Administration Procedures

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Administration Procedures

ADMINISTRATION

There are a number of administration staff within the School with various roles that are important to tutors. These staff members are very busy with their allotted tasks so tutors are recommended to seek advice from the correct person where possible. The following officers should be consulted for help with the listed problems:

- **Initial appointment of tutors**: Senior Finance Officer [9-337]
- **Pay claims, pay queries, time sheets**: Senior Finance Officer [9-337]
- **IT Advice**: email help@its.uq.edu.au
- **Photocopying and consulting room bookings**: Reception staff [School of Social Science Reception - 9-343]
- **Borrowing of equipment**: Reception staff [School of Social Science Reception - 9-343]
- **Data projector/Notebook computer**: Student Administration Assistant [09-343]
- **SI-Net (class lists, sign-on assistance)**: Student Administration Assistant [School of Social Science Reception - 9-343]
- **Course information- Course Profiles, course handouts, class lists, mark sheets, etc**: Course Coordinator
- **Induction into Archaeology laboratory/ Queries regarding Archaeology laboratory material or equipment**: Laboratory Technician [9-336]

TUTORING IN THE SCHOOL

Tutors are appointed as part-time, casual academic staff, on a semester basis for specific class contact hours and related duties.

Please note that it is a requirement that all tutors in this school must have completed tutor training. Evidence of this training is required when registering as a tutor. The School Manager may approve a new tutor to undertake the tutor training concurrent with their 1st semester of tutoring. The Faculty of HASS is responsible for the Tutor Training program. The Faculty provides three generic training sessions and while it is compulsory for new tutors to attend the first two of these sessions, tutors are strongly advised to attend ALL sessions. Tutors are paid by
the School for their attendance.

Information is available at https://hass.uq.edu.au/. For further information regarding tutoring at the University of Queensland http://www.uq.edu.au/tutors/

RESOURCES AVAILABLE

Photocopying

Photocopiers are located on the level 3 and 4 of the Michie building near the postgraduate open plan areas.

Photocopying required for tutorials is the responsibility of the relevant Course Coordinator.

Space

Tutors can book a meeting room for their consultation times via School of Social Science Reception – room 343. Bookings can be made on a semester basis, if required. Tutors should not hold consultation sessions in shared postgraduate open plan space.

Use of Laptop

Wireless internet is available in the Michie Building.

Correspondence, Mail, Messages

Course coordinators can leave information for their respective tutors in the 'To Be Collected' tray in Reception. The tray can also be used for students to leave items for their tutors. It is the responsibility of the course coordinator or student to make sure that the item is clearly labelled with the tutor’s name and course code, and to alert them that they have an item to be collected.

All hardcopy assignments should be placed in the assignment box next to Reception by 2:00pm on the due date.

It is now a requirement for students to use Turn-it-in for assignment submissions (excluding some assessment items, such as posters, videos and journals). Please check the ECP or with the Course Coordinator for details of assessment submission relevant to your course. More information is provided below under: Duties of Tutors, Submission of Student Assignments.

Textbooks

If textbooks are to be borrowed from the school, this should be arranged through the
SIGNING ON PROCEDURES

Prior to the semester the School will send an email to all postgraduate students to call for expressions of interest in tutoring/casual academic work in the coming semester. Students will need to nominate themselves each semester as the School will not hold details on file for future semesters. Expressions of interest will be considered by the Head of School and if accepted added to a list of eligible tutors held in the School. Course coordinators will be invited to nominate tutors from those on the list of approved applicants. Appointments can only be made by the Head of School so expressions of interest, discussions with course coordinators or recommendations by the Course Coordinator are not a guarantee of work. Prospective tutors should take no further action until the appointment is actually made.

Once the appointment has been made by the Head of School, the Course Coordinator should discuss with the prospective tutor exactly what will be expected in terms of tutoring hours and preparation, marking and meetings, consultation and administration.

The details of the range of duties, hours to be worked, the semester weeks involved and the other relevant matters are then passed onto the Senior Finance Officer who is responsible for ensuring that each tutor is correctly signed up for their employment and that the employment pattern fits the allocated budget.

