2007 Provisions Updated August 2010[1]

Including rights and responsibilities of casual and permanent staff for marking and associated duties; and information necessary for the preparation of contracts for casual teaching staff

1. UNITS OF STUDY ASSESSMENT TASKS AND CREDIT POINTS

Where assessment is occurring at rates unjustifiable according to credit point weighting and thereby producing unusual marking burdens, the solution should be to revisit/rework the assessment/marking load for a particular unit of study – rather than request marking assistance. Unit coordinators are reminded that 1 credit point in a unit of study allows no more than 1,000 words of assignment, OR 1 substantial presentation in a class, OR 1 hour of test/examination. Most units of study are 6 credit points so the total assessment plan must have no more than 6 credit points worth of assessment (i.e. equivalent to 6000 words).

2. PERMANENT TEACHING STAFF

All paid staff members teaching in a unit of study have a marking responsibility. This includes those who may only lecture, as well as those who tutor or lead seminars and/or workshops.

a. Allocating a Marking Load to Permanent Teaching Staff

In general, the proportions of marking done within a unit of study by permanent faculty will be allocated according to the proportion of teaching they do in the unit of study, including lectures. Any in-class assessment tasks that are subsumed within the teaching time, such as assessing student presentations, are not included in calculating the marking loads.

> *Example:* Unit of Study "Childhood" has twelve 1-hour lectures and two 1-hour workshops that run for eleven weeks. It is staffed entirely by permanent faculty. Therefore there is a total of 34 teaching hours (12+11+11). Joanne gives 4 lectures and no workshops so 4/34 x 100 = 12% of the marking load. Ben gives 8 lectures and 11 workshops, so 19/34 x 100 = 56% of the marking load. Fay gives 11 workshops, so 11/34 x 100 = 32% of the marking load.

b. Requests for Marking Assistance

Because marking is assumed to be part of the teaching load for permanent faculty, requests for funding for casual marking in units of study taught by permanent faculty would be very unusual. Nevertheless any such request may be made to the Faculty via the Associate Dean of Undergraduate & Pre-service Programs (Policy & Programs), who may need to consult with the Pro-Dean (Staffing) for advice on workload allocations before declining or authorizing the request.

[1] Additional tables added from *Request to Raise a Contact* form in November 2010

3. ALLOCATING A PAYMENT RATES TO CASUAL CONTRACT STAFF

According to the University of Sydney Enterprise Agreement (EA 2009-2012), casual academic staff members are paid for a minimum of three hours[2] work for each first tutorial or standard lecture – based on one hour of delivery and 2 hours of associated work[3]. *Associated work* for both lectures and tutorials includes preparation, planning meetings, contemporaneous marking and student consultation. In general, the level of Lecture (P02, P03 or P04) would be selected based on the anticipated amount of associated work. In the case of repeat lectures and tutorials, only one hour of associated work is paid per one-hour of class-time (total of two hours). A full table of teaching types and pay rates is included on the faculty *Request to Raise a Contract* form. A summary of types is included in Table 1 below.

Table 1: Types of casual teaching

Special	***Lectures***	***Tutorial***
A01 - *Acad Other Casual Rate 1 (PhD) per hour*	***P01 -*** *P/T Lect Distinguished Person/ Specialist per lect incl. 1 hr delivery + up to 4 hrs' of assoc work*	***TU1 -*** *Tutoring Auto Judgement (Phd) per tut incl. 1 hr delivery + up to 2 hrs assoc work*
A02 - *Acad Other Casual Rate 2 per hour*	***P02 -*** *P/T Lect Significant Resp per lect incl 1 hr delivery + up to 3 hrs' of assoc work*	***TU2 -*** *Tutoring Normal Rate per tut incl. 1 hr delivery + up to 2 hrs' assoc work*
DE1 - Demo. Auto Judgement (PhD) per hour	***P03 -*** *P/T Lect Normal Rate per hour incl. 1 hr delivery + up to 2 hrs' of assoc work*	***TU3 -*** *Tutoring Rpt Auto Judgement (Phd) per tut incl. 1 hr delivery + up to 1 hrs' assoc work*
DE2 - *Demo. Normal Rate per hour*	***P04 -*** *P/T Lect Rpt Rate per hour incl. 1 hr delivery + up to 1 hrs' assoc work*	***TU4 -*** *Tutoring Rpt Tut per tut incl. 1 hr delivery + up to 2 hrs' assoc work*

Having consideration for the information contained in the current Enterprise Agreement, the Faculty has devised the following policy:

a. Student Consultation

For every hour of teaching, casual staff members are required to be available for student consultation for at least 40 minutes. Student consultation may be arranged in different ways: staff may indicate to students when they will be available in an office, or may provide a contact telephone number and/or email address). Availability to students is an essential part of the job.

b. Types of Marking

In the Faculty of Education and Social Work, there are two likely scenarios:

- *Contemporaneous marking*, which is already included in the 'teaching' pay rate. This is marking that is performed within a lecture or tutorial, or which could have reasonably been performed in-class. Such tasks might include the assessment of oral presentations during a class, brief quizzes, minor tasks, or the marking of a poster or brief paper, perhaps associated with a presentation. Such marking is usually scattered over a semester. This type of marking is covered by the 'associated work' expected with delivery of the class and so cannot be claimed as additional work. It may be possible to negotiate a variation to this with the Associate Dean in special circumstances where in-class assessments form a major, significant component of the marking load or have a substantial component of written work directly linked to the in-class component which cannot reasonably be marked during class or associated work time.

