

# Sessional Staff

A Quick Guide  
for Academics



University of  
South Australia

People, Talent  
& Culture



*Congratulations on your appointment to the University.*

*As a new member of our sessional academic staff, you will have many questions about the University and about your role. This booklet provides a brief response to the most common questions asked by new staff. Its aim is to supplement, not replace, the induction activities and materials provided for you by your Academic Unit, Research Institute or Centre.*

*Sessional staff make a significant contribution to our teaching effort, and have an ever-increasing impact on our research and community service activities. We value your work, and we want your experience with us to be rewarding and fulfilling. To help you acclimatise to the University, and better understand your role and responsibilities within it, we provide new staff with access to a range of induction information and activities, professional development opportunities and support services. I encourage you to explore, and take advantage of what is on offer.*

*Your supervisor will be the best first point of contact for you on most matters, but you will find that there are many other sources of advice and support in your Academic Unit, at your campus, and in the wider University. Introduce yourself to other academic staff in your program, and to administration staff in your Academic Unit Office or Research Institute or Centre. Find out about the support services provided to staff by your Academic Unit Office, the University Library, Teaching Innovation Unit, Campus Central and by the central administrative units of the University. Investigate the University's induction website, <https://i.unisa.edu.au/staff/ptc/induction-to-unisa/> the site for sessional staff <https://i.unisa.edu.au/staff/ptc/casual-employment/> and general website at [www.unisa.edu.au](http://www.unisa.edu.au).*

*I hope you enjoy your time at the University, and that you find this booklet useful. If you have any suggestions for improving its content, please contact [staff.development@unisa.edu.au](mailto:staff.development@unisa.edu.au).*

*With best wishes,*

**Professor David Lloyd**  
**Vice Chancellor and President**

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	Question	The basics	Further information
About the University	1. How many students, staff and academic programs are there at UniSA?	UniSA is a distinctive and internationally competitive University which now has more than 32,000 Australian and overseas students, over 2,500 staff and more than 400 programs. UniSA has two city campuses, plus campuses at Magill, Mawson Lakes and regional campuses at Whyalla and Mount Gambier.	UniSA website <ul style="list-style-type: none"> <li><a href="http://www.unisa.edu.au">www.unisa.edu.au</a></li> </ul>
	2. What is the organisational structure at UniSA?	Seven academic units and coordinating portfolios report directly to the Provost and Chief Academic Officer. The seven academic units are made up of Research Institutes, Research Centres and Academic Programs.	Senior academic and administrative structure <ul style="list-style-type: none"> <li><a href="http://www.unisa.edu.au/about-unisa/governance-and-management-structure/senior-staff/">http://www.unisa.edu.au/about-unisa/governance-and-management-structure/senior-staff/</a></li> </ul>
	3. What are the dates of the UniSA academic year?	The University operates on seven study periods throughout the year. Transnational programs may be offered at any time of the year. Many postgraduate programs operate on a four-semester pattern.	Academic calendars <ul style="list-style-type: none"> <li><a href="http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/">http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/</a></li> <li><a href="http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/Offshore-academic-year-calendars/">http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/Offshore-academic-year-calendars/</a></li> </ul>
	4. How do sessional staff contribute to the work of the University?	Sessional academic staff can be employed in either a teaching or research capacity, or in a combination of both. Sessional staff deliver a significant portion of the University's teaching workload and are an important part of our students' University experience.	Specific responsibilities are detailed in sessional staff contracts Collective Agreement <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/ptc/employment-conditions/enterprise-agreements/enterprise-agreement/">https://i.unisa.edu.au/staff/ptc/employment-conditions/enterprise-agreements/enterprise-agreement/</a></li> </ul>
	5. What do all those terms and acronyms mean?	Glossaries of academic terms and acronyms are found on the UniSA website.	Academic terms <a href="http://www.unisa.edu.au/student-life/support-services/student-administration/glossary-of-university-terms/">www.unisa.edu.au/student-life/support-services/student-administration/glossary-of-university-terms/</a> Acronyms <a href="https://i.unisa.edu.au/staff/research/index/">https://i.unisa.edu.au/staff/research/index/</a>
About your appointment	6. Who will be my supervisor?	For teaching staff, generally your supervisor is the Course Coordinator of the course in which you are teaching. If you are acting as a Course Coordinator, you are responsible to either the Program Director of which the course is a part, or to the Executive Dean in which the program is located.  For research staff, generally your supervisor is the research or project leader.  If you have any queries or difficulties with any aspect of your work, your supervisor should be your first point of contact. If you require further assistance you should approach your Program Director or Program Dean. If you are uncertain about any aspect of your employment contract or conditions, contact your local People Talent & Culture team.	Your supervisor <ul style="list-style-type: none"> <li><a href="http://www.unisa.edu.au/About-UniSA/Governance-and-management-structure/Senior-staff/">www.unisa.edu.au/About-UniSA/Governance-and-management-structure/Senior-staff/</a></li> </ul> Academic Unit People, Talent and Culture teams <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/">https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/</a></li> </ul>
	7. Who else should I get to know?	Your Academic Unit academic service team are here to assist with your induction, and arrange access to appropriate University systems and facilities. This person will be a very useful contact for any questions you might have.  You should also get to know: <ul style="list-style-type: none"> <li>other members of your program's teaching team</li> <li>Academic Unit administration staff</li> <li>Campus Central staff at your campus</li> <li>Academic Librarian Services Team.</li> </ul>	<b>TIU Teaching and Learning</b> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/tiu/">https://i.unisa.edu.au/staff/teaching-innovation-unit/tiu/</a></li> </ul>

