

SESSIONAL ACADEMIC STAFF EMPLOYMENT POLICY AND PROCEDURE

Policy Code	HR03
Policy Lead	Academic Dean
Approving Authority	Board of Directors
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Version	2024.1
Relevant legislation or external requirements	<p>Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 3.2)</p> <p>Australian Qualifications Framework (AQF) Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Anti-Discrimination Act 1977 (NSW) Australian Human Rights Commission:</p> <ul style="list-style-type: none"> • Age Discrimination Act 2004 • Australian Human Rights Commission Act 1986 • Disability Discrimination Act 1992 • Racial Discrimination Act 1975 • Sex Discrimination Act 1984 <p>Equal Opportunity Act 2010 Fair Work Act 2009 (Cth) Industrial Relations www.industrialrelations.nsw.gov.au Privacy Act 1988 (Cth) Workplace information www.workplaceinfo.com.au</p>
Related ASA Documents	<p>Quality Assurance Framework Staff Code of Conduct Staff Handbook Staff Induction Policy Staff Induction Procedure Staff Recruitment and Selection Policy Staff Recruitment and Selection Procedure Diversity and Equity Policy and Procedure Professional Equivalence Academic Qualifications Policy Professional Equivalence Academic Qualifications Procedure Staff Performance Management Policy Staff Performance Management Procedure Staff Professional Development Policy Staff Professional Development Procedure Staff Promotions Policy Staff Promotions Procedure Scholarly Activity Policy Scholarly Activity Procedure Privacy Policy Privacy Procedure Work, Health, and Safety Policy Work, Health, and Safety Procedure Intellectual Property Policy</p>

1. Purpose

This Policy and Procedure describes the Australian School of Accounting’s (ASA’s) position and processes regarding the selection, recruitment and appointment of sessional academic staff.

2. Scope

This Policy and Procedure applies to all academic staff members who are employed by ASA on a sessional basis.

3. Principles

The key principles informing this Policy and Procedure are that:

- sessional academic staff play a vital role for ASA to achieve its goals; and
- sessional academic staff must be employed responsibly and ethically.
- sessional academic staff will be employed in accordance with the regulations and standards outlined by Fair Work Australia, ensuring adherence to labour laws.

4. Definitions

Term	Definition
sessional academic staff	<p>Staff who are employed on a short term contract to perform specified teaching-related duties, such as:</p> <ul style="list-style-type: none"> • presenting lectures and tutorials on a short-term contract; • conducting practical classes or workshops; • an academic who has particular skills or expertise for a short-term placement only; • for the marking of assessments. <p>Sessional Academic Staff are engaged for and paid by the hour with no guarantee or expectation of work beyond the period of their employment agreement.</p>
sessional employment	Means employment on a non-continuing basis for which payment is made either at an hourly or sessional rate.

5. Policy Statement

1. The engagement of staff on a sessional basis is appropriate where:
 - a. the need for an employee is unpredictable or intermittent; or
 - b. the employment is only required for a short period of time.
2. Selection of sessional academic staff should be on the basis of merit and be consistent with ASA selection and recruitment policies, and operational needs.
3. Sessional staff will normally be drawn from a pool of applicants, which may be obtained through a variety of recruitment options, including external and internal advertisement, unsolicited applications, and associations with business and/or professional organisations.
4. Selection of sessional staff will be based on a systematic assessment of each applicant’s experience, skills and qualifications using information gathered from the application and/or curriculum vitae, interview, skills testing (if applicable), and references. Please see the *Staff Recruitment and Selection Policy and Procedure* for more details.

5. Equivalence of professional experience and academic qualifications will be assessed and determined during the selection of sessional academic staff. Please see *Professional Equivalence Academic Qualifications Policy* and associated procedure for further details.
6. Sessional academic staff may be employed and paid on an hourly or sessional basis.
7. The contract for sessional staff will specify the duties, the amount of time expected for each, the appropriate rate/s of pay, and the position of the casual staff member's supervisor.
8. The hourly rate of pay for sessional staff includes a loading in lieu of all forms of paid leave, paid public holidays, notice of termination of employment and severance benefits.
9. Sessional staff will be provided with a workspace in the academic staff room and access to academic staff resources necessary to carry out their function.
10. Sessional academic staff members are not entitled to paid leave; however, subject to providing notification and medical certificates or other documentation, sessional staff are entitled to not be available to attend work, or to leave work. Refer to the *Staff Code of Conduct* and the *Staff Handbook* for further details.
11. Sessional employment will only be offered to persons who hold permanent residency status or visas that permit them to work in Australia.
12. Sessional employment is subject to satisfactory performance. Regular feedback should be provided by the Course Coordinator and the Academic Dean.
13. Sessional staff will be entitled to Confirmation of Employment. ASA may provide written reference to Sessional staff. who demonstrated good professional performance whilst engaged with ASA.
14. No more than fifty percent (50%) of the teaching program will be taught by sessional academic staff.

6. Relevant HESFs

This Policy and Procedure comply with Higher Education Standards Framework (2021) which specifies that:

Standard 3.2 Staffing

1. The staffing complement for each course of study is sufficient to meet the educational, academic support and administrative needs of student cohorts undertaking the course.
2. The academic staffing profile for each course of study provides the level and extent of academic oversight and teaching capacity needed to lead students in intellectual inquiry suited to the nature and level of expected learning outcomes.
3. Staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, including having:
 - a. knowledge of contemporary developments in the discipline or field, which is informed by continuing scholarship or research or advances in practice
 - b. skills in contemporary teaching, learning and assessment principles relevant to the discipline, their role, modes of delivery and the needs of particular student cohorts, and
 - c. a qualification in a relevant discipline at least one level higher than is awarded for the course of study, or equivalent relevant academic or professional or

- practice-based experience and expertise, except for staff supervising doctoral degrees having a doctoral degree or equivalent research experience.
4. Teachers who teach specialised components of a course of study, such as experienced practitioners and teachers undergoing training, who may not fully meet the standard for knowledge, skills and qualification or experience required for teaching or supervision (3.2.3) have their teaching guided and overseen by staff who meet the standard.
 5. Teaching staff are accessible to students seeking individual assistance with their studies, at a level consistent with the learning needs of the student cohort.

7. Version Control

This Policy and Procedure has been reviewed and approved by the Australian School of Accounting Board of Directors as at April 2024 and is reviewed every three years.

The Policy is published and available on the Australian School of Accounting website <https://www.asahe.edu.au/policies-and-forms/>.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2024.1	Academic Dean	Updated policy to include HESF references, changes in regulatory compliances. Benchmarked against 5 other Higher Education Providers.	26/04/2024	08/05/2024
Previous version archived. New Policy code and numbering system implemented.				
2.1	ASA staff	Academic Board approval	04/11/2020	04/11/2020
1.0	ASA staff	Academic Board approval	17/09/2018	17/09/2018