



School of Education

STAFF INFORMATION BOOKLET

This Information Booklet compliments the University's:
Induction Website: www.newcastle.edu.au/unit/hrs/induction/index.html
First Edition: February 2009 – Updated September 2011
Suggestions for improvement: Please send these to the School Executive Officer

Updates and further information: The latest information about the School, such as the most recent versions of the School Governance Protocols, School Executive positions and School resources can be found on the School Blackboard site: www.blackboard.newcastle.edu.au

School of Education

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IT Problems

Phone 17000 or email 17000@newcastle.edu.au

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1. INTRODUCTION

The School of Education is the largest School in the University with more than 4500 students studying in teacher education programs, around 800 postgraduate students undertaking advanced study in Education, and more than 125 students completing Masters or Doctoral programs by research. While many students study on campus, either at Callaghan, Ourimbah, Port Macquarie or North Rocks through RIDBC (Royal Institute for Deaf and Blind Children) Renwick Centre, the School also delivers a number of its programs online with access to students in countries throughout the world.

The School provides high quality teacher education programs that aim to develop graduates who are inspirational teachers with the capability to act professionally, ethically and effectively in educational settings; insightful scholars with the capability to engage in rational enquiry into curriculum, policy and practice; and innovative leaders with the capability to play a constructive role in public discourse on education. Graduates from our teacher education programs are highly regarded with many targeted for employment before the completion of their studies. A significant number of students progress from undergraduate studies through to postgraduate study or research.

The Educational Research Institute, Newcastle (ERIN) supports and brings focus to the School's research activities, with current major programs of research in the areas of teacher change, physical activity and population health education, and adaptive knowledge production. Many academic staff in the School of Education enjoy international reputations for the quality of their research. The School also takes pride in its relationship with its many communities and especially the local schools of the Hunter, Central Coast and Mid-North coast regions.

The School of Education is a vibrant and exciting community seeking to provide excellence in teaching, research and community engagement.

This information booklet has been devised for the benefit of all staff in the School, but will be particularly useful for new staff, those on short term contracts, casual academics and higher degree research (HDR) candidates. Information for each campus is identified where appropriate.

It contains an overview of resources and support available to staff, particularly casual academic staff. Reference is made to rules, procedures and policies relevant to the School.

The School of Education, under the Faculty of Education & Arts (FEDUA) has a well maintained and up-to-date website. The School of Education Blackboard site also contains regular announcements and links to various policies and procedures with which all staff should familiarise themselves.

2. SCHOOL GOVERNANCE

The School of Education Governance document outlines the general principles and sets out the structure and governance of the School of Education and affiliated units. It also outlines the responsibilities of major office bearers and committees. This document is available via the School of Education Blackboard site <https://blackboard.newcastle.edu.au/>.

3. STAFFING

Staff within the School of Education, Callaghan, can be found on levels A & C in the Hunter Building, HPE Building (next to the Forum) and the Special Education Centre. Some part time staff and HDRs have offices in the AOB Building, located behind the Hunter Building and some research staff are located in the GP Building and Newbolds Building at Mayfield.

The Humanities Office at Ourimbah is the central location of Ourimbah academic staff offices, pending the completion of the new Education and Nursing building. Some staff are also located at the Port Macquarie Campus.

3.1 Head of School

Professor Jenny Gore is the Head of School and Dean of Education. Professor Gore's office is located in HA74. Contact Ann Baker on (02) 4921 6864 for appointments.

Professor Gore is currently on SSP so Dr Kathryn Holmes is acting in the role during this time.

3.2 Deputy Heads of School

The Head of School is supported by three Deputy Heads.

Dr Kathryn Holmes - Deputy Head of School, Services

(Dr Kerry Dally is currently acting in the role of Deputy Head of School, Services)

Dr Robert Parkes - Deputy Head of School, Teaching & Learning

Dr Tom Griffiths - Deputy Head of School, Research

3.3 School Executive Officer

The School Executive Officer coordinates the School's administrative support functions and provides leadership and direction for the administrative staff. The School Executive Officer is Tanille Elley.

The above positions form the School Executive. Further information can be found in the School Governance document available via the School of Education Blackboard site <https://blackboard.newcastle.edu.au/>.

3.4 Hunter Academic Support Unit (HASU)

Administrative assistance and academic support for staff and students is provided by the Hunter Academic Support Unit (HASU), located in Office HA80.

A comprehensive list of HASU staff and their core functions along with the Team Charter are available via the School of Education Blackboard site

<https://blackboard.newcastle.edu.au/>.

3.5 Ourimbah Academic Support Unit (ASU)

The Ourimbah Campus Academic Support Unit (ASU) provides administrative assistance and academic support to staff within the Faculty of Education and

Arts. A comprehensive list of staff and their core functions is available via the School of Education Blackboard site <https://blackboard.newcastle.edu.au/>.

3.6 **Casual Academic Staff/Guest Lecturers**

A large number of casual academic staff are employed each semester.

Callaghan Campus: A casual staff office is located in Room HA60. Administrative support is provided by the HASU in office HA80.

The Ourimbah Campus: Casual staff at the Central Coast Campus are located in the Humanities Building, Room HO1.54. Visiting academic staff are located in Rooms HO1.28 and HO1.58. Consultation offices are also available and bookings should be arranged through the ASU.

Port Macquarie Campus: A casual staff office is located in Room J114. Administrative support is provided by the University Services Coordinator, Kim Thompson, located in the Port Macquarie Student Hub.

Further information for casual academic staff can be found in Appendix A.

3.7 **Program Officers**

Program Officers are able to provide advice to School of Education students and staff on the structure of courses and rules and policies relating to the specific programs. Advice is also given on student admission and enrolment, cross institutional study, leave of absence, credit and recognition of prior learning, progression and eligibility for graduation, changing programs and transitions. Program Officers are located in the Shortland, Hunter, City and Port Macquarie Hubs, as well as the Ourimbah campus. A list of program officers, covering Education programs can be found at <http://www.newcastle.edu.au/study/admin/>.

Program related queries can also be directed to the email address SoE-TeachingAndLearning@newcastle.edu.au

3.8 **Professional Experience Unit**

The Professional Experience Unit is part of the Hunter Academic Support Unit (HASU) and Ourimbah Academic Support Unit. The Director is Associate Professor David Palmer. Dr Maura Sellars is the Assistant Director, and Gillian Turnbull and Sue Evans are the Supervisors for Administrative staff within the unit. The unit is responsible for coordinating student placements for education, social work and speech pathology students across all campuses. Staff also ensure student milestones are met; which includes submission of completed Prohibited Declaration forms, Confidentiality Agreements and issuing of Child Protection Certificates.

3.9 **Justices of the Peace (JP)**

Several staff in the School of Education are JPs. Please seek assistance from HASU staff in Room HA80, Callaghan or the Port Macquarie Hub.