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	<b>8. What paperwork is required from me?</b>	<p>All sessional staff will need to complete the following forms, which will be provided by your supervisor or your Casual Staff Administrator:</p> <ul style="list-style-type: none"> <li>• <i>Contract of Employment</i></li> <li>• <i>Casual Employees Details</i> form</li> <li>• Australian Taxation Office (ATO) <i>Tax File Number Declaration</i></li> <li>• <i>Withholding Declaration Form</i> (if applicable)</li> <li>• <i>UniSuper Application Form</i>.</li> </ul> <p>You will be asked to provide a curriculum vitae and qualifications to your supervisor and/or People, Talent and Culture team.</p>	<p>For further information about your contract, salary, or conditions of appointment, direct queries in the first instance to your supervisor or to your Casual Staff Administrator.</p> <p>Questions may also be directed to your Academic Unit's People, Talent and Culture team <a href="https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/">https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/</a></p>
	<b>9. What do I need to do to be paid?</b>	Your contract of employment requires that you submit fortnightly online timesheets once work is performed. Timesheets must be submitted prior to the Friday 8:00pm submission cut-off time in order to be processed for payment in the casual claim cycle. Payments are made at the end of the payment cycle 13 days after the Friday 8:00pm submission cut-off.	<p>Payroll Office</p> <ul style="list-style-type: none"> <li>• 8302 2911</li> <li>• <a href="mailto:payrollservices@unisa.edu.au">payrollservices@unisa.edu.au</a></li> </ul> <p><a href="#">Online Casual Timesheet Submission Quick Guide</a> <a href="#">Online Casual Timesheet Instructional Video</a></p>
	<b>10. How will I be paid?</b>	You will be paid by electronic funds transfer. Your salary will be deposited in the bank account you nominate in your <i>Casual Employees Details</i> form.	<p>Payroll calendar</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/ptc/pay-and-benefits/salary-and-payroll/">https://i.unisa.edu.au/staff/ptc/pay-and-benefits/salary-and-payroll/</a></li> </ul>
	<b>11. What leave entitlements will I have?</b>	Sessional academic staff do not accrue entitlements to recreation leave, sick leave or other paid leave. Under certain conditions, sessional staff may accrue long service leave.	<p>Enterprise Agreement</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/ptc/employment-conditions/enterprise-agreements/enterprise-agreement/">https://i.unisa.edu.au/staff/ptc/employment-conditions/enterprise-agreements/enterprise-agreement/</a></li> </ul>
	<b>12. What about public holidays?</b>	Sessional staff are only paid for public holidays on which they are required to work. If you are not required to work on that day you will not be paid.	
	<b>13. What about superannuation?</b>	UniSA will pay employer contribution of 9.5% on your earnings to a UniSuper Accumulation 1 account for you in accordance with the Enterprise Agreement. In addition to this, you may also elect to contribute a percentage of your earnings to your UniSuper account.	<p>Superannuation Team</p> <ul style="list-style-type: none"> <li>• 8302 1637</li> <li>• email: <a href="mailto:superannuation@unisa.edu.au">superannuation@unisa.edu.au</a></li> <li>• <a href="https://i.unisa.edu.au/staff/ptc/pay-and-benefits/superannuation/">https://i.unisa.edu.au/staff/ptc/pay-and-benefits/superannuation/</a></li> </ul>
	<b>14. What about workers compensation?</b>	<p>Sessional staff are covered by the University's workers compensation insurance during the period of their contract.</p> <p>If you have an accident or sustain an injury or illness while working, you must lodge an On-Line Incident Report within 12 hours to your supervisor and the Safety and Wellbeing team</p> <p>If you lose time from work or incur medical expenses as a result of your injury or illness you can lodge a claim for worker's compensation. It is generally better to do this sooner rather than later but if you choose not to at the time you can still claim later as long as you have submitted the incident report.</p>	<p>Academic Unit PTC teams</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/">https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/</a></li> </ul> <p>Safety and Wellbeing team</p> <ul style="list-style-type: none"> <li>• 8302 2459</li> <li>• <a href="mailto:HSIM.SafetyWellbeing@unisa.edu.au">HSIM.SafetyWellbeing@unisa.edu.au</a></li> <li>• Use the HS&amp;IM Management System (Hazard and Incident Reporting System) to report <a href="https://my.unisa.edu.au/Staff/OHS/">https://my.unisa.edu.au/Staff/OHS/</a></li> </ul>

