Procedure: Sessional academic conditions

Purpose
This procedure encapsulates Enterprise Agreement provisions pertaining to sessional academic staff.

Procedure
1. The University acknowledges the contribution that sessional academic staff make to the success of the University. The conditions for sessional academic staff are provided for in the ANU Enterprise Agreement.
2. A sessional academic (casual) appointment is one where the employee is not appointed on an ongoing basis and is normally required to work an irregular pattern of hours on an intermittent or irregular basis.
3. An essential feature of a sessional academic appointment is that there is no expectation of continuity of employment and the appointment may be terminated by providing 1 hour’s notice.
4. The sessional academic staff member's rate includes a casual loading of 25% in lieu of all paid leave entitlements, including long service leave.
5. Sessional academic staff are not entitled to incremental progression but a Teaching Experience Payment under clause 14 and 15 of this procedure may be payable.
6. Sessional academic staff are not entitled to redundancy or severance payments.
7. A sessional academic staff member will not normally be engaged by the University for lectures, tutorials or demonstrations for 60% or more of the time of teaching contact hours expected of a full time staff member of similar designation within the academic organisational unit.

Responsibilities of sessional academic staff
8. Sessional academic staff employed for lecturing, demonstrating and tutoring will:
   - not be responsible for the engagement of other staff;
- not be required to engage in research duties (for the purpose of this clause preparation for teaching and course/subject development is not regarded as research);
- only be involved in administration to the extent that is necessary to support their primary teaching related function;
- not be responsible for the supervision of other staff;
- not have sole academic or decision making responsibility for the development of an on-line teaching and learning course; and
- be paid at the rates specified in the ANU Enterprise Agreement. (Sessional academic staff salary rates), which include the loading specified in clause 4 above.

**Sessional academic salary rates**

9. Sessional academic staff will be paid at the sessional rates in the ANU Enterprise Agreement derived from the following formula:

- relevant full time salary divided by 52 divided by 37.5 multiplied by hours multiplied by loading of 25%.

10. A sessional rate is not an hourly rate for all time worked but rather a rate struck for the purpose of completing particular activities associated with the delivery of a Lecture/Tutorial/Musical Accompanying/Pre-tertiary Music Tuition, regardless of the actual time the sessional academic takes to complete the full range of activities associated with the session in accordance with the following.

11. The sessional rate of pay for lecturing or tutoring will encompass the following activities in addition to the delivery of lectures and/or tutorials:

- preparing of lectures or tutorials;
- up to 30 minutes for each hour of teaching for contemporaneous marking for the students for whom the sessional staff member is responsible;
- administration of relevant records of students for whom the sessional staff member is responsible;
- consultation with students involving face to face and email consultation prior to and following a lecture or tutorial; and
- attendance at meetings specifically for the purpose of assisting the sessional staff member to prepare for their lecture or tutorial and which are intended as a substitute for preparation that the staff member would have otherwise had to undertake.
12. "Contemporaneous marking" means marking that is consequential to, or originates from assignments, work or exams set within a given lecture, tutorial or demonstration but does not include marking of subject or course wide examinations, essays or other assessment tasks.

13. A sessional academic staff member will be paid within 22 days of submitting a valid and completed claim for payment to the appropriate departmental representative of the University.

Superannuation

14. Sessional academic staff earning in excess of $450/month will receive the minimum Superannuation Guarantee rate and do not have access to the rates for ongoing staff. Sessional academic staff earning less than $450/month are not entitled to any superannuation payments.

Teaching Experience Payment

15. A sessional academic staff member will be entitled to a Teaching Experience payment at the next highest salary point in the salary range where the staff member:
   a. has been employed doing substantially similar work, normally in excess of four semesters,
   b. has acquired the skills, experience and knowledge that has resulted in an improved student experience during this time, and
   c. demonstrates ongoing satisfactory performance, including satisfactory student assessments where relevant.