4. **PROGRAM CONVENORS**

Program Convenors are appointed by the Pro Vice-Chancellor of a Faculty to have overall responsibility for the conduct of a Program leading to an award of the University. The

University Policy relating to the Program Convenor role and responsibilities can be found at:
<http://www.newcastle.edu.au/policylibrary/000266.html>

A list of program convenors for the School can be found at:
<http://www.newcastle.edu.au/school/education/students/program-convenors.html>

5. COURSE COORDINATORS

Course Coordinators are appointed by the Head of School to be responsible for planning and coordinating the delivery of the Course and for ensuring its appropriate assessment, in consultation with the Program Convenor and with the Head of School, who has the final responsibility. The University policy on the role of the Course Coordinator is available at <http://www.newcastle.edu.au/policylibrary/000626.html> and should be read and considered as a guideline for administering the role.

A list of Course Coordinators can be found at:
<http://www.newcastle.edu.au/school/education/staff-resources.html>

Course Coordinators are involved in the production of course outlines each semester and must have online access to the Curriculum Tracking System (CTS), Course Assessment Return (CAR) and Special Circumstances. Course Coordinators must advise the School Executive Officer of any change to their allocated course coordination in order that systems can be updated.

Academic staff should also bring any possible acts of academic dishonesty, e.g. plagiarism, to the attention of Course Coordinators, who in turn will make a judgement on whether the matter should be referred to the Student Academic Conduct Officer (SACO), Greg Preston. Further information on the role of the SACO is given in 28.1.

6. RESEARCH CENTRES

The Educational Research Institute, Newcastle (ERIN) supports and brings focus to the School's research activities, with current major programs of research in the areas of adaptive knowledge production, teacher change, physical activity and population health education. Many academic staff in the School of Education enjoy international reputations for the quality of their research. Research profiles of academic staff are at:
<http://www.newcastle.edu.au/staff/research-profile/>

7. ROOM INFORMATION

7.1 Teaching Space

Class timetables are available at:
http://webapps.newcastle.edu.au/timetables/class_times/classimes.cfm

Contacts for timetabling can be found at:
<http://webapps.newcastle.edu.au/timetables/contacts.cfm>

If a teaching space, other than that which is allocated on the timetable, is required or you wish to change your allocated room, please contact:

Callaghan Campus: the School Executive Officer, Tanille Elley on (02) 4921 2053, email Tanille.Elley@newcastle.edu.au or the Administrative Officer for Services Portfolio, Hayley McGregor on (02) 4921 7946, email Hayley.McGregor@newcastle.edu.au.

The Ourimbah Campus: Sandra Heiner (02) 4349 4962 or email Sandra.Heiner@newcastle.edu.au

Port Macquarie Campus: The University has priority over TAFE to limited teaching spaces. Other space has to be negotiated with TAFE and consistent weekly availability especially Monday to Wednesday is challenging. Capacity for the largest space is 60, with the majority of rooms holding 30 in a general purpose classroom set-up. There are no traditional lecture rooms.

7.2 Meeting Rooms

Callaghan Campus: The School has two rooms available for meetings and small conferences in the Hunter Building. They are HA96 for groups of up to 40 and HA106 for groups of up to 15. Room HA96 is equipped with a data projector and screen, SmartBoard and videoconference facility. Bookings are made through GroupWise or HASU staff. HA158 opposite the Huxley Library is also available for meetings.

The Ourimbah Campus: The Ourimbah Campus meeting room is situated in the Humanities Building, Room HO1.73. Booking are made through GroupWise Room-HO173-Meeting@newcastle.edu.au or the ASU staff. The meeting room seats 12 and is equipped with video conference facility and a SmartBoard.

Port Macquarie Campus: One large and a couple of smaller meeting rooms are available in the library and must be booked via the student hub. There is a wall mounted Smart Board available in K block and a mobile unit in JG02. The video conference room in the library can be booked via email to : nciportmacquarielibrary@tafensw.edu.au also CC Kim Thompson and the video conference can then be arranged by completing the form <http://www.newcastle.edu.au/unit/ctl/tss/videoconf/vidconfrequest.html> and forwarding form to Videoconf@newcastle.edu.au .

7.3 Staff Common Room

Callaghan Campus: A lunchroom and kitchen is available for academic staff use in HA66. It is equipped with a fridge, microwave, urn and coffee machine. Tea, coffee, sugar and milk are also provided. There is also a staff common room in HA152 opposite the Huxley Library.

The Ourimbah Campus: The Central Coast has a small combined tea room and kitchen in HO1.34 in the Humanities Building. Tea and coffee are provided.

7.4 Casual Staff Room

Callaghan Campus: Room HA60, phone 4921 6614 is available for use by casual staff. Access is available by proximity card.

The Ourimbah Campus: Room HO1.54 in the Humanities Building is fitted with five workstations, computers and a local printer. Casual staff are allocated a pigeonhole and all correspondence and messages will be left in that pigeonhole.

The telephone number is 4348 4282. When phoning off campus, dial 0 (for outside line) then the phone number. For internal extensions, dial the last five digits of the number (e.g., the above number will be 84282).

Port Macquarie Campus: Most buildings have a couple of staff common rooms and these are shared with TAFE. Modest amenities are provided in K block and nothing in C annex.

8. AV EQUIPMENT

Most teaching spaces are equipped with data projectors and laptop consoles and come with instructions for use. Any problems should be brought to the attention of administrative staff in that location. Data projectors, laptops and MP3 recorders are available on loan from the Head of School Office (Callaghan) and arrangements for these can also be made via administrative staff at Ourimbah or Port Macquarie.

8.1 Conference Phone

Callaghan Campus: A conference phone is also available for use and can be booked through the Head of School Office, phone 4921 6864.

The Ourimbah Campus: Arrangements need to be made with the ASU.

8.2 Webcam

Access to webcams is available from certain offices. If you require this service please contact HASU staff in Room HA80 or phone 4921 6428 (Callaghan Campus). Arrangements for these can also be made via administrative staff at Ourimbah or Port Macquarie.

8.3 Smart Board & Team Boards

Callaghan Campus: Smart Boards and Team Boards are available in a number of teaching and meeting rooms. Please contact HASU staff in Room HA80 or phone 4921 6428 for further information.

The Ourimbah Campus: A SmartBoard is available in the Humanities Meeting Room. Arrangements need to be made with the Ourimbah ASU.

8.4 Videoconference facilities

Videoconference facilities dedicated for School of Education use are located in Hunter building room HA 96 and Ourimbah HO 1.73. Please contact HASU or Ourimbah ASU staff for further information.

Port Macquarie Campus: AV equipment is available in DG27 (Nursing classroom) and JG01/02 (Education classroom). This equipment is not supported by the local IT organisation so any IT support is given by the University Services Coordinator, Kim Thompson.

Many of the TAFE rooms are equipped with over-head projectors. There are laptops and data projectors available for booking from the library for use in other rooms.

K block has a data projector and computer at each end for teaching.

Smart Boards – A Smart Board is available in K block and a movable one in JG02.

Video conference facility – Is available in the large meeting room in the library. The University Services Coordinator, Kim Thompson, can provide instruction on booking and usage. Kim also has access to Vidyo which is useful for 1:1 sessions but not large meetings.