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About your academic role	15. What should I do to prepare myself for teaching?	<p>Your supervisor will provide specific advice, but you will find it useful to:</p> <ul style="list-style-type: none"> <li>familiarise yourself with the courses, programs and degrees that your students are likely to be studying. This helps you to understand where the course you are teaching fits in relation to your students' overall studies</li> <li>familiarise yourself with UniSA policy and practice on assessment and course evaluation</li> <li>familiarise yourself with any course, program or Academic Unit specific practices on assessment and course evaluation</li> <li>investigate the teaching guides provided by the Teaching Innovation Unit</li> <li>familiarise yourself with the online course outline, textbooks and readings for your course</li> <li>ensure that you are aware of the stationery, photocopying, IT, audio-visual, library and other resources available to you on campus</li> <li>familiarise yourself with student services which may require your support, including Elite Athlete and Performer Program and University Scholarships</li> </ul>	<p>UniSA courses and programs</p> <ul style="list-style-type: none"> <li><a href="http://study.unisa.edu.au/">http://study.unisa.edu.au/</a></li> </ul> <p>UniSA assessment policies</p> <ul style="list-style-type: none"> <li><a href="http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/">http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/</a></li> </ul> <p>Teaching Innovation Unit (TIU)</p> <ul style="list-style-type: none"> <li><a href="http://i.unisa.edu.au/staff/teaching-innovation-unit">http://i.unisa.edu.au/staff/teaching-innovation-unit</a></li> <li><a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/professional-development/sessional-staff/">https://i.unisa.edu.au/staff/teaching-innovation-unit/professional-development/sessional-staff/</a></li> </ul> <p>Online education support</p> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/">https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/</a></li> </ul> <p>Learnonline Support</p> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/askit/ithelpdesk/lohd/">https://i.unisa.edu.au/askit/ithelpdesk/lohd/</a></li> </ul> <p>Learnonline Help</p> <ul style="list-style-type: none"> <li><a href="https://asklearnonline.unisa.edu.au/app/answers/list">https://asklearnonline.unisa.edu.au/app/answers/list</a></li> </ul> <p>Elite Athletes and Performers</p> <ul style="list-style-type: none"> <li><a href="https://study.unisa.edu.au/Elite-athletes-and-performers/">https://study.unisa.edu.au/Elite-athletes-and-performers/</a></li> </ul> <p>Scholarships</p> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/students/scholarships/">https://i.unisa.edu.au/students/scholarships/</a></li> </ul>
	16. What induction activities and materials can I access?	<p>The People, Talent and Culture unit has developed a comprehensive on-line University Induction program at <a href="https://i.unisa.edu.au/staff/ptc/induction-to-unisa/">https://i.unisa.edu.au/staff/ptc/induction-to-unisa/</a></p> <p>The University also holds Corporate Induction events that provide great resources to get you started.</p> <p>Talk to your supervisor about Academic Unit and Research Institute or Centre induction activities and requirements.</p>	<p>Your Academic Unit's People, Talent and Culture team</p> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/">https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/</a></li> </ul> <p>Sessional staff website:</p> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/ptc/casual-employment/">https://i.unisa.edu.au/staff/ptc/casual-employment/</a></li> </ul>
17. What professional development opportunities can I access?	<p>Sessional staff employed for 13 hours or more per study period and in their second consecutive contract are required to participate in <i>Teaching@UniSA</i>, a program developed by UniSA to improve the teaching skills of staff. Talk to your supervisor to arrange this.</p> <p><i>Tutoring @ UniSA</i></p> <p>Multiple 3 hour face-to-face <i>Tutoring @ UniSA</i> workshops are held on each campus at the beginning of study periods 2 and 5. The workshops are designed to improve the small-group teaching skills of academic staff.</p> <p>If you are employed in an Academic Unit, the Program Dean may coordinate or be a referral source for professional development activities.</p> <p>You will need to discuss the options regarding any possible development you identify with your supervisor or Program Dean.</p> <p>For further information see the list of current professional development</p>	<p>Teaching@UniSA</p> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/professional-development/teaching-at-unisa/">https://i.unisa.edu.au/staff/teaching-innovation-unit/professional-development/teaching-at-unisa/</a></li> </ul> <p>Tutoring@UniSA</p> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/professional-development/sessional-staff/">https://i.unisa.edu.au/staff/teaching-innovation-unit/professional-development/sessional-staff/</a></li> </ul> <p>Teaching Innovation Unit's (TIU) Teaching in Higher Education – Workshops and Resources</p> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/professional-development/professional-development-in-teaching/">https://i.unisa.edu.au/staff/teaching-innovation-unit/professional-development/professional-development-in-teaching/</a></li> </ul> <p>TIU Teaching and Learning</p> <ul style="list-style-type: none"> <li><a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/tiu/">https://i.unisa.edu.au/staff/teaching-innovation-unit/tiu/</a></li> </ul>	