First time tutors are required to complete the following three forms and also provide proof of identity (passport or Australian birth certificate) and visa details if applicable.

Casual Appointment for Timekeeper (Appendix B)
Tax Declaration Form (if not previously completed)
Bank Details Form (Appendix C) (if not previously completed or if any changes since last appointment)

Once their appointment has been approved and established, the tutor will receive a Offer of Appointment letter from the Faculty via email stating the details of their appointment. Every effort will be made to ensure that appointments are approved and established prior to commencement of tutorials but tutors should note that all casual staff appointments must be approved and processed at Faculty level, and this can, on occasions, involve delays. Please discuss with the Senior Finance Officer any concerns you have regarding your appointment and/or contract of employment. You will also
Administration Procedures

Receive an email from one of the Finance Officers asking you to complete relevant appointment forms and return them as soon as possible for processing. You will need to collect a Tax Declaration Form if you have not completed one already. The Senior Finance Officer will also send an email outlining the duties and number of hours for your appointment. You should check this carefully and advise the Senior Finance Officer ASAP if you have any queries.

CLAIMING PAYMENT

Casual salary claims for University of Queensland staff are processed on the submission of an electronic timesheet via TimeKeeper (MyAurion). You will need to use the username and password as provided by ITS (once your appointment has been processed). Instructions on how to complete your timesheet are available once you login to MyAurion [http://myaurion.hr.uq.edu.au/](http://myaurion.hr.uq.edu.au/)

The electronic timesheet is forwarded to one of the Finance Officers on completion of work each fortnight. Please refer to TimeKeeper casual employee instructions for assistance. Timesheets need to be submitted by 5pm on Tuesdays of non-pay weeks.

Pay periods (fortnights) are marked on the UQ calendar with a *.* Any queries relating to payments should be addressed to the Finance Team at [Finance.transactions@hass.uq.edu.au](mailto:Finance.transactions@hass.uq.edu.au). Salaries section **DO NOT** handle pay enquiries directly. The 2017 Casual Pay cut-off dates are attached for your reference.

EMPLOYMENT CONDITIONS FOR CASUAL TUTORS

All University staff members work according to established industrial [awards and enterprise agreements](http://www.uq.edu.au/hr/about/employee-relations/labour-relations) specifying employment conditions and entitlements including salary, allowances, superannuation and leave.

Sick Leave and Recreation Leave

Casual tutors are paid a loading so are not entitled to sick leave or recreation leave. If a tutorial is usually scheduled on the day of a public holiday, the tutor will not be paid unless the class is rescheduled by the Course Coordinator to be conducted on another day.
Superannuation

We recommend you contact the superannuation officer at the University to clarify your eligibility for employer-funded superannuation benefits. The Superannuation Officer can be reached on extension 53444 or by email: super@uq.edu.au. Superannuation information for current staff can be found here: http://www.uq.edu.au/current-staff/superannuation

Insurance

The Personal Accident Insurance Scheme provides cover for full and part-time employees in the performance of their duties. The benefits payable under this scheme are in addition to any benefit payable under the Workers Compensation Act. Staff are automatically covered for travel insurance when travelling on university business. Ask the School Manager for further details if required.

The University of Queensland Code of Conduct

The code of conduct applies to all officers and employees of the University, whether full-time, part-time or casual appointees and to members of the University Senate. It is essential you familiarise yourself with the code, as it is a guide to the conduct of staff performing their duties in the collegial environment of the University. There are five fundamental ethical principles enshrined in the Public Sector Ethics Act 1994, from which the ethical obligations contained in the University’s code of conduct are derived.

They are:

♦ respect for the law and system of government (including University governance);
♦ respect for persons;
♦ integrity;
♦ diligence; and
♦ economy and efficiency.

To access and read The University of Queensland Code of Conduct, go to https://ppl.app.uq.edu.au/content/1.50.01-code-conduct.