16. Sessional staff meeting all the criteria for payment above should seek their supervisor's certification and delegate's approval using the Salary Increment Form ensuring that a statement is attached identifying how their experience has resulted in improved student experience.

17. The Teaching Experience payment will be subject to the conditions in 15(b) and (c) above being maintained.

Reasonable access to facilities

18. Where practical, sessional academic staff will be provided with reasonable access, commensurate with available resources, to University facilities to enable them to perform University work. These include access to the library, email and internet, a working space, and out-of-hours access to the office as appropriate.
Involvement in relevant academic activities

19. The University supports the reasonable inclusion of sessional academic staff in the relevant activities of the University in terms of attending staff meetings and other related academic activities. If attendance at staff meetings and other related academic activities is required the staff member will be paid the hourly rate specified in ANU Enterprise Agreement.

Access to ongoing employment

20. The University supports assisting suitability qualified sessional academic staff to obtain either part–time or fulltime employment within the University where suitable vacancies arise. Existing sessional staff employed at the time of advertisement of a vacancy in the University will be eligible to apply for such vacancies. Due consideration of the contribution and experience of suitably qualified sessional staff will be given by selection panels when assessing applications for such ongoing fulltime and part time positions.

21. Due consideration would not mean giving preference to sessional staff with lesser claims to the selection criteria for the position.

Lecturing

22. For the purposes of this procedure the term ‘lecture' means any education delivery described as a lecture in a course or unit outline, or in an official timetable issued by the University.

23. A sessional academic required to deliver a lecture (or equivalent delivery through face–to–face teaching mode) of a specified duration and relatedly provide direct associated non–contact duties in the nature of preparation, reasonably contemporaneous marking and student consultation will be paid at a rate for each hour of lecture delivered, in accordance with the prevailing rates in the ANU Enterprise Agreement:

<table>
<thead>
<tr>
<th>Lecture type</th>
<th>Sessional payment for each hour of lecture delivered (from 27/11/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic lecture – 1 hour of delivery and 2 hours associated working time (rate based on Level B2).</td>
<td>$143.17</td>
</tr>
<tr>
<td>Developed lecture – 1 hour of delivery and 3</td>
<td>$190.89</td>
</tr>
</tbody>
</table>
hours associated working time (rate based on Level B2).

| Specialised lecture – 1 hour of delivery and 4 hours associated working time (rate based on Level B2). | $238.61 |
| Repeat lecture – 1 hour of delivery and 1 hour associated working time (rate based on Level B2). | $95.44 |

2. The sessional rate in a repeat lecture applies to a second or subsequent delivery of substantially the same lecture in the same subject matter within a period of 7 days, and any marking and student consultation reasonably contemporaneous with it.

3. For the purposes of above table the following definitions apply:
   - Basic lecture rate: Paid where the lecturer is provided with the course outline and lecture notes. The rate also includes preparation and student consultation.
   - Developed lecture rate: Paid where the lecturer assumes significant responsibility for planning and developing a course, unit or subject, or a large part of a unit as well as lecturing, or where a lecture or small group of lectures calls for special expertise. This rate is also paid where the staff member has responsibility for coordination of a course or unit.
   - Specialised lecture rate: Paid to a distinguished visiting scholar for a single lecture or for each lecture in a small group of lectures and for specialised lectures by experts in a field of study.
   - Repeat lecture rate: As additional major preparation is not assumed to be required, the repeat lecture rate provides for two hours of work. Minor modification and student engagement and consultation is still required.

**Tutoring**

4. For the purposes of this procedure the term ‘tutorial’ means any education delivery described as a tutorial in a course in an official timetable issued by the University.

5. A sessional academic required to deliver or present a tutorial (or equivalent delivery through other than face-to-face teaching mode) of a specified duration
and relatedly provide directly associated non-contact duties in the nature of preparation, reasonably contemporaneous marking and student consultation, will be paid at a rate for each hour of tutorial delivered or presented, in accordance with the prevailing rates in the ANU Enterprise Agreement.