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		activities on the Staff Development website.	Staff Development website • <a href="https://i.unisa.edu.au/staff/ptc/performance-and-development/">https://i.unisa.edu.au/staff/ptc/performance-and-development/</a>
	<b>18. Where can I get help on student academic matters?</b>	Your supervisor should be your first point of contact for assistance.  Learning Advisors at the Teaching Innovation Unit on your campus can provide a wide range of support services and assistance.	Teaching Innovation Unit • <a href="http://i.unisa.edu.au/staff/teaching-innovation-unit/">http://i.unisa.edu.au/staff/teaching-innovation-unit/</a> • <a href="http://i.unisa.edu.au/students/student-support-services/study-support/see-a-learning-adviser/">http://i.unisa.edu.au/students/student-support-services/study-support/see-a-learning-adviser/</a>
	<b>19. Where can I get administrative support?</b>	Your supervisor will be able to advise you on administrative support available within your Academic Unit.	Your supervisor
	<b>20. Where can I get further assistance in relation to student administration?</b>	Campus Central can assist both staff and students with matters relating to study life. The offices are located on each campus. Office hours are 8.30am - 6.00pm Monday to Friday and they can be contacted by phone, fax or email.	Campus Central: • <a href="http://i.unisa.edu.au/Campus-Central/">http://i.unisa.edu.au/Campus-Central/</a> • <a href="http://i.unisa.edu.au/Campus-Central/Contact-Us/">http://i.unisa.edu.au/Campus-Central/Contact-Us/</a>
	<b>21. What UniSA legal obligations and policies should I be aware of?</b>	The Induction website contains information on the University's legal obligations. Be particularly aware of policy and practice in the following areas: <ul style="list-style-type: none"> <li>• conditions of employment</li> <li>• code of Ethics</li> <li>• occupational health, safety and welfare</li> <li>• copyright</li> <li>• disability</li> <li>• student misconduct</li> <li>• intellectual property</li> <li>• fraud information</li> <li>• plagiarism – students and staff</li> <li>• equity and diversity</li> <li>• workplace relations</li> <li>• legal responsibilities to students under 18 years of age.</li> </ul>	Polices • <a href="http://i.unisa.edu.au/policies-and-procedures/">http://i.unisa.edu.au/policies-and-procedures/</a>  Induction website • <a href="https://i.unisa.edu.au/staff/ptc/induction-to-unisa/">https://i.unisa.edu.au/staff/ptc/induction-to-unisa/</a>  Legislated and Ethical Responsibilities of Staff • <a href="https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/legislated_contents.pdf">https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/legislated_contents.pdf</a>
	<b>22. What should I know about copyright?</b>	University staff need to be aware of the requirements of the <i>Copyright Act</i> and how it affects their work. Copyright is a complex issue and you should familiarise yourself with the guidelines available at the <i>Copyright Guidelines For Staff</i> website.	Copyright • <a href="http://www.unisa.edu.au/copyright/">http://www.unisa.edu.au/copyright/</a> • <a href="mailto:Copyright@unisa.edu.au">Copyright@unisa.edu.au</a>
	<b>23. What legal responsibilities do I have in relation to students' health, safety and welfare?</b>	<ul style="list-style-type: none"> <li>• Ensure all students use appropriate risk control measures for identified hazards</li> <li>• Report all hazards or incidents associated with students' working environment, work tasks or activities</li> <li>• Ensure students do not place themselves or others at risk of injury.</li> </ul> <p>In case of emergency assist in the safe direction of students out of a building.</p>	Safety and Wellbeing website • <a href="https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/">https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/</a>  Report a hazard or incident • <a href="https://my.unisa.edu.au/Staff/OHS/">https://my.unisa.edu.au/Staff/OHS/</a>