Union Membership

The National Tertiary Education Union (NTEU) covers approximately 25,000 academic and general staff in tertiary education, most of them employed in universities. If you are employed in a university on a casual or part-time basis (even if it is only for an hour a week), the NTEU is your union and can provide you with industrial advice and support as well as a range of other services. Contact the Executive Officer of the NTEU on 3365 2538, or Dr Kristen Lyons on 3365 2020 for further details.
Rates of Pay

A current schedule of Casual Academic Staff Salaries including Tutors (1 January 2017) regularly updated on the UQ website at:

Casual tutors should note that the pay rate for an original tutorial is made up of 1 hour delivery and 2 hours associated working time. The associated time is usually made up of preparation, consultation, contemporaneous marking and possibly other small duties related directly to the tutorial.

The pay rate for a repeat tutorial (in the same course within a period of 7 days), is made up of 1 hour delivery and 1 hour associated working time (allowing less time for preparation).

The guidelines to determine contemporaneous marking from The University of Queensland Enterprise Agreement 2014 – 2017 are:

The marking included and paid for as part of the standard casual tutorial payment only covers the marking of assessment such as laboratory tests, tutorial presentations or assignments, etc. which have arisen from the tutorial session, are directly associated with it and marked within a week of the session or (if tutorials are not held weekly) before the next regular timetabled tutorial session in the course schedule. Such marking will not exceed the associated working time for the relevant tutorial, allowing also (where relevant) reasonable time for student consultation and preparation.

Online induction modules

UQ requires all staff to undertake the following mandatory online training Unless indicated otherwise, these modules are accessed via Blackboard (Learn.UQ):
https://learn.uq.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_11416_1&content_id=_192817_1&mode=reset.

Please complete the following modules (once-only unless indicated otherwise) and return the certificates to the Senior Finance Officer [room 337].
- General Workplace Safety Induction
- EO Online Equity and Diversity Training (Module 1)
  https://www.uq.edu.au/equity/content/eo-online.
- Privacy at UQ
- Code of Conduct Training (every 2 years)
- Annual Fire Safety Training (every year)
Before undertaking any work or gaining access to the Archaeology laboratory you are required to have completed a laboratory induction with the Laboratory Technician.[room 336].

DUTIES OF TUTORS

Tutors should discuss with the Course coordinator the particular duties involved in the conduct of tutorials and associated work, as well as any other required academic activities.

Some of the preparation and follow-up duties expected of a tutor could be:

Course-based Administrative Tasks -

In general, these are the responsibility of the Course coordinator. Tutors must keep appropriate records of student participation at tutorials and results of student assessment.

Photocopying of class handouts should be organised through the Course Coordinator with large photocopying tasks being undertaken by the administration staff in Reception.

Submission of Student Assignments –

Information on assignment submission is added to each ECP – this information may vary slightly from course to course, so please check the ECP relevant to your course or with the Course coordinator to confirm the assessment submission process. For example, for assignments where Turnitin submission is required the following instructions will usually be included in the ECP:

Your assignment must be submitted via turnitin on blackboard. To submit your assignment electronically log in to http://learn.uq.edu.au/ with your UQ username and password, then click on ANTH1008>>Assessment>>Assignments, and use the appropriate assignment submission link for each piece of assessment. No e-mailed submissions will be accepted.

By uploading your assignment via Turnitin, you are certifying that the work you submit is your own work except where correctly attributed to another source. Do not submit your assignment if it contains any work that is not your own. You will need to keep the e-mail that is sent to you after you have submitted your assignment as proof of submission. Please note that on the preview page, your assignment will be shown...
Administration Procedures

without formatting. Your assignment will retain formatting and your coordinator/tutor will be able to see formatted assignments. Once you have submitted your assignment you are able to go back and view your submission with the correct formatting.

You will be required to keep evidence that your assignment has been submitted by keeping the e-mail that is sent through to you by Turnitin. If you are unable to submit your assignment by the due date, you need to apply for an extension as set out in section 5.3.

Return of Student Assignments -

The ECP may request that students submit a hardcopy assignment in addition to Turnitin submission. For assignments submitted via hardcopy, students are required to generate and print a cover sheet via:
http://assignments.soe.uq.edu.au/StudentsLogin.asp. Students must attach this cover sheet to all written assignments and hand in to the assignment box at Reception, Level 3, Michie Building. Teaching staff (including casual tutors) should arrange for marked student assignments to be returned during class periods or collected from the Course coordinator.