9. KEYS/ELECTRONIC ACCESS

Callaghan Campus: Rooms and office space in the Hunter Building have either key or proximity card access. To gain access, staff are required to log on to the Facilities Management website and lodge a Maximo request. This is available on the web at <http://www.newcastle.edu.au/service/keys/index.html> or contact HASU staff for assistance. Staff must have their Uni ID and password.

Facilities Management will contact the staff member directly by email when the card or key is available for collection. Proximity cards can be encoded with access to more than one room if required. Current staff may have other rooms encoded to their proximity card by using the same process. Once requests are received by Facilities Management, and approved, the proximity card will be remotely encoded with the appropriate access.

Keys to some teaching spaces are kept with the HASU and can be borrowed as required.

The Ourimbah Campus: Swipe card access is required for teaching spaces. To gain access, staff are required to log on to the Facilities Management website and lodge a Maximo request. This is available on the web at <http://www.newcastle.edu.au/service/keys/index.html> or contact ASU staff for assistance. Staff must have their Uni ID and password.

Port Macquarie Campus: Does not yet use the above process. Keys need to be requested from TAFE via application form from the University Services Coordinator, Kim Thompson, who maintains keys for classrooms; rooms are opened by security.

10. OFFICE SUPPLIES/STATIONERY/MAPS

Callaghan Campus: HASU staff keep a well stocked stationery cupboard, including paper for printing and photocopying. Stationery supplies are ordered regularly, however if you require specific or large quantities of supplies please give HASU staff plenty of notice.

The Ourimbah Campus: ASU staff can assist with stationery supplies and specific orders. Non-standard stationery items need approval prior to ordering.

Port Macquarie Campus: A supply of basic stationery is available from the University Services Coordinator, Kim Thompson, at the Hub. A large purchase for Education is made at the commencement of each semester.

A number of University templates are available for staff use via the following link:
<http://www.newcastle.edu.au/mpr/templates/>

Maps of all campuses are available via the following link:
<http://www.newcastle.edu.au/maps/>

11. IT SERVICES

All new staff are provided with a staff number by HR. Staff are then required to contact IT Services to obtain a Uni ID (numberplate) and password. IT Services will then provide instructions to gain access to GroupWise (email), Blackboard, HROnline, Maximo and University internet service.

The website for IT Services can be found at <http://www.newcastle.edu.au/unit/it/>

11.1 Online Systems

A list of computer accounts available to staff can be found at: <http://www.newcastle.edu.au/service/computer-accounts/staff/available-accounts.html>

Once new staff have their staff number, they now activate their computer accounts at <http://www.newcastle.edu.au/service/computer-accounts/staff/new-staff.html>. For step by step instructions staff can download the NUaccess staff guide (PDF) from the link on that web page if required. They will be provided with their User ID as part of this activation process and there's no need to contact IT for the User ID.

Supervisors receive an auto system email advising when an appointment has been processed. This includes the staff number with a link to the computer accounts set up web page. Where appointees have an active Uni email address they also receive this email advice.

Further information can be found in Appendix B. Assistance in using the systems can be provided by Administrative staff.

11.2 Staff Email List

A number of staff email lists are administered by the Faculty Office. These email lists are used to advise staff of important events in the Faculty or School. New staff need to advise Jodie Hadden in the Faculty Office so they may be included; email Jodie.Hadden@newcastle.edu.au.

There is also an "all-uni-staff" mailing list, administered by IT Services. All staff, including casual staff, should go to the following link and complete their details to be included on this list <http://mailman.newcastle.edu.au/mailman/listinfo/all-uni-staff>

11.3 Online Staff Directory

All staff should put their contact details on the University website and keep them up to date. This is done through HROnline, available on the Human Resources website <http://www.newcastle.edu.au/unit/human-resource-services/>. Click on HROnline, enter your Uni ID and password, click on the 'My HR' tab, then 'Personal Details' then 'My Staff Directory Details' and edit as required.

11.4 Technical Support

All problems with computers, online systems or phones should be referred to IT Services, either by phoning 17000 or email 17000@newcastle.edu.au. Technical support can also be provided by HASU staff in relation to equipment in the School's teaching spaces, video cameras, production of CDs and DVDs.

11.5 Curriculum Support – E-Learning

Support is available to assist staff with the integration of Information and Communication Technologies (ICT) into courses and the exploration of the use of ICT generally within specific educational contexts. The School's ICT Coordinator, Greg Preston, is able to be contacted for assistance with any ICT Curriculum issues and e- Learning in the School.

Port Macquarie Campus: TAFE related issues i.e. access to network, Office, Windows need to be directed to the University Services Coordinator, Kim Thompson, who liaises with NCI/IT. UON issues need to be directed to 17000.

12. HUMAN RESOURCE SERVICES (HRS)

The HRS website is located at <http://www.newcastle.edu.au/unit/human-resource-services/>. It contains all relevant information relating to your work experience. Use your Uni ID to access HROnline which enables you to submit leave requests, view payslips and personal information, update contact details, access the staff development training calendar and register for training courses.

If you haven't set up your IT account at all, you will need to follow the steps listed here: <http://www.newcastle.edu.au/service/computer-accounts/staff/new-staff.html>

NB: there is a user guide at this link also.

If you have already activated your IT account, and just need to set up your HRonline password, you should login here: <https://identity.newcastle.edu.au/idm/user/login.jsp> and select the 4th tab 'Reset HRonline Password' where you create a password, and confirm it.

The Human Resource Officer assigned to the Faculty of Education and Arts, Julie Firth, can be contacted on 4921 8634 or email Julie.Firth@newcastle.edu.au

13. CURRICULUM TRACKING SYSTEM

The Curriculum Tracking System (CTS) which allows viewing of current CTS entries, as well as the current Course Availability List (CAL) is available via: <http://webapps.newcastle.edu.au/CTS/index.cfm>

Changes to the CTS for any course need to be discussed with both the relevant Course Coordinator and Program Convenor, as well as consultation with Dr Robert Parkes, Deputy Head of School Teaching and Learning, if required.

CTS changes can be input by either Project Officer Paul Davies ext 15488 Paul.L.Davies@newcastle.edu.au or the School Executive Officer, Tanille Elley ext 12053 Tanille.Elley@newcastle.edu.au. It may be necessary to submit an electronic copy of the text changes required, as well as evidence of Course Coordinator and Program Convenor approval.

14. COURSE OUTLINES

Course Outlines are generated by Course Coordinators at the beginning of each Semester for each course being taught and are provided to students in the first week of teaching, electronically via inclusion in the Blackboard site for the course. Further information, or assistance with the supplied template, is available via Teaching and Learning Support Officer Elissa Klinkenberg on ext 16226 or Elissa.Klinkenberg@newcastle.edu.au .

Course Coordinators are not required to provide hard copies to students if a copy is available via Blackboard. However if hard copies are required then administrative staff are available to assist. If a large amount (more than 100) is required, copying may need to be outsourced, so more than 3 weeks notice should be given in this instance.

