

## POSITION DESCRIPTION

### Academic Positions

(In addition to the Position Classification Standards)

Position Title: Casual Academic

Faculty/Division: Health and Behavioral Sciences Department/Location: School of Health Sciences

#### Primary Purpose of the position:

Casual Academics within the School of Health Sciences play a crucial role in the delivery of quality learning and development experiences for students. The specific duties varies from session to session and can include lecturing, conducting tutorials, practical classes and demonstration as well as marking, consultation and appropriate administrative tasks as part of a teaching team.

#### Position Environment: (Optional)

Describe the objectives of the Unit within the context of the University. Outline the contribution of this position to the Unit

The School of Health Sciences (SHS) offers courses of study in a diverse range of health-related discipline areas such as Exercise Science & Rehabilitation, Medical & Health Science, Nutrition & Dietetics, Occupational Health & Safety, and Public Health. Our programs allow students to choose professionally accredited courses that focus on developing discipline-specific knowledge and skills, or courses that provide a more broadly based University education in human health. All courses are underpinned by a strong commitment to scientific principles, and access to state-of-the-art teaching facilities.

#### Major Responsibilities:

Responsibilities		Outcome
1.	The conduct of lectures, tutorials, practical classes, demonstrators or workshops (including preparation of class material) as outlined in the Offer of Employment. Casual Academic staff must ensure allocated sessions are covered by other teaching staff and advise the Subject Coordinator as soon as possible of any unplanned absences	High quality contribution to the teaching efforts of SHS  Positive teacher evaluations
2.	Undertake all marking as outlined in the Offer of Employment.	Completion of marking activities within identified timeframe
3.	Undertake related administrative / ancillary duties when requested	Appropriate actions are taken and accurate records kept
4.	Attendance at tutor / demonstrator meetings.	Preparation for Meetings Active participation in meetings
5.	Attend a University of Wollongong Casual Academic Induction within the first six months of employment.	Attendance notified to Administration Office
6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace
7.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	To ensure a safe working environment for self and others

#### Reporting Relationships:

Position reports to :	Subject Coordinator and Head of School
The position supervisors the following positions :	N/A

Other Key Contacts	School Manager and Administrative Staff
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**Key Relationships:**

Contact / Organisation	Frequency and purpose of contact
Subject Coordinator	Regular – academic and administrative matters
School Manager & Admin Team	Regular – administrative and HR matters
Program Coordinators/Discipline Leaders	Occasional – academic and administrative matters
Head of School	Occasional – academic and administrative matters

**Key Challenges:**

1. To provide high quality teaching and assessment to the culturally diverse student population at UOW
2. To fulfill the responsibilities as an academic employee as outlined in the Code of Practice: Teaching and Assessment, in relation to compliance with the University's Policies and Codes.

**Knowledge & Skills:**

Essential:

- Scholarly knowledge appropriate to the subject area
- Ability to deliver teaching and learning outcomes in the teaching mode/s used in the relevant subject/s

**Education & Experience:**

Essential:

- For Lecturing / Tutoring/ Marking - completion of /or enrolment in a PhD in the anatomy and physiology or related field
- For Demonstrating - completion of / or enrolment in an undergraduate degree or above in a related field in which high achievement is demonstrated.

Desirable

- Experience of teaching at tertiary level
- Familiarity with online or flexible modes of teaching
- If previously employed as a casual academic, proof of teaching ability in the form of teaching evaluations

**Personal Attributes:**

Essential:

- Commitment to principles of equity and equal opportunity in teaching and assessment
- Demonstrated capacity to work collaboratively
- Good time management skills

**Organisational Chart:**

**Approval:**

Approved by Head of Unit: \_\_\_\_\_  
Date : \_\_\_\_\_

Approved by Personnel: \_\_\_\_\_  
Date : \_\_\_\_\_

## School of Health Sciences Casual Academic Teaching Staff – Application Form Applications close 31<sup>st</sup> January 2013

This form is for those interested in applying to be listed on the School of Health Sciences Casual Academic Staff Register. The Casual Academic Register is used as the primary source for the selection candidates for upcoming casual work within in the following subjects:

