Definition of “Unit of Study co-ordination” for determining Step Six, Level A Academic

This document applies to all Level A Academic Teaching and Research staff (Associate Lecturer).

In this document, refer to the University of Sydney (Delegations of Authority - Administrative Functions) Rule 2010 for the definition of:

- School
- Head - refers to HOS/HOA

Policy

Level A Academic Staff performing Unit of Study co-ordination duties are paid a minimum salary level of Level A Step 6.

Guidelines

1. Definitions

"Unit of study" means a stand alone component of an award course.

"Unit of Study Coordinator” means a staff member designated by a Head as being fully responsible for planning and coordinating a Unit of Study, and for ensuring its appropriate assessment, in consultation with the Head or the Head's nominee, who has the final responsibility.

2. Unit of Study Coordination Responsibilities

A. Range of Duties

Unit of Study Coordination may include a range of duties such as:

- arranging for the use of physical facilities or resources
- seeking input from other staff
- organising text books and library reference materials
- allocating students to tutorial and laboratory classes
- providing student guidance and consultation
- course assessment
- maintaining, collating and transmitting student records, and
- producing (as distinct from designing) subject materials in conjunction with other members of staff.

Unit of Study coordination does not necessarily require involvement in the initial development of the Unit of Study.

Depending on the size of the classes and the nature of the duties, it is not necessary that Associate Lecturers carry out all these coordinating functions in any unit. It is necessary only that they carry the designated responsibility for the coordination of the Unit of Study.

B. Qualification Criteria

To qualify for payment at the Unit of Study coordination rate, an Associate Lecturer, whose substantive salary is below Step Six, must be designated in writing by the Head as coordinator of a Unit of Study.

Any Associate Lecturer for whom Unit of Study coordination duties are regularly part of their normal responsibilities, notwithstanding that this is for only one semester each year, will qualify.

Associate Lecturers who consider that they qualify for full Unit of Study coordination payment, but have not been so designated should present their case to the Dean/Director/Principal, in the first instance, and pursue it through normal channels for resolution of the issue.

It would be expected that persons given Unit of Study coordination duties would normally be fulltime or fractional members of staff.

C. Temporary Unit of Study Coordination

There may be occasions when, due to temporary changes of circumstances, the School appoints an Associate Lecturer at a lower level to act as a Unit of Study coordinator for a short, specified period of time (e.g. to cover for a designated Subject Coordinator who is on extended leave). On these occasions the acting coordinator will be paid a loading to bring their salary up to the agreed rate while they are performing the duties.

Administration

1. Background/context

This document was developed to clarify the requirement contained in Schedule 1 of the University of Sydney Enterprise Agreement 2009 - 2012, that staff performing Unit of Study co-ordination duties must be paid at a minimum, salary Level A Step 6.

2. Authority/consultation

This document was originally approved 1992 and reviewed in 2005 by the DVC (Infrastructure).

All staff were given the opportunity to comment on this document.

3. Management Responsibility

Deputy Vice-Chancellor (Infrastructure)

4. Implementation Responsibility

Heads

5. Dates

Approval (version 1)	31/07/1992
Effect	31/07/1992
Review	02/11/2005
Approval (version 2)	30/11/2005
Effect	30/11/2005

6. Approval

Version 1	Professor Ken Eltis Deputy Vice-Chancellor (Planning and Resources)
Version 2	Professor Ann Brewer Acting Deputy Vice-Chancellor (Infrastructure)

7. References

- University of Sydney Enterprise Agreement 2009-2012
- University of Sydney (Delegations of Authority - Administrative Functions) Rule 2012

8. Signatures

Approved by:

Name

Professor Ann Brewer

Position

Acting Deputy Vice-Chancellor (Infrastructure)

Date

30/11/2005

Signature