<table>
<thead>
<tr>
<th>Type of tutorial</th>
<th>Sessional payment for each hour of tutorial delivered (from 27/11/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial – 1 hour of delivery and 2 hours associated working time (rate based on Level A2).</td>
<td>$103.72</td>
</tr>
<tr>
<td>Tutorial, where the staff member possesses a relevant doctoral qualification or whose duties include full subject coordination (rate based on Level A6).</td>
<td>$122.95</td>
</tr>
<tr>
<td>Repeat tutorial – 1 hour of delivery and 1 hour associated working time (rate based on Level A6).</td>
<td>$69.15</td>
</tr>
<tr>
<td>Repeat tutorial, where the staff member possesses a relevant doctoral qualification or whose duties include full subject coordination (rate based on Level A6).</td>
<td>$81.96</td>
</tr>
</tbody>
</table>

2. The sessional rate in a repeat tutorial applies to a second or subsequent delivery of substantially the same tutorial in the same subject matter within a period of seven days and any marking and student consultation reasonably contemporaneous with it.

3. In considering tutorial size, each area will consider the staff – student ratio to ensure that the quality of the educational experience for students does not diminish.

Musical accompanying with special educational services

4. For the purposes of this procedure, the term ‘musical accompanying with special educational service' means the provision of musical accompaniment to one or more students or staff in the course of teaching by another member of the academic staff in circumstances where the accompanist deploys educational
expertise in repertoire development or expression for student concert or examination purposes, but does not include concert accompanying, vocal coaching or musical directing.

5. For musical accompanying, the part-time (non-fractional) employee will be paid for each hour of accompanying as well as for one hour of preparation time for each hour of accompanying delivered:

<table>
<thead>
<tr>
<th>Type of musical accompaniment</th>
<th>Sessional payment for each hour of musical accompanying (from 27/11/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musical accompanying – 1 hour of delivery and 1 hour of preparation time (rate based on Level A2).</td>
<td>$69.15</td>
</tr>
<tr>
<td>Musical accompanying, where the staff member possesses a relevant doctoral qualification or whose duties include full course coordination (rate based on Level A6).</td>
<td>$81.96</td>
</tr>
</tbody>
</table>

Pre-tertiary music tuition

6. For the purposes of this sub-clause, the term ‘pre-tertiary music tuition’ means the provision of musical tuition to one or more participants who are students at a primary or secondary school (that is, up to the completion of a Higher School Certificate or equivalent).

<table>
<thead>
<tr>
<th>Tuition type</th>
<th>Sessional payment for each hour of pre-tertiary music tuition delivered (from 27/11/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-tertiary music tuition – 1 hour of delivery and 1 hour associated working time (rate based on Level A2).</td>
<td>$69.15</td>
</tr>
</tbody>
</table>

Marking

7. All marking other than that referred to in clauses 17 and 22 above will be paid according to the following table, for all time worked.
<table>
<thead>
<tr>
<th>Type of marking</th>
<th>Payment per hour of marking (from 27/11/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard marking (rate based on Level A2).</td>
<td>$34.57</td>
</tr>
<tr>
<td>Standard marking, where the staff member possesses a relevant doctoral qualification or whose duties include full course coordination (rate based on level A6).</td>
<td>$40.98</td>
</tr>
<tr>
<td>Complex marking as a supervising examiner, or marking requiring a significant exercise of academic judgement appropriate to a staff member at Level B status (rate based on Level B2).</td>
<td>$47.72</td>
</tr>
</tbody>
</table>

2. For the purposes of this procedure the following definitions apply:
   - standard marking is non contemporaneous marking that does not require a significant exercise of academic judgement such as where the marker is able to determine the correct answer by application of a marking template or where general commentary or feedback on a written piece of work is provided.
   - complex marking is non contemporaneous marking that does require the significant exercise of academic judgement where for example detailed feedback and comments on complex assignments or examination papers and/or large body of work such as a thesis is required.

