

Work Item	Work Type	Sub Type	Units (Hours)	Payment Code	Rate per Unit	Amount	Details	Acceptance
Media and Culture (CLT209_201760_B_D)	Contact	Tutorial (2hr prep)	14 (42 hrs)	AX200	\$130.65	\$1,829.10		Agreed
Total						\$1,829.10		

7. If, rather than accepting the work, you decide to Query or Decline the work, simply click the relevant button. You will then be presented with a text box to type a simple query or reason for declining. You still need to accept or decline the terms of employment and submit. This will then send a notification to the relevant person in the school. If the work is queried but is found to be correct when reviewed, it will come back to the portal as a new item of work. Otherwise the work item will be revised and come back as a new item of work.

Schedule of Work

Name: Ellen Orange School / Section: School of Humanities and Social Sciences

Offer Reference Number: 17103379 Responsible to: Head of School (or nominee)

Position Number: 626240 Location: Bathurst

Employment Status: Casual

Relevant Dates From: 30/06/2017 To: 31/12/2017

Work Item	Work Type	Sub Type	Units (Hours)	Payment Code	Rate per Unit	Amount	Details	Acceptance
Media and Culture (CLT209_201760_B_D)	Marking	Standard	150 (150 hrs)	AX150	\$43.50	\$6,525.00		<input type="radio"/> Accept <input type="radio"/> Query <input checked="" type="radio"/> Decline
Total						\$6,525.00		

Not available

What is the Payment Code?
What are unit and hours?
How do relevant dates work?

I acknowledge that I have read and fully understand the information set out above. I also acknowledge that notwithstanding anything contained in these terms and conditions of employment, there shall be no expectation of the renewal or extension of this offer. I further acknowledge that this offer supersedes all prior discussion and communications and together with the Schedule of Work represents the entire terms of the appointment.

I confirm that the documents provided by me at registration are copies of my original qualifications and registrations.

I accept the abovementioned offer and conditions as set out in this Contract and/or Schedule of Work.

I decline this offer or amendment to my Schedule of Work.

Submit

8. Casual Academic work often needs to be amended due to fluctuating student numbers – particularly past census date. If work that you have agreed to is subsequently modified or deleted you will see this in the portal as follows:

Schedule of Work

Name: Ellen Orange School / Section: School of Humanities and Social Sciences

Offer Reference Number: 17103379 Responsible to: Head of School (or nominee)

Position Number: 626240 Location: Bathurst

Employment Status: Casual

Relevant Dates From: 30/06/2017 To: 31/12/2017

Work Item	Work Type	Sub Type	Units (Hours)	Payment Code	Rate per Unit	Amount	Details	Acceptance
Media and Culture (CLT209_201760_B_D)	Marking	Standard	90 (90 hrs)	AX150	\$43.50	\$3,915.00	Student numbers reduced past census	Agreed
Total						\$3,915.00		

What is the Payment Code?
What are unit and hours?
How do relevant dates work?