

ANU College of Business and Economics Research School of Accounting

CASUAL TUTOR INFORMATION

Thank you for accepting the position of casual sessional tutor with the Research School of Accounting this semester. The information below will assist you with the administrative tasks of your role. Please make sure you familiarise yourself with the content and requirements, and contact the RSA Office for any clarification.

Academic Calendar 2017

(Pattern 6-2-6-8-6-2-6)

- | | |
|---------------------------------|-----------------------------------|
| • First teaching period begins | Monday 20 February |
| • First teaching period ends | Friday 31 March |
| • 2-week teaching break | Monday 3 April - Tuesday 18 April |
| • Second teaching period begins | Wednesday 19 April |
| • Second teaching period ends | Friday 26 May |
| • 8-week teaching break | Monday 29 May - Friday 21 July |
| • Third teaching period begins | Monday 24 July |
| • Third teaching period ends | Friday 1 September |
| • 2-week teaching break | Monday 4 - Friday 15 September |
| • Fourth teaching period begins | Monday 18 September |
| • Fourth teaching period ends | Friday 27 October |

- Tutorials begin in the second week of each semester.
- The tutors consultation room will be in CBE 26C 3.09 for S2 2017.
- Please book your consultation time into the shared calendar via this link <https://www.rsa.anu.edu.au/rsa/tutor-consultation-times/>
- It is university requirement that you use only your university email address for all correspondence with staff and students.
- A course pigeonhole is located in the RSA Student Office, HN 2037. Please check regularly.
- Please inform your Course Coordinator & the RSA office if you are unable to make a class or consultation, or if there are any changes to your details.
- A tutors' induction will be held (tba) in the (tba). The induction is compulsory for all new or current tutors who have not attended the session to date. All casual sessional tutors will be paid for attending the session. Tutors are requested to bring their passports and tax file numbers along to the session, tax declaration forms will also be available.
- Pay information can be found at: <http://hr.anu.edu.au/employment-at-anu/salaries-and-conditions>
- Timesheets are completed online each fortnight.