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	<b>24. What should I do if through illness or other factors I'm unable to attend a class?</b>	<p>You should immediately notify your supervisor.</p> <p>You should not claim for payment for work which you are unable to perform. If you are overpaid speak to your academic service team or Payroll as soon as possible to organise for the overpayment to be recovered.</p>	<p>Your supervisor</p> <p>Your Casual Staff Administrator</p> <p>Payroll Office</p> <ul style="list-style-type: none"> <li>• 8302 2911</li> <li>• <a href="mailto:payrollservices@unisa.edu.au">payrollservices@unisa.edu.au</a></li> </ul>
	<b>25. If I suspect a student of academic or other misconduct, what should I do?</b>	<p>As part of the University's commitment to academic integrity, Academic Integrity Officers (AIO) are located in each Academic Unit. AIO have an educative role with staff and students and deal with cases of academic misconduct at the initial inquiry level. Report the incident to the nominated AIO.</p> <p>Act quickly to report incidents of disruptive or challenging behaviour in class or on campus. Notify Security and your Program Dean or Research leader who have a duty of care to staff and students.</p> <p>Contact a Counsellor at the Student Engagement Unit on your campus for assistance.</p>	<p>Academic Integrity Officers (AIO)</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-integrity/academic-integrity-officers/">https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-integrity/academic-integrity-officers/</a></li> </ul> <p>Security on 88888</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/facilities/security/">https://i.unisa.edu.au/staff/facilities/security/</a></li> </ul> <p>Counsellors on your campus</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/students/student-support-services/counselling/meettheteam/">https://i.unisa.edu.au/students/student-support-services/counselling/meettheteam/</a></li> </ul> <p>Code of Conduct for students</p> <ul style="list-style-type: none"> <li>• <a href="http://i.unisa.edu.au/policies-and-procedures/codes/students/">http://i.unisa.edu.au/policies-and-procedures/codes/students/</a></li> </ul>
	<b>26. If one of my students is struggling, what should I do?</b>	<p>The Student Engagement Unit on your campus provides personal and study counselling for students. Students can be referred to the SEU when you are concerned about their academic progress or their well-being. The SEU has an electronic referral system and once a referral has been submitted both the student and you will receive email notification.</p> <p>The SEU has a range of web-based resources to assist all students.</p> <p>If you have any concerns about one of your students, consult your supervisor.</p>	<p>The Student Engagement Unit (SEU)</p> <ul style="list-style-type: none"> <li>• <a href="http://i.unisa.edu.au/students/student-engagement-unit/">http://i.unisa.edu.au/students/student-engagement-unit/</a></li> </ul> <p>SEU e-referral</p> <ul style="list-style-type: none"> <li>• <a href="http://i.unisa.edu.au/students/student-engagement-unit/referring-students-to-student-services/">http://i.unisa.edu.au/students/student-engagement-unit/referring-students-to-student-services/</a></li> </ul> <p>Student Support Services</p> <ul style="list-style-type: none"> <li>• <a href="http://i.unisa.edu.au/students/student-support-services/">http://i.unisa.edu.au/students/student-support-services/</a></li> </ul>
<b>About services, resources and facilities</b>	<b>27. What should I know about my campus?</b>	<p>Before you start work it would be useful to familiarise yourself with the location of the following and the services they provide:</p> <ul style="list-style-type: none"> <li>• supervisor's office</li> <li>• Academic Unit office</li> <li>• Academic Unit services office</li> <li>• Campus Central</li> <li>• Library</li> <li>• Teaching Innovation Unit</li> <li>• teaching rooms</li> <li>• security – offices and call points</li> <li>• first aid boxes.</li> </ul>	<p>Campus maps are available online at the University's website, and from Campus Central</p> <ul style="list-style-type: none"> <li>• <a href="https://unisa.edu.au/visit/">https://unisa.edu.au/visit/</a></li> </ul>

