2016 HEAD TUTOR OUTLINE OF DUTIES AND PAY RATES

We ask that all who accept the important role of Head Tutor (HT) do so on the understanding that they commit to delivering the full period as outlined in their Confirmation of Appointment. If you expect to be absent for any period of time, you are required to disclose this prior to accepting work.

EMPLOYMENT DATES
Your dates of employment will be outlined in your Confirmation of Appointment. The duration of this appointment is a total of 14 weeks, one week prior to semester and one week after the end of semester, excluding mid-semester break. You are not required to work on weekends, public holidays or non-teaching weeks and your pay is not adjusted to incorporate penalty rates.

OUTLINE OF DUTIES
You will be assigned a set number of hours per week based on the enrolled student numbers. Duties should be determined between the lecturer and the HT, which may include some or all of the following, provided it is no more than the hours of work stipulated in your Confirmation of Appointment.

- **Attend or facilitate course meetings. This is part of the allocated hours and not paid in addition to the hours in your Confirmation of Appointment;**
- Liaise with the lecturer regularly to plan all tutorial and practical lab sessions;
- Ensure meetings are conducted regularly with all tutors and lab assistants to provide materials (including lecture notes, tutorial sheets, solutions and assignment materials) and confirm solutions to be covered are clearly understood (lab assistants are entitled to up to 6 hours per semester to attend course meetings, paid additionally to their work. Tutors are not paid for their attendance as this is included in their rate);
- Manage the marking coordination by allocating marking to tutors and/or lab assistants and liaising with them to ensure marking is completed in a professional and timely manner. **Note: each sessional may only be allocated a maximum of 30 hours of marking per assignment/exam and marking must be fairly distributed amongst the course team;**
- Collect, collate and maintain assignment results for all students;
- Detecting plagiarism; running assignments through the appropriate plagiarism software and notifying the lecturer of any suspected cases. Note: Head Tutors are not required to prepare the documents or attend hearings;
- Initial set up of the Blackboard shell and delegation of maintenance of various sections (such as different forum sections) to tutors;
- Coordination of the tutors in their role of maintaining Blackboard forums;
- Under direction of the lecturer/course manager, provide consultation time for students, deal with student enquiries regarding assignments;
- Contribute to a bank of exam questions, tutorial questions and lab sheets;
- Any relevant administrative duties.
- **The Head Tutor must take at least one regular scheduled tutorial for the entire 12 week period, i.e. a total of 12 tutorials or tute/labs.**

The Head Tutor is not required to:
- Rank applicants in WebTute;
- Schedule sessional staff to the course timetable;
- Develop assignments or exams;
- Prepare plagiarism documents (including documenting the reasons and evidence for suspicion);
- Attend exam review meetings;
- Mark deferred or supplementary exams, unless requested by the CSIT Sessional Team, not the lecturer.

The HT and lecturer should have a clear agreement on how the stipulated hours are to be allocated and what HT tasks are to be performed within those hours. The agreed tasks must be provided to the **CSIT Sessional Team** by the end of Week 2. If the workload is too extensive for the hours provided, speak to the lecturer/course manager and CSIT Sessional Team to determine a more suitable workload.
All hours outside those stipulated in the Confirmation of Appointment must be authorised by the CSIT Sessional Team prior to being undertaken.

** Terms and Conditions of employment of casual employees fall under the 2014 EBA “Academic and Professional Staff Enterprise Agreement 2014”. You can access the full document by following the link;
URL: [http://mams.rmit.edu.au/7m44dtqzbmdatd.pdf](http://mams.rmit.edu.au/7m44dtqzbmdatd.pdf)

### CURRENT PAY RATES

<table>
<thead>
<tr>
<th>Classification: Casual Academic</th>
<th>Salary Rate per hour as of 01.08.2015</th>
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</thead>
<tbody>
<tr>
<td>Head Tutor</td>
<td>$41.50</td>
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Where possible, it is expected that 2 weeks’ notice should be given where you withdraw from the HT role or where we cancel due to student numbers.

Any staff changes after Week 1 must be approved by the CSIT Sessional Team.

### ALLOCATION OF HOURS

The weekly allocation of hours is based on the enrollment numbers for the course, as follows:

<table>
<thead>
<tr>
<th>Enrolled Student Number</th>
<th>Time Allocated per week</th>
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<tbody>
<tr>
<td>250 plus</td>
<td>6 hours</td>
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Note: allocated hours are based on student numbers two weeks prior to Semester. Enrollments are reassessed at census date and hours are adjusted, if required.

### PLAGIARISM

Please ensure you are fully aware of the Plagiarism Policy and Process. Details can be found at [https://inside.cs.rmit.edu.au/integrity/staff/](https://inside.cs.rmit.edu.au/integrity/staff/) Staff have no discretion and, when plagiarism is detected, must notify the lecturer. Staff should not in any circumstances discuss plagiarism with students whose work is under investigation. Results for such work should be withheld without comment. It is a serious and important issue. Please take the time to understand your responsibilities. Discuss this with the lecturer if you need further information. As outlined above, you may be asked to assist in detecting plagiarism by utilising the appropriate plagiarism software and notifying the lecturer of any suspected cases. Your role does not include any further plagiarism duties.

### SAP/ESS

Your work will be uploaded at the beginning of the semester on SAP and salary payments will be made fortnightly. You can access your planned working time and information via ESS following the link below [http://www.rmit.edu.au/browse;ID=fbwbf7k0ngmjk](http://www.rmit.edu.au/browse;ID=fbwbf7k0ngmjk)

The above link will give you access to view your timesheets and approved hours and also to download your pay slips and PAYG summaries.

Queries regarding Casual pay: [cs.sessionals@rmit.edu.au](mailto:cs.sessionals@rmit.edu.au)