3. As indicated above, "Contemporaneous marking" means, marking that is consequential to, or originates from assignments, work or exams set within a given lecture, tutorial or demonstration but does not include marking of subject or course wide examinations, essays or other assessment tasks.

4. In assessing the time allowed for marking beyond the contemporaneous marking completed as part of the lecturing and tutorial rate of pay, consideration should be taken of the time taken to undertake the marking based on the complexity of the marking in the context of the academic discipline involved.

5. Faculties, schools or departments should, if possible, seek to identify the
nature and complexity of marking that is required for major pieces of work within their area and how the marking time may be calculated. As an indicative guide marking a standard essay in social sciences and the humanities should be calculated on the basis of 20 minutes for each 1,000 words, or longer for papers that include complex formulae, graphs or similar material.

Performance sessions – principal players

6. For the purposes of this procedure the term ‘conduct performance sessions as a principal player’ means the provision of performance tuition, usually in a one–on–one situation with a performance student in circumstances where the sessional academic staff member is formally designated as a ‘principal player’ by the Dean, School of Music.

7. A sessional academic required to conduct performance sessions as a principal player of a specified duration and relatedly provide directly associated non–contact duties in the nature of preparation, reasonably contemporaneous marking and student consultation, will be paid at a rate for each hour of performance session delivered or presented, according to the following table.

8. All other performance tuition carried out by sessional academic staff will be remunerated in accordance with Clause 25–28 ‘Tutoring’ above or Clause 41 ‘Other required academic activity’ below.

<table>
<thead>
<tr>
<th>Type of performance session principal players</th>
<th>Sessional payment for each hour of tutorial delivered (from 27/11/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Session – 1 hour of delivery and 2 hours associated working time (rate based on Level A6).</td>
<td>$122.95</td>
</tr>
<tr>
<td>Repeat performance Session – 1 hour of delivery and 1 hour associated working time (rate based on Level A6).</td>
<td>$81.96</td>
</tr>
</tbody>
</table>

Aboriginal Tutorial Assistance Scheme (ATAS) tutoring

9. For the purpose of this procedure ‘Aboriginal Tutorial Assistance Scheme tutoring’ means the provision of tutorial assistance within the ATAS Scheme as defined by that scheme and as administered by the Tjabal Centre.
<table>
<thead>
<tr>
<th>Type of ATAS tutoring</th>
<th>Sessional payment for each hour of tutorial delivered (from 27/11/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Tutorial – 1 hour of delivery and 2 hours associated working time (rate based on A2).</td>
<td>$103.72</td>
</tr>
<tr>
<td>Individual Student Tutorial – 1 hour of delivery and 1 hour associated working time (rate based on A2).</td>
<td>$69.15</td>
</tr>
</tbody>
</table>

**Other required academic activity**

10. For the purposes of this procedure ‘other required academic activity' will be paid at the rates listed in the following table and include work required by the University and of the following nature:

- the conduct of practical classes, demonstrations, workshops, student field excursions;
- the conduct of clinical sessions;
- the conduct of performance and visual art studio sessions;
- musical coaching, repetiteurship, and musical accompanying other than with special educational service;
- development of teaching and subject materials such as preparation of subject guides and reading lists and basic activities associated with subject coordination;
- consultation with students;
- attendance at departmental and/or faculty meetings if required; and,
- directed to attend at lectures and other teaching activities.

11. The above list is not intended to be exhaustive, but is provided by way of examples and guidance.

<table>
<thead>
<tr>
<th>Type of other activity</th>
<th>Rate per hour of activity delivered (from 27/11/2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other required activity, as defined (rate based on A2).</td>
<td>$34.57</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Other required activity, as defined, where the staff member possesses a relevant doctoral qualification or whose duties include full subject coordination (rate based on Level A6).</td>
<td>$40.98</td>
</tr>
</tbody>
</table>