SHS111  
SHS112  
SHS211

PERSONAL DETAILS							
Title		First name		Surname		Date	
UOW Employee No (if applicable)			UOW Student No: (if applicable)				
Address					Postcode		
E-mail Address				Telephone (home)			
Citizenship				Telephone (mobile)			
Country of Birth				Visa Type (if applicable)			
Please attach any additional documentation regarding citizenship where applicable							
QUALIFICATIONS							
<b>Degree Information</b> (please attach additional pages if required)							
Year Completed		Degree Title			Specialisation (if applicable)		University
<b>Other Qualifications</b>							
Year Completed		Title					University/Other Institution
<b>Current Studies</b>							
Year Commenced		Degree / Title			Specialisation (if applicable)		University/Other Institution

**EMPLOYMENT DETAILS (PLEASE INCLUDE ANY TEACHING / TUTORING / DEMONSTRATING EXPERIENCE)**

Employment Period	Role	Main Responsibilities

Have you participated in any student feedback / teaching evaluations during any of your teaching/ tutoring experience    Yes     No

**TEACHING / TUTORING PREFERENCES**

**AUTUMN SESSION:**                      **SHS 111**                       **SHS 211**                       **OTHER** \_\_\_\_\_

**SPRING SESSION**                      **SHS 112**                       **OTHER** \_\_\_\_\_

**AVAILABILITY FOR INTERVIEW**

As part of the interview process you may be required to participate in a 'mock teaching experience'.

These will be held between 11<sup>th</sup> – 13<sup>th</sup> February 2013. Please indicate if you will be available during this time **YES**     **NO**  \*(see below)

\* If 'No' please indicate your availability in early February \_\_\_\_\_

**IS THERE ANY ADDITIONAL INFORMATION THAT YOU WOULD LIKE TO ADD TO YOUR APPLICATION?**

**REFERENCES**

Full Name		Position	
Email		Contact Phone	
Full Name		Position	
Email		Contact Phone	
Full Name		Relationship	
Company		Phone	

## APPLICANT DECLARATION

### General Conditions

- I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience or which are named in this application, to release to the School of Health Sciences any personal information which they may hold about me for the purpose of verification of my supporting documents
- I understand that this application (and any supporting documentation supplied with this application) will be kept on file in the Academic Casual Register within the School of Health Sciences, for review and consideration of upcoming casual engagement.
- I understand that the Academic Casual Register is accessed by relevant staff within the School of Health Sciences, as deemed relevant and in accordance to the University of Wollongong's Privacy Policy <http://www.uow.edu.au/about/policy/alphalisting/UOW038289.html> and Code of Conduct (Staff) <http://www.uow.edu.au/about/policy/UOW058667.html> .
- I understand that Casual Academic Teaching Staff are responsible to the Dean, via the Head of a designated academic unit and are assigned responsibilities by the Dean, via the Head of School/Unit.
- I understand that Casual Academic Teaching Staff are appointed to give lectures or tutorial instruction or demonstrate in practical classes and may be required to assist in the marking of assignments, be available for consultation with students and assist in the preparation of teaching material.
- I understand that my terms of engagement are contained in the University of Wollongong (Academic Staff) Enterprise Agreement, 2011 and can be accessed at: <http://staff.uow.edu.au/personnel/awardagree/UOW016005.html>
- The University of Wollongong will provide me information on the type of employment and the terms of engagement in relation to the duties required, in particular, the number of hours required and the rate of pay for each class of duty required, as detailed on a Casual Academic Authority form.
- I understand that the University of Wollongong requires that Casual Academic Teaching Staff have the qualifications and experience and are able to adduce evidence to demonstrate this.
- I understand that the University of Wollongong engages Casual Academic Staff through merit based selection.
- I agree to attend the University of Wollongong's two hour casual induction training before the end of my second session of employment and understand that failure to attend may result in no future offer of employment.
- I have received and read a copy of the School of Health Sciences Casual Academic Teaching Staff Guidelines and Casual Academic Teaching - Operating Guidelines.

I have read and accept the conditions (above) that apply to my application for employment as a casual academic staff member of the School of Health Sciences and declare that all the information I have given in this application is true and correct.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Please attach any supporting documentation here.....

(please note you can only upload one file so any supporting documentation MUST be included in your application)