The School encourages return of assignments to students during tutorial/class sessions. However, by prior arrangement, assignments can be left at the administration office for collection by students. Assignments are destroyed by administration staff one year after the end of the relevant teaching period. This is usually July for Semester 1, December for Semester 2 and March for Summer Semester. In-class quizzes or exams should not be left in Reception for perusal by students for security reasons.

Boxes of marked student assignments MUST NOT be left outside unattended offices; this is a UQ policy. Assignments can and have been stolen from unsupervised return boxes.

Other academic activities (in addition to tutorials and associated work) may include, among other things:

Marking other than routine tutorial (contemporaneous) marking –

Marking of major assignments, examination marking and other required academic activities, if included in your contract, are covered under separate, base rates of payment. Tutors should clarify at the commencement of employment what types and hours of marking are included in their contract.

Extensions -

Course coordinators will be aware of University policies and Faculty deadlines for submission of grades that determine procedures for extensions. Course coordinators
Administration Procedures

are responsible for stating in Course Profiles any particular procedures and conditions for extensions of time for submission of assessment items. The School has adopted a 5% deduction per calendar day policy for all assessment items submitted late (without approved extensions). The discretion of tutors in awarding extensions of time for submission of assessment will be limited. Course coordinators should maintain a register of extensions granted and hold appropriate documents for School records. Students are required to complete the Extension of Progressive Assessment Form available from myUQ: http://www.uq.edu.au/myadvisor/forms/exams/progressive-assessment-extension.pdf.

Tutors should be aware of University policies on disability and diversity (found in section 6 of the ECP).

Requests for Assessment Remark -

Occasionally students may seek further information regarding the marks given for an assignment if they believe the result does not reflect their performance. There is a university policy in place and also procedures to follow. Please refer to the PPL https://ppl.app.uq.edu.au/content/3.10.10-assessment-re-mark for guidelines on the policy, grounds for re-marking assessment, timing of re-marking requests and whether the request is submitted before the finalisation of results or after the finalisation of results. The Request for Assessment Re-mark form can be downloaded from the my.UQ website here http://www.uq.edu.au/myadvisor/forms/exams/remark-request.pdf.

Refer any students asking about the re-mark process to the Course Coordinator in the first instance. The form needs to be submitted to the Student Centre on campus for distributing to the relevant School/Faculty.

Initial Consultation with the Course Coordinator -

In your first meeting with the Course Coordinator you should seek to clarify what will be expected of you, and how you will work with the Course Coordinator and other tutors during the semester. Most course coordinators will arrange for an early meeting with all tutors involved in the course in attendance. Tutors' meetings are arranged throughout the semester to clarify the structure of tutorials, assessment procedures, timetables, etc, and the duties/input of tutors. Initial meetings also provide an opportunity for tutors to meet others in the teaching team and to form peer networks for support and mentoring during the semester.

Regular Course Meetings -

These are often organised for coordination and feedback, as a guide for tutors and for feedback to the Course Coordinator on the progress of the course and its students. Such meetings may also be organised for the purpose of assessment moderation.
Disability Plans -

Any student with a disability who may require alternative academic arrangements, including assessment, in the course/program is encouraged to seek advice at the commencement of the semester from a Disability Adviser at Student Services. Refer to the University policy, 1.70.08 Disability (http://ppl.app.uq.edu.au/content/1.70.08-disability), Disability Action Plan (2016-2018) (https://www.uq.edu.au/equity/filething/get/505/31215-Disability%20Action%20Plan%202016-2018.pdf) and to the policy on Arrangements for Reasonable Adjustments in Examinations for Students with a Disability (http://ppl.app.uq.edu.au/content/3.50.09-arrangements-reasonable-adjustments-examinations-students-disability)

The Course Coordinator will inform tutors as soon as they receive notice of a student with a Student Access Plan (Disability) to discuss the student’s requirements, and the tutor’s responsibilities with respect to the plan.

