

ANU College of Business and Economics Research School of Accounting

RESPONSIBILITIES OF CASUAL TUTORS

The ANU Research School of Accounting in the College of Business and Economics wishes to engage your services as a casual tutor. This document specifies the duties and responsibilities associated with the appointment and your agreement to these is sought.

1. The School will engage you as a casual tutor for a specified number of tutorials per week over the teaching semester in specific courses. The number of tutorials and courses will be determined through mutual agreement with the Course Coordinator and the Director of RSA.
2. The School will pay you the casual sessional rates as set out in the Enterprise Agreement 2013-2016:
3. <http://hr.anu.edu.au/employment-at-anu/salaries-and-conditions/academic-casual-sessional-rates>
4. All appointments and any subsequent variation in hours must be approved in advance by both the Course Co-ordinator and the Director.
5. 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 Tutorial. This rate of pay covers the preparation of tutorials, up to 30 minutes for each hour of teaching for contemporaneous marking (e.g., class quiz) administration of relevant records, student consultation, and attendance at meetings for the purpose of assisting the sessional staff member to prepare for their tutorial.
6. There is additional pay for marking of essays and assignments. Marking associated with final examinations is subject to a separate agreement negotiated with the course convenor. **Please inform the course coordinator ASAP if you will not be available to assist with final marking at the end of the semester.**
7. At the start of each semester, tutorial lists of enrolled students will be distributed to each tutor. The tutor must maintain this list during the semester (recording attendances, submission of tutorial exercises, assignment marks etc.). At the end of semester, all lists must be submitted to the Course Co-ordinator.
8. Student Consultation: The tutor will be available for one hour at a regular time each week if up to three tutorials are assigned, and two hours each week if more tutorials are assigned. There is a designated room for student consultation which can be booked through the School office. The regular time must be advised to students during the semester. The tutor must inform the Course Co-ordinator and the School Administration team of their nominated consultation time(s) at the start of semester. **Further, at the end of semester, each tutor will be available for one hour for every tutorial group in the week prior to the final examination.**
9. Each tutor is responsible for the conduct of the assigned class at the assigned time. No times or tutorials can be swapped between tutors without the prior approval of the Course Co-ordinator.

10. Every effort should be made to ensure that the tutorial runs as scheduled. In the event of sickness, please contact the Course Co-ordinator and RSA School Office (6125 0025) enquiries.rsa@anu.edu.au.
11. A casual staff member's employment may be terminated by the university by giving 1 hour notice if the performance of the tutor is unsatisfactory, which includes, but is not limited to: inability to answer student questions; failure to demonstrate a mastery of the material and content in a course; failure to conduct classes on time and as scheduled; refusal to participate in grading; failure to complete grading in a competent and timely manner; refusal and/or unavailability for student consultation; failure to conduct classes in a format and manner as specified by the Course Co-ordinator; or disclosure of confidential and/or personal information.
12. Any circumstance that arises where a tutor has, or could reasonably be perceived as having, a conflict of interest must be reported immediately to the Course Co-ordinator. Examples include a close relationship with a student or sharing of accommodation with a student.
13. Each tutor is responsible for the tidiness of the room(s) allocated to them and for the safe and secure access to that room.
14. No confidential material is to be left on the shared computers.
15. At the end of semester, the tutor must return all teaching materials (textbooks, solutions, manuals, etc.) to the Course Co-ordinator.
16. Each tutor is to provide their official ANU e-mail address to students. Only the ANU email address is to be used for communication with/to students and ANU staff.
17. English is the only medium of instruction (in tutorials and consultation). Reports of using languages other than English may result in cancelling of the contract.
18. Each tutor is encouraged to provide a copy of the teaching and learning evaluations to the course coordinator at the end of each semester.