

Casual Academic Staff: Guide to the Enterprise Agreement 2023-2025

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1. OVERVIEW

This guide is for hiring managers and supports the [Teaching Activities and Definitions](#) table developed by the University Education Committee. Specifically, it includes additional guidance on aligning the teaching activities to the University of Adelaide Enterprise Agreement 2023-2025 (EA) and the activities outlined in [Schedule 2 - Casual Academic Staff Rates of Pay](#).

2. SCOPE AND APPLICATION

This guide helps in selecting the appropriate activity type for engaging casual academic staff. Hiring managers should regularly review and assess these engagements to ensure they align with the Enterprise Agreement (EA). Please note, this guide is specifically for casual academic staff and does not cover casual professional staff or English Language Teachers. For activities not listed below, or if you would like further support, consult your [local HR Advisor](#).

When using the 'Other Required Academic Activity' rate for teaching activities such as workshops or seminars, hiring managers must account for any necessary associated non-contact time, such as preparation time or student follow up. It is essential to select EA rates based on the actual nature of the activity performed. Casual academic staff, performing the role of a course coordinator, should be paid the course coordination rate specified in the EA for all activity associated with that course.

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3. TABLE OF ACTIVITIES

The teaching activity and definitions provided in this table replicates existing standards available in the Teaching Activities and Definitions table. The EA Activity replicates Schedule 2 - Casual Academic Staff Rates of Pay.

Teaching Activity	Definition	EA Activity
Assessment	An evaluation of student skills, activities, or knowledge during scheduled teaching periods.	<ul style="list-style-type: none"> - If the assessment is taking place within a timetabled teaching period, then the 'contemporaneous marking' is included within the rate prescribed by the EA.
Clinical	A specialised, practical teaching activity focused on application of clinical skills and knowledge. Students are guided by clinical tutors and provided with in-situ feedback.	<ul style="list-style-type: none"> - Standard or Repeat Tutorial. - Dental Tutorial Grade A, B, C or D. - Medical Tutorial Grade A or B. - Other Required Academic Activity.
Field work	An off-campus, real-world activity that developed knowledge, skills and techniques for the field of study.	<ul style="list-style-type: none"> - Other Required Academic Activity.
Lecture	An oral and/or audio-visual presentation intended to convey course specific information. Some preparation may be required, and students may be expected to be familiar with prior content.	<ul style="list-style-type: none"> - Relevant lecturing rate as prescribed by the EA.
Performance	Public presentation which may be assessed.	<ul style="list-style-type: none"> - Other Required Academic Activity. - This may also fall into the Musical Activities category
Placement	Industry-based experiential learning activity, with clearly defined learning outcomes providing practical experiences in a real-world setting. May be a requirement for professional accreditation. Examples include teacher practicums, clinical placements and engineering professional practice.	<ul style="list-style-type: none"> - Other Required Academic Activity.
Practical	Face-to-face session centred on activities that develop key hands-on skills and techniques for the field of study. This may include the replication or simulation of 'real-world' experience.	<ul style="list-style-type: none"> - Other Required Academic Activity.
Project	NA	<ul style="list-style-type: none"> - Not Applicable
Rehearsal	Session for practice or trial performance to prepare students for public presentation.	<ul style="list-style-type: none"> - Other Required Academic Activity. - This may also fall into the Musical Activities category

Seminar	A synchronous presentation that is less formal than a lecture and provides for student engagement and group discussion.	- Other Required Academic Activity.
Studio	The studio involves a process of learning by doing, in which students are set design tasks which they complete as an iterative, creative, and exploratory learning activity that may be either group based or individual in focus. The students regularly meet with the teaching staff to discuss the progress and development of the design explorations and proposals.	- Other Required Academic Activity.
Research (formerly 'Thesis')	General activities related to the conduct of research.	- Not Applicable
Tuition	Learning activity organised by the University of Adelaide College (UAC), for students enrolled in Courses that are offered exclusively to UAC students.	- Other Required Academic Activity.
Tutorial	A discussion-based session, requiring student participation and engagement. Facilitated by a tutor for the purpose of developing depth of understanding in the discipline, tutorials enable students to question and apply knowledge and develop communication skills.	- Relevant Tutorial rate as prescribed by the EA.
Marking	Checking, reviewing, and evaluating work submitted by students, assigning, and recoding a mark or level, and undertaking any required marking administration.	- Standard Marking - Standard PhD/Course Coordination - High Level (Supervising examiner)
Workshop	An active learning, task-oriented approach requiring collaborative work. Students apply and test knowledge, discuss and exchange ideas with input and guidance from a facilitator.	- Other Required Academic Activity.

