

Generic example duty statement

**CASUAL ACADEMIC DUTY STATEMENT**

**Name:** .....  
**Course:** .....  
**Course/Program Coordinator:** .....  
**Date:** .....

*Example inserted for information only*

	<b>Allocated tasks</b>	<b>Time</b>	<b>Hours of payment</b>
<b>Lecture</b>	Deliver basic* lecture	1 x 1 hour	1
	Deliver repeat* lectures for semester 1, 2005	1 x 11	11
<b>Associated work time*</b>	Preparation, associated student consultation and contemporaneous marking	1 x 2 hours	
		1 x 11	
<b>Tutorial/s</b>			
<b>Associated work time*</b>			
<b>Marking</b>	2000 word assignment x 40	40 x 30 minutes	20
<b>Other required Academic Activity</b>	4 laboratory demonstrations working under supervision	2 x 4 hours	8
	School induction meeting	2 hours	2
	Faculty training	4 hours	4
	Online student consultation (discussion forum following each lecture)	11 x 1 hour	11
<b>Total Hours</b>			<b>57</b>

For more detail on academic staff salaries and casual rates, please refer to the Casual Academic Staff Remuneration policy, the Enterprise Agreement (Academic Staff) 2000 and the Higher Education Academic Salaries Award 2000.

The Award and Enterprise Agreement outlines the various categories of academic casual work type including lecturing, tutoring, marking etc. \*As described in the example above, payment for a basic lecture includes one hour of delivery and 2 hours of associated work time. Associated work time includes non-contact duties in the nature of preparation, reasonably contemporaneous marking and associated student consultation. It is advisable that

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workloads to be included as associated work time, be set prior to the commencement of the semester.

Please indicate below that this casual academic duty statement for this course has been discussed with the tutor/lecturer/marker allocated to the course.

Casual academic employee signature:

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Course/Program Coordinator signature:

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cc: Casual academic employee  
Program/Course Coordinator  
School Administration manager