Lecture Attendance -

Tutors may attend the lectures but usually there is no obligation to do so and the School does not pay tutors to attend lectures.

Tutor Evaluations –

SETutor surveys are requested by Schools for their Tutors and may be administered via QR Codes or as direct emails to students. Schools will decide which system the School prefers to use for their Tutors. The School of Social Science utilises the QR code system.

A week before the surveys open you will receive an email for each survey ordered for you. The email/s will contain QR Codes. You will need to print the codes and distribute the codes to your students in the relevant tutorial/class. You can choose to cut the codes or simply pass the printed sheet around the class for students to scan then cross out.

More information about SETutors can be found on the ITaLI website: http://itali.uq.edu.au/content/student-evaluation-of-tutor-setutor

RESPONSIBILITY OF THE TUTOR

Within the broad guidelines of the Policies and Procedures of the University and the University of Queensland Enterprise Agreement 2014 - 2017, the specific roles and responsibilities of tutors are specified by course coordinators in relation to course requirements and course design, and they may vary across courses or among course coordinators. It is important that each tutor establishes the expectations of the School and the Course Coordinator from the start of their appointment.

Casual tutors are recognised as academic employees of the university and as such have
a duty of care for students. Tutors should be aware of the University’s policies on Teaching and Learning, including assessment policies, the Student Charter and related
Administration Procedures

matters. These are set out mainly in Sections 3 (Teaching and Learning: https://ppl.app.uq.edu.au/content/3.-teaching-and-learning) and 1.70 (Equity: https://ppl.app.uq.edu.au/content/1.70-equity-and-diversity) in the UQ Policies and Procedures Library (PPL).

Tutors will note that responsibilities specified under these policies rest primarily with the University as a whole, or with the Head of School or with course coordinators, at the School level. Nonetheless, a tutor is often the first member of staff who becomes aware of any student difficulties and so is required to be aware of the University's policies and procedures, especially with regard to disabilities, the requirements for inclusive teaching and learning, and assessment practices. If a tutor becomes aware of any student facing difficulties or having special needs, it is important to raise the matter with the Course Coordinator and/or advise the student to seek assistance from Student Services (http://www.uq.edu.au/student-services/) or the UQ Health Service (http://www.uq.edu.au/healthservice/), as appropriate.

Guidance on all tutoring and related matters should be sought from the Course Coordinator.

Student counselling and consultation -

Whilst this is not strictly part of a tutor's responsibility, because of the rapport that develops between the tutor and students, students see the tutor as a friend and advisor. From this develops the expectation for some student counselling. Tutors are not expected to adopt this role and are advised to refer students to either the Course Coordinator or Student Services (http://www.uq.edu.au/student-services/) for appropriate assistance.

Tutors should nominate a set time each week when they can be available for student consultations. Time spent in consultation should be negotiated with the course coordinator as part of the tutors teaching related duties.

Plagiarism -

The University Policy on plagiarism is clear and is noted in all ECPs. If a tutor becomes aware of plagiarism or behaviour that they believe may constitute plagiarism they must bring the matter to the attention of the Course Coordinator, immediately.

Students with a Disability -

Any student with a disability who may require alternative academic arrangements, including assessment, in the course/program is encouraged to seek advice at the commencement of the semester from a Disability Adviser at Student Services. Refer

Where an adjustment is made to an accredited program, it is the responsibility of the relevant Faculty to liaise with professional and registration bodies regarding the acceptability of the change/s.

Access to SI-Net –

Tutors will not be authorised to have staff access to student records (SI-Net). Any SI-Net information required by tutors in the course of their duties will be obtained, in accordance with relevant University policies, by the Course Coordinator.

First Aid -

The School's first aid kit is held in Room 336.

It is however, expected that serious accidents will be dealt with by the UQ Health Service who can be contacted on 3365 6210 (website: http://www.uq.edu.au/healthservice/).

A kit is taken with the classes at the ATARC.

IF AN AMBULANCE IS REQUIRED, CONTACT SECURITY ON 53333 (or 3365 3333 from external phone) AND THEY WILL ORGANISE AN AMBULANCE.