4. CASUAL ACADEMIC STAFF ACTIVITIES AND TIME ALLOCATIONS

Lecturing	Delivery	Associated non-contact duties
Basic Lecture	1 hour	2 hours
Developed Lecture	1 hour	3 hours
Specialised Lecture	1 hour	4 hours
Repeat Lecture	1 hour	1 hour

Clinical Standard Lecture	1 hour	2 hours
Clinical Repeat Lecture	1 hour	1 hour
Tutorials	Delivery	Associated non-contact duties
Standard Tutorial	1 hour	2 hours
Repeat Tutorial	1 hour	1 hour
Standard PhD qualified Tutorial/ Course Coordination	1 hour	2 hours
Repeat Tutorial PhD qualified/ Course Coordination	1 hour	1 hour
Medical Tutorial Grade A	1 hour	2 hours
Medical Tutorial Grade B	1 hour	0.5 hour
Dental Tutorial Grade A	4 hours	N/A
Dental Tutorial Grade B	4 hours	N/A
Dental Tutorial Grade C	4 hours	N/A
Dental Tutorial Grade D	4 hours	N/A
Marking	Delivery	Associated non-contact duties
Standard Marking	1 hour	N/A
Standard PhD/ Course Coordination	1 hour	N/A
High Level (supervising examiner)	1 hour	N/A
Musical Activities	Delivery	Associated non-contact duties
Musical Accompanying	1 hour	0.5 hour
Practical Examining	1 hour	N/A
Music Auditioning	1 hour	N/A
Non-Degree Performance Teaching (1:1)	1 hour	1 hour
Non-Degree Performance Teaching (Ens)	1 hour	1 hour
Degree Performance Teaching	1 hour	1 hour
Medium Ensembles	1 hour	2 hours
Large Ensembles	1 hour	2 hours
Musical Tutorials	1 hour	2 hours
Other	Delivery	Associated non-contact duties
Other Required Academic Activity	1 hour	N/A
Other PhD/Course Coordination	1 hour	N/A

5. SCENARIO

Sheena is a casual academic teaching in three (3) courses for the same faculty. They do not have a relevant PhD for the discipline they are teaching in.

In two (2) courses, Sheena is delivering lectures, seminars, tutorials and picks up some marking work. In the other, they are the course coordinator.

Course 1101 and Course 2110

Activity	EA Rate	Sessions	Description
2 hour lecture	Basic Lecture (1+2 hrs)	2	2 hours delivery and 4 hours associated non-contact time
1 hour lecture	Basic Lecture (1+2 hrs)	1	1 hour delivery time and 2 hours associated non-contact time
2 hour seminar	Other Required Academic Activity	5	2 hours delivery and 3 hours of associated non-contact time
1 hour lecture	Developed Lecture (1+3 hrs)	1	1 hour delivery and 3 hours associated non-contact time
1 hour tutorial	Standard Tutorial (1+2 hrs)	1	1 hour delivery and 2 hours associated non-contact time
1 hour tutorial	Repeat Tutorial (1+1)	1	1 hour delivery and 1 hour associated non-contact time. This tutorial was delivered within 7 days on the same subject matter.
Marking	Standard Marking	10 (estimate)	Marking is not a capped amount, rather an estimate.

Course 2703 - Course Coordinator

Activity	EA Rate	Sessions	Description
1 hour tutorial	Standard PhD qualified Tutorial/ Course Coordination (1+2)	1	1 hour delivery and 2 hours associated non-contact time
1 hour lecture	Developed Lecture (1+3 hrs)	1	1 hour delivery and 3 hours associated non-contact time
2 hour seminar	Other PhD/Course Coordination	5	2 hours delivery and 3 hours of associated non-contact time
Marking	Standard PhD/Course Coordination	10 (estimate)	Marking is not a capped amount, rather an estimate.

If you have any questions or need further guidance in applying the appropriate rate, please contact your local [HR Advisor](#) or [HR Manager](#). Alternatively, you can reach out to the HR Service Centre on 8313 1111 or at hrrservicecentre@adelaide.edu.au.