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	<p><b>28. Why do I need to have a Staff ID and Access Card?</b></p>	<p>The Staff ID Card is a multi-use card for visual identification of staff, access to Cardax controlled buildings, library services, photocopying and printing.</p> <p>Once you have an active contract, Security Office staff on any campus can issue a Staff ID card. No appointment is necessary.</p> <p>At the completion of your contract, your Staff ID Card should be surrendered. If you gain further employment with the University, you must 'reactivate' your access card through MyUniSA&gt;My Details&gt;My Access.</p>	<p>Facilities Management Unit</p> <ul style="list-style-type: none"> <li>• <a href="http://i.unisa.edu.au/staff/facilities/fm-assist-services/building-access/">http://i.unisa.edu.au/staff/facilities/fm-assist-services/building-access/</a></li> </ul>
	<p><b>29. How can I access the University's information technology network?</b></p>	<p>The University's computing network supports a broad range of integrated systems, desktop applications and internet facilities for use by staff. Your access to the network will be determined by the type of work you do. You should discuss your situation with your supervisor and with the IT Helpdesk.</p> <p>If you are provided with access to the University's staff network, you will have access for the duration of your contract. If you are provided with a UniSA staff email account, you will have access to this account until 30 days after your contract ends. <b>It is important that you use your UniSA staff email account as this will be the main way you will be contacted by colleagues and students.</b></p> <p>Access to the staff network is requested via your supervisor in your casual contract request. Once your contract is activated, your staff network access will be available within 48 hours. Once you have access to the network, you might want to investigate:</p> <ul style="list-style-type: none"> <li>• Procedures for connecting from home</li> <li>• Procedures for creating your own staff homepage</li> <li>• MyUniSA, which consolidates information from a variety of databases to enable staff to access details regarding their own employment, and student information such as contact details and course/program lists</li> <li>• UniSA information systems training courses provided by Teaching Innovation Unit and other units.</li> </ul>	<p>IT Helpdesk</p> <ul style="list-style-type: none"> <li>• 8302 5000</li> <li>• <a href="mailto:ITHelpDesk@unisa.edu.au">ITHelpDesk@unisa.edu.au</a></li> <li>• <a href="https://i.unisa.edu.au/askit/staff/">https://i.unisa.edu.au/askit/staff/</a></li> </ul>

Quick-Guide for Sessional Academic Staff		FREQUENTLY ASKED QUESTIONS	
	Question	The basics	Further information
	<b>30. What library facilities can I access, and how?</b>	<p>Sessional academic staff have the same library privileges as continuing and fixed term contract staff. You can borrow from the Library at any campus, access inter-library loans, and exercise reciprocal borrowing rights with the libraries at Adelaide University and Flinders University. You can borrow up to 50 items subject to recall at any one time for a period of up to 28 days.</p> <p>You can gain access to Library services by taking your Staff ID card to the Service Desk at your campus Library.</p> <p><i>Academic Library Services</i></p> <p>Each Academic Unit and research concentration of the University, including the Whyalla Campus, has a team of librarians who provide training programs in the effective use of information sources and identify resources to support your education and research activities. Contact your Academic Librarian team to discuss services, including assistance with new electronic information resources in your area of specialisation, information literacy needs of students, and the purchase of new library material.</p>	<p>Campus Library</p> <ul style="list-style-type: none"> <li>• <a href="http://www.library.unisa.edu.au/">www.library.unisa.edu.au/</a></li> <li>• <a href="https://www.library.unisa.edu.au/about/leadership/">https://www.library.unisa.edu.au/about/leadership/</a></li> <li>• <a href="https://ask.library.unisa.edu.au/app/home/kw/borrow/">https://ask.library.unisa.edu.au/app/home/kw/borrow/</a></li> </ul> <ul style="list-style-type: none"> <li>• <a href="https://www.library.unisa.edu.au/teach/">https://www.library.unisa.edu.au/teach/</a></li> </ul>
	<b>31. What office, computer, telephone, photocopying and stationery facilities can I access, and how?</b>	<p>Sessional staff employed for 13 hours or more per study period are entitled to (shared) office space in which to work and meet students, a computer, a telephone, stationery and photocopying facilities.</p> <p>To add your details to the UniSA on-line telephone directory and UniSA Staff Homepage, complete the <i>Telephone Directory Entry</i> form. The Academic Unit office will be able to provide the cost centre information to complete this form.</p> <p>To arrange connection to the University's Voicemail system, complete an <i>Application for Voicemail form</i> and return it to the IT Help Desk.</p> <p>Your work area will have photocopying facilities and can provide you with other stationery needs; they can also advise you on the local policy regarding the use of UniPrint for printing multiple copies of materials or course information books.</p>	<p>IT Helpdesk:</p> <ul style="list-style-type: none"> <li>• 8302 5000</li> <li>• <a href="mailto:ITHelpDesk@unisa.edu.au">ITHelpDesk@unisa.edu.au</a></li> <li>• <a href="https://i.unisa.edu.au/askit/staff/network/nec-telephony/directory/">https://i.unisa.edu.au/askit/staff/network/nec-telephony/directory/</a></li> <li>• <a href="https://i.unisa.edu.au/askit/staff/email/voicemail/">https://i.unisa.edu.au/askit/staff/email/voicemail/</a></li> </ul>
	<b>32. How do I book a room?</b>	<p>Your Academic Unit timetabler is responsible for all long-term room bookings for tutorials, seminars, workshops and so on. If allocated a teaching space which is unsuitable contact the timetabler to see if a change can be organised.</p> <p>If you require a room for a one-off booking, complete the <i>Online room booking request form</i> and you will receive a response from your local FM Assist.</p>	<p>Your Academic Unit Timetabler</p> <p>FM Assist staff</p> <ul style="list-style-type: none"> <li>• <a href="https://www.unisa.edu.au/visit/hire-unisa-facilities/">https://www.unisa.edu.au/visit/hire-unisa-facilities/</a></li> <li>• <a href="http://i.unisa.edu.au/staff/facilities/fm-assist-services/room-bookings/">http://i.unisa.edu.au/staff/facilities/fm-assist-services/room-bookings/</a></li> <li>• <a href="http://i.unisa.edu.au/staff/facilities/about-fmu/">http://i.unisa.edu.au/staff/facilities/about-fmu/</a></li> </ul>
	<b>33. What audio-visual facilities can I access, and how?</b>	<p>Most teaching spaces are connected to the University network, allowing direct access to network facilities when using IT equipment. Most teaching areas also have PCs and data projectors available for use. If required, laptops and data projectors are available from FM Assist and should be booked at least one full working day before.</p> <p>If you experience problems contact your local FM Assist.</p>	