It is important that all academic staff familiarise themselves with the Course Outline Policy No. 000587 located in the University Policy Library at <http://www.newcastle.edu.au/policylibrary/000587.html>

15. BLACKBOARD

Blackboard is an online course management and delivery system and can be found via www.blackboard.newcastle.edu.au. The School of Education Blackboard site for each course contains all relevant information pertaining to that course. Blackboard is also used to post important announcements, particularly in relation to timetabling and relevant policies and procedures. It is essential all staff have access to Blackboard. Blackboard advice can be obtained from Greg Preston ext 15891 or greg.preston@newcastle.edu.au and University training is also available.

16. STUDENT FEEDBACK ON COURSES

The University has a system in place to enable lecturers and tutors to gain feedback on their teaching and courses.

16.1 Student Feedback on Teaching (SFT)

The Student Feedback on Teaching (SFT) survey is a free service for lecturers and tutors to evaluate their teaching, SFTs are now offered twice every semester from weeks 6 and 8, and once every trimester from week 8.

The frequency of SFTs should be determined by the staff member in discussion with their supervisor, and results can be made available to the Head of School for discussion as part of the Performance Development Framework process. For more information visit: <http://www.newcastle.edu.au/service/university-surveys/student-feedback-on-teaching.html>

16.2 Student Feedback on Courses (SFC)

When the Student Feedback on Courses (SFC) process was established, Academic Senate resolved that regular, systematic feedback be collected from students across the whole University, on a compulsory basis. It is a policy of the School that a course evaluation is undertaken by all students at the conclusion of each semester.

The process occurs automatically. For more information visit: <http://www.newcastle.edu.au/service/university-surveys/student-feedback-on-courses/>

17. COURSE ASSESSMENT RETURN (CAR)

It is University Policy and therefore a requirement of the School that a file is kept on each course being run each Semester, known as a course file. The main component of this file is the course assessment return (CAR), an online system which must be completed by all Course Coordinators for their relevant courses once exam results have been loaded into Nustar at the end of each semester or trimester.

The CAR will also be presented to the School Assessment Committee as part of the School's quality assurance program.

The CAR comprises a breakdown of the distribution of grades for the course for the current and last three offerings of a course (if available); list of students' final mark and final grade, evaluation of course outcome and the student evaluation of course results.

The CAR system is found in Online Services via <https://intraweb.newcastle.edu.au/Car/Login.aspx?ReturnUrl=%2fcar%2finfo.aspx> and access needs to be obtained by contacting IT Services by phone (17000) or email 17000@newcastle.edu.au.

More information on the CAR can be provided by the relevant Program Convenor or Deputy Head of School, Teaching & Learning.

Quick reference guides are available within the system (left hand menu) and workshops are run by the School Executive Officer towards the end of each semester outlining how to complete the CAR for any course that you are responsible for.

18. LIBRARY

Callaghan Campus: The Huxley Library is located on Level A of the Hunter Building. The Auchmuty Library is located next to the Shortland Union. To gain access to Library resources you will need to complete the required form. For this form and further information on library services go to <http://www.newcastle.edu.au/service/library/help/newstaff.html>.

Library access for casual staff will expire after the end date of your contract. To avoid this happening, you will need to go through the above process before your contract expires.

The Ourimbah Campus: To obtain a library number and card, staff must complete the Staff Registration Form and submit online. Library staff can assist with obtaining a staff card when presented with the staff member's Letter of Employment as verification of employment.

Port Macquarie Campus: The library on campus is a TAFE facility however Cheryl Rickard has been funded by UON and works closely with the Faculty librarian, Greg Anderson, and his team to ensure library services support staff and students.

Students are required to have a TAFE library card. Any borrowings are maintained on the TAFE system.

18.1 Short Loans Online

This service provides copies of journal articles and book chapters which are made available online (in pdf format) instead of in hardcopy, to enable accessibility 24 hours a day, 7 days a week. For more information go to: <http://www.newcastle.edu.au/service/library/shortloans/>

19. PHOTOCOPYING/PRINTING/SCANNING

Photocopiers are positioned in the corridors for use by academic staff. Staff will need to contact administrative staff in the Head of School's office to obtain an individual PIN to use. Paper can be obtained from Administrative staff.

Callaghan Campus: HASU staff are available to assist with large photocopying jobs, binding, printing or scanning. For those requests, please complete the yellow job request form, available at the School's HA80 reception. This form can also be found via the School of Education Blackboard site www.blackboard.newcastle.edu.au. **Please allow a 48 hour turnaround.** Large printing jobs sent to an outside printer may take up to a week. For urgent requests, please discuss with HASU staff.

With regards to photocopying of text books please note that the quality of the copying may vary due to the differing sizes of the books. HASU staff will ensure that the best quality is achieved however variation between books may occur.

The Ourimbah Campus: Two photocopiers are located in Preparation Room, HO1.42 (next to the ASU). ASU staff will provide staff with the photocopy code. ASU staff will assist with large photocopy jobs, binding, scanning and can organise off-campus printing.

Port Macquarie Campus: There are photocopiers for staff in most buildings. Each Faculty has a code which staff are required to use when copying. Codes can be obtained from staff in the Hub. Printers are networked with some large colour and b/w laser printers in offices such as J114, J120, K Block and in the Hub.

19.1 Resource/Course Booklets

Academics requiring printing of these booklets at the beginning of each semester must fill out the Course Notes Order form prior to the commencement of semester. The form can be found via the School of Education Blackboard www.blackboard.newcastle.edu.au or by contacting administrative staff. An extra copy must be added to the print run total so that it is available to borrow from the library.

Callaghan Campus: For the first two weeks of semester, students can purchase their course notes from the Brennan room, located near the Shortland Hub. After this time, they are to go to the Xerox Print Centre, located next to the Post Office. The Xerox representative is Vanessa Sono and can be contacted on 0434 089 005.

The Ourimbah Campus: A Xerox representative will be on campus in the first week of semester to enable students to purchase their Course Readers. Please see Ourimbah ASU staff for details and assistance.

Port Macquarie Campus: ITSA is the bookshop; further information can be found via University Services Coordinator, Kim Thompson.

20. PARKING

Callaghan Campus: Parking permits are available, by way of payroll deductions, to all full time staff at the University. Alternatively staff may purchase a permit for a full year or per semester. Car parks are regularly patrolled and traffic infringements will be issued if you have parked inappropriately or failed to display a permit.

Reserved parking permits for use by visitors to the School are available from the Head of School office.

The Ourimbah Campus: Parking is free of charge. To park in 'staff only' areas on campus, a Staff Validation Permit must be displayed.

Port Macquarie Campus: Parking is free

20.1 Casual Staff Parking

Casual academic staff are not entitled to payroll deductions but may purchase a full year or semester permit as required through Facilities Management (FM). Alternatively they may purchase a scratch and display permit or a machine vended permit as required. In this case, the staff member will need to apply

online or in person at the FM office for a free staff validation permit to be displayed in conjunction with the scratch and display or machine vended permit to allow them to park in staff parking areas.

