

Casual Tutoring Policy

1. Process of Appointment as a Casual Tutor in the School of Biomedical Sciences & Pharmacy

Application

- Persons interested in serving as a casual tutor in the School should be directed to the School's web site and invited to a) Review the supporting documents and then b) download and complete the application form.
- The application form should be submitted as a signed hard copy (with copies of the necessary supporting documentation) to the School of Biomedical Sciences & Pharmacy Teaching and Learning support Unit.
- Application can be made at any time.
- All queries to be directed to Biomedsci-Admin@newcastle.edu.au

Process

- All applications will be checked for completeness by the Teaching Support Unit and then forwarded to the appropriate Course Coordinator for consideration.
- The Course Coordinator will identify those persons who have a suitable academic background and experience. In order to do this the Course coordinator may make contact with one or more of the identified referees listed on the application form.
- The Course Coordinator will advise the Teaching Support Unit of the requested tutors.
- The Teaching Support Unit will contact the applicant advising them of the outcome of their application.
- The successful applicants will be asked to contact the Course coordinator for advice about their timetable and activities.
- Tutors will normally be appointed for the duration of the Semester/Trimester in which the Course is being offered.
- All tutors will need to reapply for a tutorial position in the Course when it is next offered if they wish to serve as a tutor in the course for more than one semester or trimester.

Standards

- The Course Coordinator is accountable to the Chair of the School Teaching & Learning Committee in respect of all tutor appointments.
- Applications will be judged on the academic merit and experience of the applicant as a teacher/tutor.
- All tutors will be required to agree to adhere to University's Code of Conduct.
- Tutors will in the first instance report to the Course Coordinator regarding their day to day activities as a tutor, including academic content and scope for the respective course.
- All tutors will undergo a performance assessment which may include feedback from one or more of either the students doing the course, colleague tutors and or the Course coordinator or other appropriate discipline relevant academics in the School of Biomedical Sciences and Pharmacy.
- The Course coordinator will be required to show all appraisal records to the Tutor *and* assist the Tutor to access mentoring and or teaching remediation if necessary.
- The Chair of the School's Teaching and Learning Committee will, in the first instance, arbitrate any dispute involving the appointment or performance of any individual serving as a casual tutor in the School.

2. Tutors Code of Conduct

- All Tutors are expected to abide by the University's Code of Conduct which can be found at the following WEB site <http://www.newcastle.edu.au/policy/000059.html>
- Tutors are expected to be punctual and remain for the entire tutorial period.
- Tutors are expected to be attired appropriately including use of required and appropriate occupational and health safety clothing (eg Laboratory based sessions).
- In addition to following the University's policy on OH&S which can be found on the University Web page (see for example at <http://www.newcastle.edu.au/policy/search/?q=OH%26S+policy> . Tutors are expected to advise the lead academic in the tutorial or laboratory session when appropriate OH&S practices are not being adhered to by anyone in the laboratory session so they can be rectified immediately.
- Tutors are expected to appropriately prepare for each tutorial session.
- Tutors are to be actively encouraged in and supportive of the learning activities identified for the particular tutorial, laboratory or practical session they are engaged in.
- Tutors are **not permitted** to *concurrently* "tutor" or "coach", for fee **or reward** additional to their stipend from the School of Biomedical Sciences, any student enrolled in the Course in which the tutor has been engaged by School of Biomedical Science and Pharmacy to serve as Tutor.
- Tutors who may have a real or potential conflict of interest are to report this to the Course Coordinator immediately and seek advice about how this should be dealt with or resolved.

3. Unavailability, Withdrawing from or Termination of Tutor Duties

- A tutor's appointment would normally conclude at the end of the Semester or Trimester in which the Course is offered.
- A tutor who is unavailable to attend any particular tutorial session for any reason must contact the Course Coordinator, so alternate arrangements can be made.
- A tutor wishing to be released from their tutoring duties should contact the Course Coordinator by email immediately so an alternative tutor can be found so student learning is not compromised.
- Breach of the University's Code of Conduct is grounds in and of itself for termination of appointment as a Casual Tutor in the School of Biomedical Sciences and Pharmacy.

4. Complaints

- Complaints received by Tutors concerning academic staff can be referred onto the School Complaints Officer, which is line with the University's Complaints Resolution Policy <http://www.newcastle.edu.au/policy/000745.html> , or the Chair of the School Teaching & Learning Committee.