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	<b>34. What should I know about the University's mail system?</b>	<p>The University has a central mailing address and this should be used whenever possible. You should ask people to include your Academic Unit, Research Institute or Centre in the address to ensure prompt delivery.</p> <p>Incoming mail is sorted daily. Most areas have a central collection point for mail directed to sessional academic staff and a method of notifying staff when mail has arrived. Ask your supervisor or Academic Unit office for details.</p> <p>Outgoing Australia Post mail goes in the postbags in your area. Correctly stamped personal mail can also be mailed through the University system.</p>	<p>Academic Unit Office or supervisor</p> <p>UniSA mailing address University of South Australia GPO Box 2471 Adelaide SA 5001</p> <p>Mail processes and Internal post codes</p> <ul style="list-style-type: none"> <li>• <a href="http://i.unisa.edu.au/staff/facilities/fm-assist-services/mail-and-courier/">http://i.unisa.edu.au/staff/facilities/fm-assist-services/mail-and-courier/</a></li> </ul>
	<b>35. How can I access the online teaching environment?</b>	<p>learnonline is the University's online learning environment and provides an integrated suite of tools which support teaching and learning at UniSA.</p> <p>Academic Development and Online Educational Design staff can provide advice and support for approaches that can be used for online teaching and learning.</p>	<p>learnonline</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/">https://i.unisa.edu.au/staff/teaching-innovation-unit/teaching-technologies/learnonline/</a></li> </ul> <p>Online Educational Designers</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/tiu-support-for-teaching/#OED_Consultation">https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/tiu-support-for-teaching/#OED_Consultation</a></li> </ul> <p>Academic Developers</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/tiu-support-for-teaching/#AD_Consultation">https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/tiu-support-for-teaching/#AD_Consultation</a></li> </ul>
	<b>36. What should I know about on-campus parking?</b>	<p>Parking arrangements and fees vary across the University. To apply for a parking permit and to find out about arrangements at your campus contact Campus Central.</p> <p>Pay &amp; Display Electronic Ticketing machines are provided at all suburban campuses. Parking is not available on the two city campuses.</p>	<p>FM Assist staff</p> <p>Parking information is available at:</p> <ul style="list-style-type: none"> <li>• <a href="http://i.unisa.edu.au/staff/facilities/fm-assist-services/parking/">http://i.unisa.edu.au/staff/facilities/fm-assist-services/parking/</a></li> <li>• <a href="http://i.unisa.edu.au/policies-and-procedures/codes/miscellaneous/parking/">http://i.unisa.edu.au/policies-and-procedures/codes/miscellaneous/parking/</a></li> </ul>
	<b>37. How do I access my building after-hours?</b>	<p>After-hours access to controlled buildings can be granted by your campus Security Office upon submitting the online <i>Building access request</i> form to change your access level. Access will then be gained by swiping your Staff ID card.</p>	<p>Security on 88888</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/facilities/security/">https://i.unisa.edu.au/staff/facilities/security/</a></li> </ul> <p>FMU</p> <ul style="list-style-type: none"> <li>• <a href="https://i.unisa.edu.au/staff/facilities/fm-assist-services/">https://i.unisa.edu.au/staff/facilities/fm-assist-services/</a></li> <li>• <a href="https://i.unisa.edu.au/staff/facilities/fm-assist-services/building-access/">https://i.unisa.edu.au/staff/facilities/fm-assist-services/building-access/</a></li> </ul>
	<b>38. How do I obtain keys for my office space?</b>	<p>Keys for an office or other area within the university that you require access to can be issued by your campus Security Office upon submitting the online <i>Building access request</i> form.</p>	
	<b>39. What are UniSafe Escorts?</b>	<p>Security officers on each campus will escort any person from any location on campus to their vehicle in the car park or to public transport locations nearby. To arrange for an escort go to the Security Office, call from any of the security call points, or dial 88 888.</p>	