Note: If the staff member is also a student, then they need to be working more than eight paid hours per week on a regular basis to qualify for staff parking.

For further information relating to parking, along with the necessary forms to obtain permits, visit <http://www.newcastle.edu.au/service/parking/>

21. TRAVEL/PURCHASING/CASH EXPENSES

If necessary, please see Administrative staff at your campus for assistance with travel and accommodation arrangements and purchase of equipment items.

21.1 All University-based air travel (domestic and international)

Must be pre-approved via Trobexis (the Travel Web Portal). The University has 2 approved travel agents through which all International travel must be booked - STA Travel, or Travelworld/ Hunter Travel Group. Under no circumstances should International or Domestic travel be arranged or self funded outside of these procedures with an expectation that costs will be reimbursed.

Administrative staff can assist you with the above and all procedures relating to Travel arrangements, and Jodie Hadden in the PVC Unit is a primary travel arranger for the Faculty and excellent contact point for advice regarding all travel queries. Jodie is available on ext 16445, or Jodie.Hadden@newcastle.edu.au. The following link to Travel Policy, and a quick reference guide for travel, also provide a useful reference point:

<http://www.newcastle.edu.au/policy/000782.html>
<http://www.newcastle.edu.au/Resources/Divisions/Services/Corporate+Services/Commercial+Services/Travel/documents/Travel%20Guidelines%20Quick%20Reference%20070610.pdf>

21.2 Fleet Cars

Cars are available through Facilities Management for use on University business, including travel to and from Ourimbah and Port Macquarie campuses.

Enquiries for fleet cars should be made to Facilities Management directly on 4921 6500 or you may contact Administrative staff. Once booked, you are required to complete a Driver's Licence Details Form, available at: <http://www.newcastle.edu.au/Resources/Divisions/Services/Facilities%20Management/Pool%20Vehicles/DriversLicenceform.pdf> and via Blackboard. The form is valid for one year.

For further information and forms visit: <http://www.newcastle.edu.au/service/fleet/>

If a fleet vehicle is unavailable, please contact Administrative staff for assistance in arranging for a hire car.

21.3 Equipment Purchases

A Purchase Request Form is required to be completed and submitted for approval to the Head of School, prior to making any purchase. The Purchase

Request Form should clearly indicate the justification for the purchase request, including EDUC or EDST course number if applicable, as well as the appropriate cost collector code for allocation of funds. The Purchase Request Form is available on the School of Education Blackboard site

<https://blackboard.newcastle.edu.au/> . Once approved, administrative staff can assist you with facilitating the purchase.

If the purchase amount is > \$ 1000 ex GST then the purchase should not be made via UoN Purchasing card, and will need to be made via the Tech 1 Finance system (Exception: Travel related purchases and some services with a value > \$ 1000 can still be made via UoN Purchasing card / travel system, and no computer or laptop purchases are allowable except for external research grant funds where the computer items are allowable within the conditions of the grant. Under normal circumstances laptops and computer equipment, photocopiers etc are leased only (rather than purchased). Tanille, Amanda, or Raelie can assist you with purchase related queries or use of the Tech 1 Finance system at Callaghan, and Sandra or Kim can assist at Ourimbah and Port Macquarie campuses.

21.4 Spendvision

Cash expenses can be reimbursed through Spendvision:

<http://webapps.newcastle.edu.au/spendvision/index.cfm>

If approved in advance, expenses will be paid in to your bank account in the appropriate pay period. Please see School Executive Officer, HASU or ASU staff for assistance.

21.5 Reimbursement claims for expenses relating to private vehicle use

The policy relating to these reimbursements, available via the link below, clearly identifies that prior approval from the Head of School should be completed before the use of own vehicle for University business / claiming reimbursement. All claims are pre-approved, via the form available from Ann Baker in the Head of School office. <http://www.newcastle.edu.au/policy/000492.html>

22. MAIL

Callaghan Campus: A mailroom is located next to HA80 and academic staff are allocated a mail box and key. Mail is delivered to and collected from HA80, at approximately 9.30am and 1.30pm each day. HASU staff will then disseminate mail to the appropriate mail boxes. Outgoing mail (internal and external) is to be placed in the mailbox labelled Outgoing Mail.

Envelopes for internal and external mail are available from HASU as well as express post envelopes, padded envelopes etc. Please stamp all outgoing University pre-paid envelopes with the "Education" stamp and if necessary, include a return address.

Personal mail should be self stamped and put through an Australia Post mailbox. A mailbox is located just outside the Hunter Building at the cafeteria entrance. There is an Australia Post outlet in the Shortland Union Building and express post mailboxes are located outside this outlet. Express post mailboxes are emptied at 6pm each evening.

The Ourimbah Campus: Mail is delivered every morning to ASU staff who will distribute mail into the pigeonholes in room HO1.43. Internal and external mail is to be placed in the mailbag in the Preparation Room next to the ASU.

Port Macquarie Campus: A weekly courier service to Newcastle is provided on Wednesdays. There is a collection of mail from A block every day. Port Macquarie envelopes are available at the HUB. No internal mail system exists between Port Macquarie and other campuses.

22.1 After Hours Mailbox

Callaghan Campus: An after hours box is located opposite the HA80 counter. Staff may leave keys or mail and students may leave assignments or messages for staff. The box is emptied at 8am each day. Mail items and student assignments will be put in the appropriate mailboxes.

The Ourimbah Campus: Please see Ourimbah ASU staff for details and assistance.

Port Macquarie Campus: Please see University Services Coordinator, Kim Thompson.

23. SECURITY

The University Campuses are patrolled by University Security Services 24 hours a day, seven days a week (n.b. Port Macquarie campus utilises Sigma security).

If you are teaching in the evenings you may contact Security and arrange to have them escort you from the building to your vehicle.

Security can also be contacted to open up locked rooms and any lost property left in rooms can be either taken to Security or left with HASU staff. Students should be encouraged to contact Security or HASU staff in regards to lost property.

At all times, please keep personal belongings locked in a safe place. If you leave your office for any reason, please lock the door behind you.

Callaghan Campus: All general security enquiries should be directed to ext. 15729. Emergency calls to ext. 15888.

The Ourimbah Campus: Enquiries phone ext 94586. Emergency calls to ext. 84222. Email Ourimbah-security@newcastle.edu.au

Port Macquarie Campus: Sigma security is the third party security company used and is available on ext 16293.

23.1 After Hours – Working Alone

For safety reasons, if you are working on campus outside the hours of 7am and 10pm week days, you must complete the form found at the following link:
<http://www.newcastle.edu.au/service/security/after-hours-campus-access.html>

The form will automatically notify Security Services of the location of people working during these times.

24. FILING SYSTEM

24.1 Student Files

According to the State Records Act, electronic copies of relevant correspondence with students should be placed on student files. To do this, staff should copy emails to student-response-education@newcastle.edu.au. HASU staff will then

ensure that a copy will be placed on the student's file. Students' files are kept in the Faculty of Education & Arts Project Office, located in the Behavioural Sciences Building.