Fire -

Tutors should familiarise themselves with the location of the fire exits and fire extinguishers near the rooms in which they are conducting tutorials. When the fire alarm sounds appointed wardens for the building will manage an orderly evacuation of staff and students. It is the responsibility of all staff, including tutors, to advise students at the first tutorial of the procedures for evacuating the building in which the class is located. Notices providing relevant information appear in all teaching rooms and fire exits are clearly signed.

Anthropology/Archaeology Laboratory Safety Policy -

Archaeology and Anthropology tutors and students who may need to utilise the laboratories on Level 3 need to undertake an induction before gaining access. Contact the Laboratory Technician [room 336] for information, and to make access arrangements.
Security -

As with any large community, there are problems with theft. Please ensure that you and your students do not leave valuables lying around inviting theft.

Please "be aware" and report any suspicious activities, regardless of how trivial they may seem to UQ Security on extension 51234.

For evening security, the Security Section runs a shuttle bus service to assist staff and students to move safely around the campus ([https://www.pf.uq.edu.au/unisafe/bus.html](https://www.pf.uq.edu.au/unisafe/bus.html) Tutors may like to bring this to the attention of their students. University Escorts are also available to guide you to your car from 6:00 – 11:00pm. 1800 800 123 ([https://www.pf.uq.edu.au/unisafe/escorts.html](https://www.pf.uq.edu.au/unisafe/escorts.html)) A map displaying well-lit pathways is also available on the Unisafe website here: [https://www.pf.uq.edu.au/unisafe/paths.html](https://www.pf.uq.edu.au/unisafe/paths.html). Information on all of these services as well as general information about keeping safe on campus can be found on the Unisafe website here: [https://www.pf.uq.edu.au/unisafe/index.html](https://www.pf.uq.edu.au/unisafe/index.html).

Lost Property –

At the end of a tutorial session tutors should quickly scan the room for student property left behind, e.g. glasses, notebooks, expensive pens. Lost property should be taken to the Reception [9-343] for taking to Security (usually at the end of each month). In the case of valuable items such as phones/laptops/wallets these will be taken directly to Security by Reception staff.

Equipment Borrowing -

If equipment is required by students for a tutorial, the tutor should make the arrangements with Reception staff [room 343]. The tutor should collect and return the equipment to Reception afterward, ensuring that the return is recorded.
ROLE OF COORDINATING TUTOR

In larger classes extra funds may be provided for one tutor to shoulder the administrative organisation of the course, not the academic responsibilities. The following job description will apply:

The Coordinating Tutor's duties would probably be most intense in the first two and last two weeks of tutoring. They may be asked to start before tutoring begins and carry on some duties as late as the day the results are published. Coordinating tutors will be paid for their tutoring work in the normal way with extra duties paid for up to 20 hours over the semester at the Base Rate for the ‘Other Required Academic Activity’ (50a) category.

The duties that the Course Coordinator can ask the Coordinating Tutor to take on may vary from course to course but may include:

- Keeping track of marks*
- Photocopying and distributing handouts
- Organising and returning of assignments
- Coordinating other tutors for the course
- Booking rooms with assistance from the administration staff
- Extra consultations with students (for administrative matters only)
- Organising (not compiling nor usually administering) deferred exams
- Consultation with students after return of assignments
- Assisting with support for students on Student Access Plans (Disability)
- Preparing tutorial class lists
- Helping course coordinators with cross-checking grades before course coordinator submits them.
- Assisting Course Coordinator with student enquiries of an administrative nature (Course Coordinator handles enquiries of an academic nature such as lecture content queries).

* Keeping track of marks requires that the coordinating tutor should arrange to have a class list downloaded from SI-net to the course directory on the School's shared drive via the Course Coordinator. Final grade upload is a task completed by the Course Coordinator with the assistance of administration staff.

