



Teaching Associates Guideline

Version: May 2024

This guideline is informed by clause 16. Casual Conversion: Teaching Associate Positions in *The University of Queensland Enterprise Agreement 2021 – 2026*.

Other relevant UQ (University of Queensland) policy

- [Recruitment and Selection Policy](#) and the Management of Conflicts of Interest (COIs) during a recruitment and selection process guideline.

1. Purpose and Intent

The purpose of this academic category is to provide opportunities for some of our current eligible casual academics to apply for a continuing appointment.

The intent is to see a reduction in the use of casual academic employment (except for industry specialists) and provide opportunities for current Casual Academic employees to have continuing variable intensity academic employment at the University.

Eligible casual academic staff members can apply for a Teaching Associate appointment. This application cannot be unreasonably be refused, however if there is no current and ongoing operational requirement within the relevant organisational Unit for such a position, then the request may be refused.

2. Casual Academic Eligibility

A Casual Academic employee who has undertaken a teaching allocation of at least 0.2 full time equivalent (FTE), measured over teaching weeks, in an Organisational Unit/s, in at least four (4) semesters in the last four (4) years is eligible to apply to their current Organisational Unit for conversion.

An Academic employee who has been engaged on a Fixed-term contract for the primary purpose of undertaking course coordination duties and has prior to 1 February 2023 been employed as a Casual Academic employee will remain eligible to apply to their Organisational Unit for conversion to a Teaching Associate appointment.

Further, Casual Academic employees who have also been engaged as a Fixed-term employee to undertake teaching and/or teaching-related duties, will have their period/s of service in those Fixed-term positions considered when assessing their eligibility.

3. Workforce Requirement

Each organisational Unit needs to complete a review of the current workforce profile to determine the requirement for Teaching Associate roles. A review would ideally generate a 2 – 3 year hiring plan which includes consideration of

academic workload allocation and any major changes that may impact the school's hiring plan. The hiring plan should indicate the operational requirement for Teaching Associate roles within the 2–3-year plan.

Principles

- All continuing academic staff, including Teaching Associates, are required to have a full teaching allocation in accordance with the organisational unit's Academic workload model and consistent with the service fraction of the employee.
- Teaching Associates will be expected to take annual leave during non-teaching weeks each year.

4. Teaching Associate role

Duties of the role

The primary focus for the Teaching Associate will be teaching.

The role will be expected to engage in activities across the Teaching, and Citizenship and Service Domains, with the Research and Supervision and Researcher Development Domains being recorded as 'Not Applicable'. In addition, in exceptional circumstances, and where this meets the organisational requirements of the organisational unit, a research workload may be included.

The activity profile for Teaching Associate as outlined above is tightly prescribed and focused on teaching. If an organisational unit requires a different activity profile, then an alternate appointment type or academic category should be considered.

Position description and criteria attached.

Work Fraction

Teaching Associates are employed on a continuing but variable basis, with the greatest intensity of work occurring during the teaching period. Due to the nature of the work duties, Teaching Associates can only be initially employed on a fractional basis (0.2-0.7 FTE).

This FTE also incorporates, appropriate consideration of activities required outside of teaching weeks such as teaching preparation prior to the commencement of a teaching semester and marking and other assessment responsibilities occurring after the end of semester.

Taking into consideration workforce requirements, organisational units will need to consider the most appropriate staff member FTE for a continuing offer of appointment, which is confirmed at the offer of appointment stage of the process.

Workload Allocation

Teaching Associate staff have a workload mix as defined by UQ's Enterprise Agreement as 80% teaching practice (including course coordination where relevant) and 20% workload allocation for citizenship, discipline currency and tasks directly related to their teaching which includes the non-student facing aspects of teaching such as managing a tutor team, preparing the ECP and school teaching meetings. It is important to note that the 20% allocation is not equivalent to 20% citizenship and service as it includes the non-student facing aspects of Teaching Practice as outlined above.

5. Recruitment Process

Advertising

The University will, at least on an annual basis, invite expressions of interest from suitably qualified and eligible casual academic candidates, to apply for operationally required continuing Teaching Associate positions.

All EOIs will be advertised internally, and candidates are required to upload their application through the University's HCMS (Workday) for consideration by an appropriate selection committee.

The identified academic discipline for recruitment is subject to change, based on the requirements of the University.

Applicants will be ranked accordingly, with consideration given to the:

Operational needs of the area;

- Length of service of the applicant;
- University's diversity targets; and
- Merit of the application

Interviews would usually be required to assist the selection committee in selecting the most appropriate candidates.

In exceptional circumstances, out of round applications of eligible candidates may be considered, on approval of the Authorised Officer.

Out of Round Applications: application for conversion

In accordance with the Enterprise Agreement, eligible casual academic staff may apply for conversion to a Teaching Associate appointment. Subject to such a request meeting the operational requirements of an Organisational Unit, an application shall not be unreasonably refused.