24.2 Course File Requirements

It is University Policy that files are kept for each course being run by the School. Course files for all campuses are maintained by HASU staff and located in Room HA80. It is a requirement of Course Coordinators to complete a Course Assessment Return each semester and this is placed on the relevant course file. Further information on the Course Assessment Return (CAR) is given in [17.0](#).

25. EXAMINATIONS

Formal exams are held at the end of each semester/trimester. Assistance with the exam request process can be provided by HASU staff. Teaching and Learning Support Officer Elissa Klinkenberg on ext 16226 or Elissa.Klinkenberg@newcastle.edu.au is the primary contact for the Exam/Course Results process.

25.1 Request of Formal Exams

Approximately six weeks out from formal exams, academic staff will need to submit an Online Examination Request Form if a formal exam is required, and then provide a written formal exam for their course/s. The written exam will be supplied to Teaching and Learning Support Officer Elissa Klinkenberg for processing and forwarding to Exams and Graduations office. Times and dates for exams are set by the Exams and Graduations office.

25.2 Providing Exam/Course Results

Towards the last week of semester a HASU or Ourimbah ASU team member will email academic staff (including Port Macquarie) with an excel spreadsheet template. This template will be used to record the final grade of each student for their respective course. The template is then emailed to education-exams@newcastle.edu.au for final processing by a HASU or Ourimbah ASU staff member.

25.3 Appealing Exam Results

A student may appeal an exam result under the Appeal Against Final Result Procedure 000261 (see Policy link <http://www.newcastle.edu.au/policy/000261.html>). If their appeal is successful, academic staff should complete an Amendment to Final Result form and return to the appropriate administrative team member to be processed. Forms are available from administrative staff.

Callaghan Campus: All results and amendments are handled by HASU staff in the HA 80 office.

The Ourimbah Campus: All results and amendments are handled by ASU staff. Prior to the exam period an email is sent to staff providing instructions and timelines.

Port Macquarie Campus: Paperwork relating to PEU, Appeals, 60 Unit applications should be sent to University Services Coordinator, Kim Thompson, for review. Kim will keep an electronic copy on students' files and send the electronic copy to the School for approvals and processing.

26. POLICIES & PROCEDURES

The School of Education is committed to ensuring that staff are aware of and implement when necessary, University policies and procedures so that a level of consistency is maintained throughout the School. Deputy Heads of School under the relevant portfolio of Teaching and Learning, Research, and Services can offer advice on interpretation of policies and policy requirements to academic staff.

26.1 Policy Library

There is a comprehensive web-based Policy Library available at <http://search.newcastle.edu.au/policy/>. Policies should be referred to when dealing with issues of concern, to ensure that correct procedure is being followed and that issues brought forward by students are dealt with accordingly.

27. STUDENT HUBS

The Student Hub is a facility used for the delivery of student related services and some generic support to academic staff in their interactions with students, e.g. assignment collection. Hubs are located on Level 3, Shortland Union Building (Shortland Hub), opposite the main cafeteria at Ourimbah Campus and at University House, Newcastle (City Hub). Further information can be found at <http://www.newcastle.edu.au/students/hubs/>

27.1 Student Assignments

Unless other arrangements have been made, students are required to submit their assignments to the Hubs. Hub staff will record and collate assignments and send them to the relevant Schools for marking, by internal mail. HASU staff will place the assignments in the relevant lecturer's mailbox.

Marked assignments, if not given back to students in class, can be distributed by the Hubs. Academic staff should liaise with Hub staff regarding submission and collection of assignments. Email hunter-hub@newcastle.edu.au

The Ourimbah Campus: General Hub enquiries can be directed to any of the following extensions: 84218, 84085 or 94888.

Port Macquarie Campus: General Hub enquiries can be directed to University Services Coordinator, Kim Thompson 6581 6213, located in the Port Macquarie Student Hub Kim.Thompson@newcastle.edu.au or Michael Ryan Michael.Ryan@newcastle.edu.au .

28. PLAGIARISM/TURNITIN

School of Education staff should familiarise themselves with the University Policy 000608 on Student Academic Integrity <http://www.newcastle.edu.au/policylibrary/000608.html>. Cases of perceived academic dishonesty should be referred to the Student Academic Conduct Officer (see below)

Turnitin was adopted by the University in 2004 and is an electronic program designed to detect text in assignments which is similar to text which has been previously published or submitted. It is an effective tool assisting students to improve their essay writing skills as it allows for revision of work before final submission.

The course outline will state whether students are required to submit their work through Turnitin, and this is done through the Blackboard site. Academics must therefore become

familiar with this process. Further information can be found at <http://www.newcastle.edu.au/service/academic-integrity/turnitin/> or contact the Student Academic Conduct Officer.

Perceived cases of academic dishonesty must be referred on to the School's Student Academic Conduct Officer (SACO) after consultation with the relevant Course Coordinator.

28.1 Student Academic Conduct Officer (SACO)

To assist staff and students to meet their obligations under the Student Academic Integrity Policy, each school in the University has a Student Academic Conduct Officer (SACO). The main role of the officer includes:

- providing advice to students and staff on matters of student academic dishonesty within the School,
- ensuring that the School staff are provided with appropriate training and induction on student academic integrity, and
- dealing with cases of suspected academic misconduct.

Further information about the academic integrity processes within the school is located within the School of Education Blackboard site on Blackboard <https://blackboard.newcastle.edu.au/>.

29. MEETINGS

All staff are invited to attend meetings of the School Board, which occur approximately 6 times per year (just before, during, and at the end of each semester). The School Governance document has further information about the various Committees and teams that come under the portfolios of Services, Teaching and Learning, and Research Development, which have limited membership.

Fridays are designated meeting days within the School of Education and most teaching duties have been removed from the timetable on Fridays to allow full time staff to attend meetings as required.

30. OCCUPATIONAL HEALTH AND SAFETY

If you have any OH&S concerns or would like to raise any OH&S issues, please speak to the School Executive Officer, Tanille Elley.

Additional information can be found via the University OH&S website: <http://www.newcastle.edu.au/service/health-safety/>

The Ourimbah Campus: OH&S concerns should be directed to the Chair of the Central Coast OH&S Committee, Sandra Heiner.

Port Macquarie Campus: OH&S concerns should be directed to University Services Coordinator, Kim Thompson.

31. EMERGENCY & FIRST AID

31.1 Emergency Evacuation

When the fire alarm sounds, staff must immediately evacuate the building and proceed to the assigned marshalling point for each building. Take your valuables with you and lock your office. Staff assigned as Fire Wardens will wear red hats, first aid officers will wear green with a white cross and wear a fluoro vest. Staff must follow directions from the fire wardens and first aid officers. Evacuation maps are located around each building and fire extinguishers are appropriately installed. Please do not block exits or obstruct fire extinguishers.

Further information on Emergency Procedures visit:

<http://www.newcastle.edu.au/service/health-safety/workplace-safety/emergencies.html>

31.2 First Aid

Callaghan Campus: A number of HASU staff are First Aid Officers and a first aid kit is installed in the HASU office.

