2016 SESSIONAL TUTOR AND LAB ASSISTANTS OUTLINE OF DUTIES AND PAY RATES

This is a professional role which requires your full commitment. You must advise the lecturer before accepting work if you expect to be absent for any period during semester. It is understood that by accepting the role of tutor or lab assistant you will be available to deliver all classes and marking (where applicable) within the required time as specified by the lecturer. It may be useful to ask lecturers at the beginning of semester for the dates that assessments will be due back to a lecturer, so that you can plan ahead.

EMPLOYMENT DATES
Your dates of employment will be outlined in your Confirmation of Appointment. They will follow the dates of the Semester based on 12 weeks. Note: you are not required to work on public holidays or non-teaching weeks.

OUTLINE OF DUTIES

Tutors: (included in the rate)
- Attend all scheduled meetings with lecturer/head tutor and ensure you have the necessary lecture notes, tutorial sheets, assignment materials and solutions to conduct each tutorial - and have fully understood what you are teaching;
- Ensure you are completely prepared for each tutorial and can deliver the material in a concise, interesting and informative manner;
- Provide assistance to students during tutorials and assist head tutors in answering additional queries where applicable;
- At the first meeting, discuss with the lecturer the timeline for returning assessments. Assignments are generally required to be returned to the lecturer within 2 weeks, however, shorter times may be required and negotiated. To avoid misunderstanding, make sure you are aware of the deadlines as soon as you start;
- Deliver every tutorial on your timetable. In the event of illness, provide sufficient notice (refer to the FAQs for details);
- Ensure you do not mark the work of anyone known to you on a personal level, and that arrangements are made through the head tutor/lecturer for another tutor to mark the work;
- Provide any relevant administrative duties;
- If tutoring a large course and repeat tutorials are on offer; you will be expected, as part of your Tutor role, to undertake at least 1 x repeat tutorial in the same course;
- Tutors are only able to take a maximum of three (3) tutorials per course – any additional tutorials must be approved by the School Manager;

Possible supporting and associated tasks: (included in the rate)
- Marking lab tests and/or live quizzes
- In coordination with the head tutor and other tutors, maintain and respond to queries on Blackboard and online forums
- Attending meetings (up to 6 per semester) – dependent on the requirements of the lecturer

Tutoring task clarification as per the Academic and Professional Staff Enterprise Agreement 2014

Section 5.4.1 of the EBA
A casual academic required to deliver a tutorial of a specified duration and relatedly provide directly associated non-contact duties in the nature of preparation, administration of relevant records of the students for whom the casual employee is responsible, and student consultation, will be paid at a rate for each hour of tutorial delivered, according to Tutorial (1 hour delivery / 2 hours associated working time)

** 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: [http://mams.rmit.edu.au/7m44dtqzbmtd.pdf](http://mams.rmit.edu.au/7m44dtqzbmtd.pdf)

Lab Assistants: (included in the rate)
- Ensure you have the necessary lecture notes, lab materials and solutions to conduct each practical lab class - and have fully understood what the students are covering each week;
- Make yourself known to each class, providing friendly and informative assistance to students, trying to divide your time evenly among the students;
- Maintain a high level of control when delivering lab classes. You have authority to politely ask students who are not enrolled in a particular lab to leave the room during the timetabled lab. However, you may also allow them to remain if they are not disruptive as it is at your discretion;
- Deliver every lab on your timetable. In the event of illness, provide sufficient notice (refer to the FAQs for details);
- Provide any relevant administrative duties.

**Meetings:** (not included in the lab assistant rate)
- Up to six (6) meetings with lecturer/head tutor

**Induction and Tutor Training:** (not included in the rate)
- **Attendance at Induction and Tutor Training is compulsory.** If you are unable to attend in your first semester of employment, you will not be offered further tutorials in the subsequent semester unless you commit to the training.

**Assignment and Exam marking:** (not included in the rate)
- **Tutors will be expected** to undertake marking tasks as directed by your Lecturer or Head Tutor. This activity is paid separately to the Tutor rate (rates are listed below)
- Sessional staff are only able to mark a maximum of 30 hours per assignment — any additional marking must be approved by the CSIT Sessional Team.

*All hours outside those stipulated in the Confirmation of Appointment must be authorised by the CSIT Sessional Team prior to being undertaken.*

### 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><strong>Regular/Weekly Casual Claims</strong></td>
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<tr>
<td><strong>Tutorial</strong></td>
<td>$124.51</td>
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<tr>
<td>(rate includes 1 hour delivery and 2 hours associated working time)</td>
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<tr>
<td><strong>Repeat Tutorial</strong></td>
<td>$83.00</td>
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<tr>
<td>(rate includes 1 hour delivery and 1 hours associated working time)*</td>
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<tr>
<td>*Second or subsequent delivery of substantially the same tutorial in the same subject matter within a period of 7 days</td>
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<tr>
<td><strong>Lab Assistant</strong></td>
<td>$41.50</td>
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<tr>
<td><strong>Tute/Labs (two hours duration)</strong></td>
<td>$83.00 per hour</td>
</tr>
<tr>
<td>(rate includes 2 hours delivery (1 hour tute and 1 hour lab) and 2 hours associated working time)</td>
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<tr>
<td><strong>Course Meeting</strong></td>
<td>$41.50</td>
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<tr>
<td>(maximum claim for meetings is up to 6 hrs per semester for Lab Assistants only as advised by Lecturers)</td>
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<tr>
<td><strong>Exam Marking</strong></td>
<td>$49.64</td>
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<td>(based on 20 minutes per exam)</td>
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<tr>
<td><strong>Assignment Marking</strong></td>
<td>$41.50</td>
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<tr>
<td>(based on 40 minutes per student per semester, regardless of the number of assignments)</td>
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</tbody>
</table>

*Where possible, it is expected that 2 weeks’ notice should be given where you withdraw from classes or where we cancel classes.*

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

**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 Deputy Head of Teaching and Learning. 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.

**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=fbwf7k0ngmj](http://www.rmit.edu.au/browse;ID=fbwf7k0ngmj) 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)