

# CASUAL ACADEMIC ENGAGEMENT PROCESS

JUNE 2024



Queensland Australia

# New casual academic engagement process



## INDICATIVE TIMETABLE

- Periodically, casual academics will be provided with an indicative timetable that sets out the potential available work anticipated to be required by the University over a period of time.
- To be clear, the indicative timetable is not an offer of work or a firm advanced commitment to continuing or indefinite work.
- Casual academics will be asked to review and acknowledge the indicative timetable and approve or deny that you are available to receive offers of potential work.



## CASUAL WORK LETTER

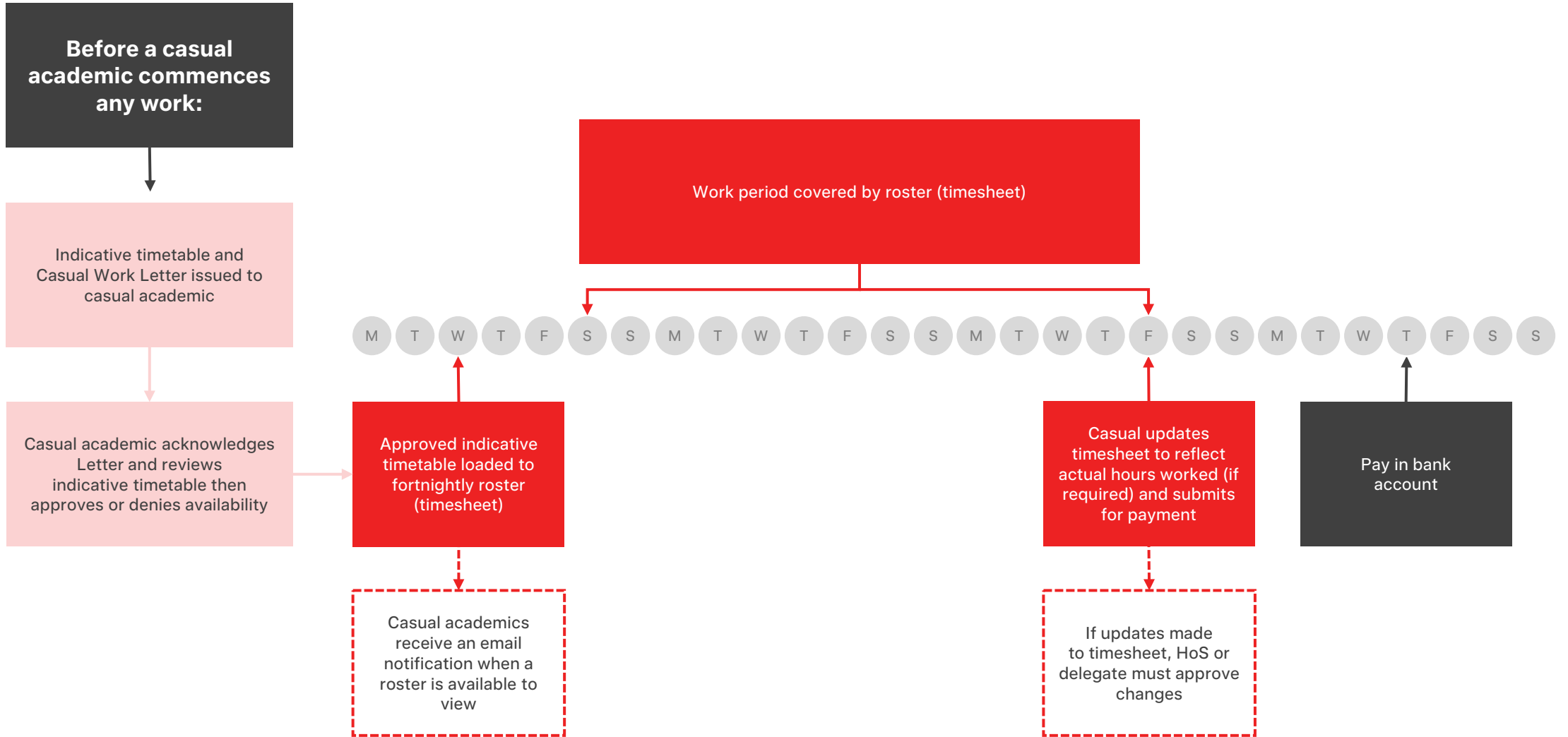
- When an indicative timetable is issued, casual academics will also receive a Casual Work Letter.
- The letter sets out the terms and conditions of casual employment and is acknowledged by the casual academic on approval of an indicative timetable.
- The letter includes the right of the casual academic to accept or decline offers of work and the University's right to offer or not offer work.



## FORTNIGHTLY TIMESHEET

- Approved indicative timetables are loaded into timesheets on the Wednesday before each work period starts.
- Timesheets act as a roster for the coming fortnight, and casual academics will receive a notification when their timesheet is available.
- As a casual, you can accept or decline the work offered to you. When you receive your fortnightly roster (timesheet), please advise your Course Convenor as soon as possible if you cannot do any of the work you've been offered.
- You may also be offered additional casual work during the fortnight, which you may accept or decline.

# Casual academic workflow: Overview



# Casual academic workflow: Trimester 2 commencement