The University Medical Centre is located in the Student Services Building and is available to all staff and students.

The Ourimbah Campus: Sandra Heiner is both Fire Warden and First Aid Officer for the Humanities Building.

Port Macquarie Campus: University Services Coordinator, Kim Thompson is a First Aid Officer.

For more information on Health Services visit:

<http://www.newcastle.edu.au/service/health/index.html>

32. SCHOOL CHECKLIST

This list will help staff identify relevant requirements and resources. It will be beneficial to use in conjunction with The University's staff induction available at:

<http://www.newcastle.edu.au/service/staff-induction/>

<input type="radio"/> Meet School Executive and staff	Who can Assist?
<input type="radio"/> Meet and greet school staff	School Executive Officer
<input type="radio"/> IT Access organised	School Executive Officer
<input type="radio"/> Office allocated and nameplate ordered	HASU staff
<input type="radio"/> Office computer and phone set up	School Executive Officer
<input type="radio"/> Key/ proximity card request submitted	HASU staff
<input type="radio"/> Mailbox allocated	Maximo/HASU staff
<input type="radio"/> Photocopier access code	HASU staff
<input type="radio"/> Business cards ordered	Ann Baker
<input type="radio"/> Library Card application submitted	HASU staff
<input type="radio"/> Added to School lists and Blackboard sites	Library staff
<input type="radio"/> Online staff directory entry	HASU staff
<input type="radio"/> Parking permit	HASU staff
<input type="radio"/> Staff webpage established	Facilities Management
<input type="radio"/> Entry in Portfolio/Manager/Publications databases	HASU staff
<input type="radio"/> Grant and RHD supervision transfers completed	DHOS Research
<input type="radio"/> Information about academic programs supplied	DHOS Research
<input type="radio"/> Teaching timetable and tutorial lists	Program Convenor
<input type="radio"/> Information about professional development training	Course Coordinator/HASU Staff
<input type="radio"/> Probation requirements explained	School Executive Officer
<input type="radio"/> New staff grant discussed	HR Induction
	Head of School

The Ourimbah Campus: ASU staff can provide assistance, guidance and information for services listed above.

33. APPENDICES

33.1 Appendix A

Extra information for Casual Academic Staff

The Ourimbah Campus: see also the Central Coast 'Casual Staff Information Folder' located in room HO1.54.

33.2 Appendix B

Check list of useful documents and links

APPENDIX A

Casual Contract Staff Information

This document has been prepared to assist you with understanding some of the procedures and systems that relate to being a casual member of staff, and is beneficial to use in conjunction with the Information Booklet.

If after reading this information you are unclear about any aspect or have a question not covered in this document please contact Hayley McGregor in the HASU office (HA80 of the Hunter Building), on 4921 7946 or email Hayley.mcgregor@newcastle.edu.au or Sandra Heiner in the Ourimbah ASU 4349 4962 Sandra.Heiner@newcastle.edu.au or University Services Coordinator, Kim Thompson 6581 6213, located in the Port Macquarie Student Hub Kim.Thompson@newcastle.edu.au .

New staff

If you have not been employed by the University of Newcastle you must complete and provide the following in order for your contract to be processed.

- Personal Details Form
- Tax File Number Declaration Form
- Evidence of citizenship, residency or visa status

IT services

Once you have received your contract you will then need to obtain a Uni ID.

1. Call HRS on 4921 5266 to receive your staff number
2. Call IT on 4921 7000, state that you are a new member of staff and you require a Uni ID. You will be given a temporary password at this point and will be directed to the IT Services webpage to accept terms and conditions.
3. Once you have accepted the terms and conditions you will have access to the internet when using a computer at the university, email (GroupWise) and Blackboard.
4. Once you have obtained your Staff number and Uni I.D, please email this information to Hayley McGregor, Hayley.mcgregor@newcastle.edu.au so your records can be maintained within the School office.

HROnline

HROnline is the system used to submit timesheets, change contact details, view payslips and payment summaries.

1. Using your Uni ID and password go to the HRS webpage at <http://www.newcastle.edu.au/unit/human-resource-services/>
2. Select HROnline from the right-hand menu
3. When accessing HROnline for the first time you will need to follow the instructions given

Timesheets

Timesheets are to be submitted via HROnline. If you experience difficulties please contact HRS Systems by calling Nora Rochow on 4921 6675 or email nora.rochow@newcastle.edu.au.

Timesheets should be submitted fortnightly or as close as possible after the date of the duties performed. A timesheet should be submitted by Wednesday in the week prior to payday.

For further information visit: <http://www.newcastle.edu.au/service/hr-information-systems/hronline/hronline-help/timesheets.html>

Explanation of Sessional Rates

Sessional rates refer to normal paid duties of academic work. You will also be paid for meetings and marking outside teaching time, which are shown as Meeting Attendance and Standard Marking on your contract.

- Meeting Attendance
 - You will be allocated four (4) hours of meeting time. This time is for meetings with your course coordinator, course preparation and preliminary course discussions, marking moderation meetings and general staff/student discussions.
- Standard Marking
 - Is that which is conducted outside normal teaching time. Reasonably contemporaneous marking, i.e. which is conducted in normal teaching time is not included in this rate. The number of hours allocated for marking is devised by considering the number of students enrolled in the course, including anticipated attrition rates, and the number of tutorial classes.
- For further explanation of salary rates, please to the following link on the University website
<http://www.newcastle.edu.au/Resources/Divisions/Services/Human%20Resource%20Services/Remuneration-and-Benefits/academic-salaryrates-06-10.pdf>

33.3 Casual Staff Rooms and Mail

Callaghan Campus: Room HA60, phone 4921 6614 is available for use by casual staff. Access is available by proximity card. A lunchroom and kitchen is available for academic staff use in HA66. It is equipped with a fridge, microwave, urn and coffee machine. Tea, coffee, sugar and milk are also provided. There is also a staff common room in HA152 opposite the Huxley Library. The school mailroom is located next to the School office. Each member of staff is allocated their own mailbox or a shared mailbox. Please see HASU staff for a mailbox key. The key must be returned to HASU staff at the conclusion of your contract.

The Ourimbah Campus: Room HO1.54 in the Humanities Building is fitted with five workstations, computers and a local printer. Casual staff are allocated a pigeonhole and all correspondence and messages will be left in that pigeonhole. There is a small combined tea room and kitchen in HO1.34 in the Humanities Building. Tea and coffee are provided.

Port Macquarie Campus: Most buildings have a couple of staff common rooms and these are shared with TAFE. Modest amenities are provided in K block and nothing in C annex.

Please be mindful that casual staff rooms are shared spaces so follow good practice by saving documents to your u:\ drive which is your own personal network drive which you can access from any computer you log on to. At the end of your contract please remove all personal items and resources, arrange for any assignments to be collected and return any keys.