# Queries relating to tutorial content are normally handled by the student’s tutor. Course Coordinators may want to have an FAQ section on their Blackboard site, as a means to reduce the number of individual queries. Coordinating Tutors may assist Course Coordinators with the FAQs.
The University of Queensland
School of Social Science

Tutoring Opportunities
Casual Tutors should meet the following criteria:

**Essential:**
- tutors normally have a current enrolment at UQ as a postgraduate student, with priority given to School of Social Science students;
- must have completed the Faculty Tutor Training Program before commencement of appointment;
- knowledge and enthusiasm about the discipline area;
- knowledge of relevant methodological skills.

**Preferred:**
- an ability to work effectively with other members of the team working on the course;
- knowledge of the course structure and materials;
- evidence of previous tutoring ability.

Other than in exceptional circumstances no student enrolled as an undergraduate or Honours students may undertake tutoring in the School of Social Science.

**Selection Procedure**
Before the beginning of each semester, the School Manager or School Finance Officer will email all currently enrolled RHD students in the School with an expression of interest (EOI) form for the particular semester. Students wishing to be considered for casual tutoring and marking in that semester need to complete and return the form which will be considered by the Head of School. The list of EOI’s will be then be circulated to Academic Staff that have approved support for their courses.

Please note that the EOI is only held in the school for the particular semester it is submitted and are not held on file for future semesters. Interested students are required to submit a new EOI each semester when requested. This EOI and any discussions with or recommendations by course coordinators or other school staff are not a guarantee of work. Prospective tutors should take no further action until an appointment has been made.

**Forms and Links**
- Tutor Orientation Manual
- [Casual Employee Instructions for TimeKeeper](https://social-science.uq.edu.au/tutoring-opportunities)
- [Current and Forthcoming Pay Schedules](https://social-science.uq.edu.au/tutoring-opportunities)
- Tutoring Expression of Interest form
## PART A – STAFF MEMBER’S DETAILS

**Please complete this form and return to your Organisational Unit for processing.**

### PERSONAL DETAILS

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**Emergency Contact Details**

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</tr>
</tbody>
</table>

**Qualifications**

| State where & year each obtained: | |
|-----------------------------------| |
|                                   | |

☐ Yes ☐ No  Are you a current University Student?  Student No:  

### INDIGENOUS AUSTRALIAN STATUS – PLEASE SELECT ONE

- Neither Aboriginal nor Torres Strait Islander origin
- Aboriginal origin
- Aboriginal AND Torres Strait Islander origin
- Torres Strait Islander origin

I verify that the above information is true and accurate

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

In addition to this form, you must provide:

- ☐ Tax Declaration Form
- ☐ Salary Payment Form
- ☐ Proof of identification and/or work rights

Acceptable forms of identification are (original document or certified copy):

- An Australian Birth Certificate
- An Australian Passport
- International passport

*International passport holders will have work rights verified by HR.*

All forms are available on the UQ Current Staff website [www.uq.edu.au/current-staff/](http://www.uq.edu.au/current-staff/) under Forms and Guidelines.

Please return all forms to the Organisation Unit Finance/Administration Officer or Institute Human Resource Officer.

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1 UQ collects gender for a variety of purposes, including internal and mandatory external reporting to comply with legislative and other reporting requirements of the University. For more information about the use of and access to staff gender data, go to the [Gender Diversity site](http://www.uq.edu.au/genderdiversity).
METHOD OF SALARY PAYMENT

Surname

Given Name(s)

Organisation Unit School of Social Science

Employee No.

Date of Birth

A bank, building society or credit union that uses a Bank State Branch (B.S.B) number can be nominated for direct transfer of your net salary.

Please contact your bank for this information if necessary.

ONLY ONE BANK CAN BE NOMINATED

Name of Bank

Branch of Bank

Account Name

Bank State Branch (B.S.B) Number

Account Number

I hereby authorise you to pay my salary as indicated above.