<b>Quick-Guide for Sessional Academic Staff</b>		<b>FREQUENTLY ASKED QUESTIONS</b>	
	<b>Question</b>	<b>The basics</b>	<b>Further information</b>
<b>About further work within the University</b>	<b>40. How do I apply for further work with the University?</b>	<p>You can register for job alerts or search current vacancies via the Working at UniSA site.</p> <p>If you are considering applying for a position that is advertised for 'internal applicants' you can only do so if you have worked for at least 75 paid hours in the six months prior to the closing date of the position and are employed by the University in your normal work pattern during the period of the advertisement.</p> <p>Some Academic Units and Research Institutes or Centres maintain their own employment databases. Check with your supervisor.</p>	<p>Working at UniSA</p> <ul style="list-style-type: none"> <li>• <a href="http://www.unisa.edu.au/About-UniSA/Working-at-UniSA/">www.unisa.edu.au/About-UniSA/Working-at-UniSA/</a></li> <li>• <a href="https://i.unisa.edu.au/staff/ptc/recruitment-at-unisa/">https://i.unisa.edu.au/staff/ptc/recruitment-at-unisa/</a></li> </ul>

CONTACT	INTERNAL	EXTERNAL
Ask the Library	26231	1300 137 659
Audio Visual Support	88555	
Campus Central	20150	1300 301 703
People Talent & Culture <a href="mailto:ptc@unisa.edu.au">ptc@unisa.edu.au</a>	22220 Central Administration Units and Portfolios 21818 UniSA Allied Health and Human Performance 21818 UniSA Clinical and Health Sciences 27130 UniSA Business 24200 UniSA Creative 24200 UniSA Education Futures 24200 UniSA Justice and Society 25800 UniSA STEM and FII	830 22220 Central Administration Units and Portfolios 830 21818 UniSA Allied Health and Human Performance 830 21818 UniSA Clinical and Health Sciences 830 27130 UniSA Business 830 24200 UniSA Creative 830 24200 UniSA Education Futures 830 24200 UniSA Justice and Society 830 25800 UniSA STEM and FII
First Aid	88 888 (Security) Direct Dial Call Points	See Security
FM Assist	City East – 22261 City West – 20555	Magill – 24055 Mawson Lakes – 25055
		City East – 8302 2261 City West – 8302 0555
Magill – 8302 4055 Mawson Lakes – 8302 5055		
IT Helpdesk	25000	8302 5000
Learnonline Help Desk	20900	
Teaching Innovation Unit	27847	8302 7847
Safety and Wellbeing	22459	8302 2459
Security	88 888 Direct Dial Call Points	Free call - 1800 500 911 City East – 8302 2222 City West – 8302 0000
		Magill – 8302 4444 Mawson Lakes – 8302 3333 Whyalla - 08 8647 6050
Switchboard	9	8302 6611
Teaching Room Facilities	See FM Assist	See FM Assist
UniSafe Escorts	88 888 Direct Dial Call Points	See Security
Voicemail	26700	8302 6700
Whyalla Switchboard	26161	(+61 8) 8302 6161 or Toll Free 1800 808 957

***If you find yourself in an EMERGENCY situation RING SECURITY. 88888***

***Be ready to give YOUR NAME, LOCATION, PHONE NUMBER AND THE PROBLEM***