APPENDIX B

Check	ITEM	AVAILABLE FROM	NOTES
<input type="checkbox"/>	After hours working	http://www.newcastle.edu.au/service/security/after-hours-campus-access.html	See section 23.1
<input type="checkbox"/>	Blackboard	https://blackboard.newcastle.edu.au/	The latest information about the School, such as the most recent versions of the School Governance Protocols, School Executive positions and School resources
<input type="checkbox"/>	CATS (must have NUSTAR access)	https://intraweb.newcastle.edu.au/cats/pages/login.aspx	Credit Application Tracking System; policy available http://www.newcastle.edu.au/policy/000861.html
<input type="checkbox"/>	Computer	Alison Russell, Administrative Assistant	Phone: 492 15108 Email : Alison.Russell@newcastle.edu.au
<input type="checkbox"/>	Cost Collectors	https://blackboard.newcastle.edu.au/	
<input type="checkbox"/>	Course Assessment Return (CAR)	https://intraweb.newcastle.edu.au/Car/Login.aspx?ReturnUrl=%2fcar%2finfo.aspx	See Section 17
<input type="checkbox"/>	Course Coordinators	http://www.newcastle.edu.au/school/education/staff-resources.html	See Section 5
<input type="checkbox"/>	Course Tracking System (read only)	http://webapps.newcastle.edu.au/CTS/index.cfm	Used to manage Course Curricula, Course Approval and Course Availability
<input type="checkbox"/>	Course Tracking System (with data entry access)	http://webapps.newcastle.edu.au/CTS/index.cfm	Used to manage Course Curricula, Course Approval and Course Availability
<input type="checkbox"/>	Drivers Licence Details Form	http://www.newcastle.edu.au/Resources/Divisions/Services/Facilities%20Management/Pool%20Vehicles/DriversLicenceform.pdf	See Section 21.1
<input type="checkbox"/>	Fleet cars	http://www.newcastle.edu.au/service/fleet/	See Section 21.1
<input type="checkbox"/>	Governance document	https://blackboard.newcastle.edu.au/ .	See Section 2
<input type="checkbox"/>	GroupWise	http://groupwise-web.newcastle.edu.au/	GroupWise is the University's centrally managed email and scheduling package

<input type="checkbox"/>	Induction	HOS, Deputy HOS or your Supervisor	Make meeting re: induction, probation & M4P
<input type="checkbox"/>	IT Services	Phone 17000 http://www.newcastle.edu.au/unit/it/	See Section 11
<input type="checkbox"/>	Key or proximity card access	http://www.newcastle.edu.au/service/keys/index.html	See Section 9
<input type="checkbox"/>	Library resources	http://www.newcastle.edu.au/service/library/help/newstaff.html	See Section 18
<input type="checkbox"/>	PDF Online	http://www.newcastle.edu.au/service/performance-development-framework/	See your Supervisor for your Performance Development Framework requirements
<input type="checkbox"/>	Mailing list (all-uni-staff)	http://mailman.newcastle.edu.au/mailman/listinfo/all-uni-staff	See Section 11.2
<input type="checkbox"/>	Name Plate for Door	http://www.newcastle.edu.au/service/maintenance/	Name plate for your door is ordered as a maintenance request through Maximo
<input type="checkbox"/>	Maximo	http://www.newcastle.edu.au/service/maintenance/	Valid UniID and password required to proceed with maintenance requests through Maximo
<input type="checkbox"/>	NUSTAR	https://nustar.newcastle.edu.au/	NUSTAR is the University's software system that tracks and collates student records for current and past students. Valid UniID and password required.
<input type="checkbox"/>	Office / Furniture	School Executive Officer, Tanille Elley	Phone: 4921 2053 Email: Tanille.Elley@newcastle.edu.au
<input type="checkbox"/>	Online Registration System	http://webapps.newcastle.edu.au/reg	An online system where students choose a place in academic sessions, such as, tutorials, labs and workshops.
<input type="checkbox"/>	Online Staff Directory	http://www.newcastle.edu.au/unit/human-resource-services/	See Section 11.3
<input type="checkbox"/>	Parking	http://www.newcastle.edu.au/service/parking/	See Section 20
<input type="checkbox"/>	Phone setup	http://www.newcastle.edu.au/service/telephone-and-voice-services/voicemail.html	See HASU staff for further assistance
<input type="checkbox"/>	Program Convenors	http://www.newcastle.edu.au/school/education/students/program-convenors.html	See Section 4
<input type="checkbox"/>	Program Officers	http://www.newcastle.edu.au/study/admin/	See Section 3.7
<input type="checkbox"/>	PTS	https://intraweb.newcastle.edu.au/PTS/	Program Tracking System; policy available at http://www.newcastle.edu.au/policy/000589.html
<input type="checkbox"/>	Purchase Request Form	https://blackboard.newcastle.edu.au/	See Section 10
<input type="checkbox"/>	Purchasing Card	http://www.newcastle.edu.au/policylibrary/000495.html	See your supervisor for Purchasing Card approval and requirements

<input type="checkbox"/>	Shared network drives: S:\R:\T:\ etc	Download form	Drive mappings can be found under My Computer. Check with your Supervisor for folder details.
<input type="checkbox"/>	SONIA	http://www.newcastle.edu.au/faculty/education-arts/peu/access.html	The Professional Placement System (SONIA) has been designed to allow Services/Schools and students to log in via the web.
<input type="checkbox"/>	Special Circumstances	Download form	See Section 5
<input type="checkbox"/>	Spendvision	https://connect.newcastle.edu.au/spendvision/index.cfm	A web based work flow purchasing card application which also offers cash reimbursement, cash advance/petty cash and pre-approval functionality
<input type="checkbox"/>	Staff appointments online (SAO)	http://webapps.newcastle.edu.au/index.cfm	SAO is a web-based system intended to provide an accessible and streamlined facility for the completion of staff appointment applications.
<input type="checkbox"/>	Staff List	https://blackboard.newcastle.edu.au/	Up to date listing of all staff within the School
<input type="checkbox"/>	Student Feedback on Courses	http://www.newcastle.edu.au/service/university-surveys/student-feedback-on-courses/	See Section 16.2
<input type="checkbox"/>	Student Feedback on Teaching	http://www.newcastle.edu.au/service/university-surveys/student-feedback-on-teaching.html	See Section 16.1
<input type="checkbox"/>	Team Charter	https://blackboard.newcastle.edu.au/	Organisational chart of executive and administrative staff within the School
<input type="checkbox"/>	Technology One Financials	https://metaframe.newcastle.edu.au/Citrix/auth/login.aspx	A web enabled application in financial reporting which has been set up to provide staff members with access to resources and documents that support the implementation of Technology One Financials
<input type="checkbox"/>	Timetable contacts	http://webapps.newcastle.edu.au/timetables/contacts.cfm	Timetable information may be subject to unavoidable variation.
<input type="checkbox"/>	Timetables (Class)	http://webapps.newcastle.edu.au/timetables/class_times/classtimes.cfm	This information includes the times and rooms for courses and when their related activities are scheduled
<input type="checkbox"/>	Yellow job request form	HA80 reception & www.blackboard.newcastle.edu.au	See Section 19