………………………………………………………

Signed Date

Please return completed Forms to: FACULTY HR STAFF or SALARIES SECTION

Information collected is subject to the University’s Privacy Policy (http://www.uq.edu.au/privacy).
<table>
<thead>
<tr>
<th>Category</th>
<th>Workload</th>
<th>Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10. Lecturing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>(a) 1 hour delivery with 2 hours associated work time</td>
<td>$183.84</td>
</tr>
<tr>
<td>Developed</td>
<td>(b) 1 hour delivery with 3 hours associated work time</td>
<td>$245.12</td>
</tr>
<tr>
<td>Specialised</td>
<td>(c) 1 hour delivery with 4 hours associated work time</td>
<td>$306.39</td>
</tr>
<tr>
<td></td>
<td>(d) Distinguished person giving single lecture or small group of lectures.</td>
<td>$306.39</td>
</tr>
<tr>
<td>Repeat</td>
<td>(e) 1 hour delivery with 1 hour associated work time within 7 days</td>
<td>$122.57</td>
</tr>
<tr>
<td></td>
<td>(f) Clinical - contact hour</td>
<td>$183.84</td>
</tr>
<tr>
<td></td>
<td>(g) Repeat Clinical</td>
<td>$122.57</td>
</tr>
<tr>
<td><strong>20. Tutoring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>(a) 1 hour delivery with 2 hours associated work time</td>
<td>$131.13</td>
</tr>
<tr>
<td>Repeat</td>
<td>(b) 1 hour delivery with 1 hour associated work time within 7 days</td>
<td>$87.42</td>
</tr>
<tr>
<td>Base plus autonomous academic judgement or major responsibility for a tutorial sequence</td>
<td>(c) 1 hour delivery with 2 hours associated work time</td>
<td>$143.97</td>
</tr>
<tr>
<td>Repeat</td>
<td>(d) 1 hour delivery with 1 hour associated work time within 7 days</td>
<td>$95.98</td>
</tr>
<tr>
<td>Base plus full Subject Co-ordination or PhD</td>
<td>(e) 1 hour delivery with 2 hours associated work time</td>
<td>$156.82</td>
</tr>
<tr>
<td>Repeat</td>
<td>(f) 1 hour delivery with 1 hour associated work time within 7 days</td>
<td>$104.55</td>
</tr>
<tr>
<td></td>
<td>(g) Clinical - contact hour</td>
<td>$120.17</td>
</tr>
<tr>
<td></td>
<td>(h) Specialist Music - per hour</td>
<td>$108.98</td>
</tr>
<tr>
<td></td>
<td>(i) IML - contact hour</td>
<td>$70.48</td>
</tr>
<tr>
<td><strong>30. Marking</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>(a) 1 hour</td>
<td>$43.71</td>
</tr>
<tr>
<td>Base plus Subject Co-ordination or Phd</td>
<td>(b) 1 hour</td>
<td>$52.27</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------</td>
<td>--------</td>
</tr>
<tr>
<td>Advanced - Level B status - supervising examiner</td>
<td>(c) 1 hour</td>
<td>$61.27</td>
</tr>
<tr>
<td>Advanced - Level B status - supervising examiner plus Subject Co-ordination or Phd</td>
<td>(d) 1 hour</td>
<td>$61.27</td>
</tr>
</tbody>
</table>

### 40. Music Accompanying with Special Educational Service

| Base | (a) 1 hour with 1 hour associated work time | $87.42 |
| Base plus Subject Co-ordination or Phd | (b) 1 hour with 1 hour associated work time | $104.55 |

### 50. Other required Academic Activity

| Base | (a) 1 hour Demonstrator working under normal supervision or Additional Tutorial involvement (20b) or Base teaching - External Studies or Personal interviews for Social Work | $43.71 |
| Base plus autonomous academic judgement or major responsibility for a tutorial sequence | (b) 1 hour Demonstrator or Higher Teaching - External Studies Nursing Sisters - medical student teaching | $47.99 |
| Base plus Sub Co-ordination / Phd | (c) 1 hour | $52.27 |
| | (d) Clinical teaching - Psychiatry - notional hour | $79.85 |
| | (e) Other clinical teaching - notional hour | $53.19 |
| | (f) Music - local artist other than student or full-time member of the School of Music - recital | $228.95 |
| | (g) Music - Visiting and overseas artist other than lunch-time recital | $305.29 |
| | (h) Music - Local artist other than student or full-time member of the School of Music - recital at least 1.5 hours | $381.56 |