- *Bulk marking*, which is paid at an hourly rate in addition to payment for teaching and its associated work. Nearly all units of study have major, whole unit assessment tasks, more likely to be of a summative rather than a formative character. These are usually in the form of major assignments, examinations and other tasks that all students in a unit of study do at the same time, as in an examination, or are submitted on a common date. Marking for these assessment tasks will be paid in addition to payment for teaching, at a rate appropriate to the

[2] Exceptions are listed in item 52, page 20 of the EA. See also page 63 of EA. http://sydney.edu.au/staff/enterprise_agreement/index.shtml

[3] Greater hours and pay rates apply to different types of lectures – see EA p.62. Also listed on Contact Request form.

level academic judgment required. In some circumstances it may be reasonable to allow additional time for lengthy marking moderation meetings.

c. Levels of Academic Judgment

The EA sets out two different kinds of marking:

- *Supervising Examiner* refers to marking "requiring a significant exercise of academic judgment". Most of the marking in the Faculty of Education and Social Work is likely to be of this kind and includes assessments such as essays, portfolios, teaching plans and written-response examinations. (This equates with M03, see Table 2 below)
- *Routine (Standard) Marking* refers to more basic repetitive marking, including multiple-choice marking. (This equates with M04 & 5, see Table 2 below)

Table 2: Types of marking

M03 - *Marking Significant Exercise of Academic Judgement per hour*
M04 - Marking Routine (Phd) per hour
M05 - Marking Routine per hour

d. Time Allocation

Some assignments or exams are more difficult to mark than others. In general, the time spent on difficult assignments will be balanced by time spent on easier-to-mark assignments. The same applies to exams where ill-prepared or highly proficient students may write little where others may write too much. The Faculty takes account of written assignments/exams of differing length, and also of the amount of required feedback for students. The following tables provide a means for calculating the 'marking hours' to be paid for marking requiring significant exercise of academic judgment.

Table 3: Number of essays/assignments marked per hour by word length

It is assumed that it takes, on average, 1 hour to mark 5 assignments of 1000 words each. For this marking it is required that substantial feedback and comments will be given to students on or with their assignments.

Words	500	1000	1500	2000	3000	4000	5000
Essay(s)	10	5	4	2.5	2	1.5	1

Example of calculation: Judy has been hired to take two tutorials with 22 students in each. She will then mark 44 assignments of 2000 words each. How many hours of marking is she paid for? Using the above table: (no. of assignments/2000-word rate), i.e. 44/2.5 = 18 hours.

Table 4: Number of exams/tests marked per hour by duration of exam/test

It is assumed that for non-routine marking it takes, on average, 1 hour to mark 6 exams or tests, where the exam or test is of 1-hour duration. The other assumption is that comments on scripts or answer sheets will be minimal, as usually occurs on examination scripts at the end of semester.

Exam length	1 hour	1.5 hours	2 hours	2.5 hours	3 hours
Papers marked/hour	6	4.5	3	2.5	2

Example of calculation: Theodore has been hired to take one seminar with 30 students in it. At the end of the semester he will then mark 30 exams of 1.5 hours each. How many hours of marking is he paid for? Using the above table: (no. of exams/1.5 per hour rate), i.e. 30/4.5 = 7 hours.

Table 5: Number of exams/test answers marked per hour by time recommended for the answering of a question

This table has the same arithmetic and assumptions as Table 4, but is useful where different markers are allocated specific questions to mark within a single exam or test.

Question length	20 min	30 min	40 min	50 min	60 min
Questions marked/hour	14	12	10	8	6

Example of calculation: Trahn has been hired to take four tutorials with 58 students in all. The 2-hour exam is in two parts, of equal length, one hour each. Her normal allocation would be 58 x 2 'questions' = 116 questions. It has been agreed that she will mark Question 1 across the unit (assuming approx. 116 papers). How many hours of marking is she paid for? Using the above table: (no. of questions/1-hour rate), i.e. 116/6 = 19.5 hours.

e. Unusual Marking Demands

If a Unit of Study Coordinator believes that the marking involved in a particular unit is systematically more time-consuming than that specified above, then a new agreed rate must be cleared with the appropriate Program Director and Associate Dean of Undergraduate & Pre-service Programs at the time of budget submission in the year preceding unit of study delivery.

4. CONTRACT PREPARATION

Teaching contracts are prepared under the office of the Associate Deans (Undergraduate and Pre-service Programs) on the advice of Unit Coordinators and Program Directors. The following procedure must be completed BEFORE the casual staff member commences work.

1. The current[4] *Request to Raise a Contract: Casual Academic Staff* form is to be completed by the Unit Coordinator in consultation with the relevant Program Director. Be sure to include the correct account code (page 1 of the form), and the marking hours calculation (page 2 of the form).
2. The relevant Program Director must sign the form, being mindful of whether the request is consistent with the planned staffing budget.
3. A copy of the *Staffing Budget* information sheet prepared for the unit of study at the start of the year must be attached. Any variations to the original sheet should be made in consultation with the Program Director and a brief explanatory note included.
4. The forms are given to either of the Associate Deans Undergraduate & Pre-service Programs for authorization, who forwards them to the appropriate faculty administration officer for processing.

[4] A new version of the contract request form is produced at the start of each semester. It can be identified by the listed semester dates and the date-of-effect for pay rates.