Applications can be made through the University's HCMS (Workday) via the Request Framework functionality. Applications will be reviewed through Human Resources in conjunction with the Organisational Unit's Authorised Officer. Consideration of the application will be given to the:

- Operational needs of the area;
- Length of service of the applicant;
- University's diversity targets; and
- Merit of the application

6. Supervisor

As a Teaching Associate appointment provides for continuing employment, the Organisational Unit will nominate an appropriate supervisor in accordance with Clause 51. Academic Employee Supervision of the *University of Queensland Enterprise Agreement 2021 – 2026*.

7. Onboarding

As these are continuing appointments, all usual onboarding activities are applicable.

8. Annual Performance Development

Teaching Associates would be part of the annual performance development process. Performance would be assessed against activities in the Teaching and Citizenship and Service Domains, with the Research and Supervision and Researcher Development Domains being recorded as 'Not Applicable'

9. Continuing Appointment and Promotion

Teaching Associates are subject to the normal processes for continuing academic appointments, including confirmation, incremental progression and promotion and transition of academic category.

Teaching Associates can only progress to Academic Level B. If the individual would like to be considered for promotion beyond Academic Level B, they would need to consider a transition to another academic category, such as Teaching Focused. This would be reviewed in accordance with policy and only if the organisational unit is able to accommodate within the workforce profile.

Exciting opportunity for Teaching Associates to develop their teaching practice that enables student learning at UQ

Teaching Associate (Associate Lecturer & Lecturer)

Are you?

- Interested in educating and preparing future students?
- Passionate about student learning and looking for opportunities to contribute to excellence in teaching practice?
- Seeking a new dynamic working arrangement within UQ?

The Opportunity

The University of Queensland has committed to a new Academic category – Teaching Associates – to provide a meaningful mechanism for current Casual Academic employees to have continuing variable intensity academic employment at the University.

This is an exciting opportunity for Teaching Associates (Associate Lecturers or Lecturers) to develop their teaching practice that enables student learning and to demonstrate the UQ values.

The successful candidate will engage in internal collaborations that expands their teaching expertise.



About the Role

Key responsibilities for the positions include:

Level A

Teaching

- Undertake teaching, facilitation, and examination of undergraduate, honours, and/or postgraduate coursework students.
- Contribute to the curriculum by supporting the development of programs offered in the School, including course design, preparation of teaching materials, and assessment.
- Implement pedagogies that are effective for specific student cohorts, including appropriate use of educational technologies.
- Organise facilitators and provide tutorial assistance if necessary.
- Strengthen student engagement and student experience through collaboration and the provision of high-quality service to students, including academic consultation and advice.
- Gather evidence of teaching effectiveness to improve the quality of courses and teaching, and engage in professional development to enhance teaching effectiveness.
- Engage in educational collaborations to document and disseminate good teaching practices in the unit.
- Understand and apply University rules relevant to teaching and learning practice.
- Assist in course coordination and participate in other student experiences

Citizenship and Service

- Consistently demonstrate behaviours that align to the UQ values.
- Engage in professional development and the collegial life of the School/Institute.
- Help foster the School's relations with industry, government departments, professional bodies and the wider community.
- Participate in School Committees.
- Assist in student recruitment activities and promotion of the School's profile.
- Any other duties as reasonably directed by your supervisor and/or the Head of School.

Level B

Teaching

- Teach across different settings and develop evidence-based, innovative curriculum design and pedagogy including online learning and blended teaching methods and resources.
- Coordinate courses, prepare and teach lectures and tutorials, design effective assessment and undertake marking for offerings including undergraduate and postgraduate courses.
- Contribute to the development of new programs and course material as needed, by consulting with program advisors and stakeholders, ensuring courses are engaging, relevant and contemporary.
- Engage in educational collaborations to document and disseminate good teaching practices in the unit.
- Maintain and improve the quality of courses as measured through evaluation instruments to meet industry and educational standards.
- Undertake other activities which contribute to maintaining currency within the discipline and professional learning in teaching.
- Provide high-quality service to students, including academic counselling and advice.
- Understand and apply University Rules relevant to teaching and learning practice.
- Participate in the coordination of courses and engage in various other student experiences

Citizenship and Service

- Consistently demonstrate behaviours that align to the UQ values.
- Help foster the School's relations with industry, government departments, professional bodies and the wider community.
- Show leadership of self and others through mentoring, collaboration and active participation in priority activities for the School.
- Perform a range of internal service roles and processes, including participation in decision making and service on relevant committees.
- Provide support to other academic positions as needed and during absences.



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About You

Level A

- Tertiary qualifications in a relevant discipline.
- Evidence of high-quality university teaching skills or contributions to teaching under the mentorship of established academics.
- An emerging teaching profile with evidence of impact on student learning.
- Participation in activities to develop teaching expertise in the discipline.
- Participation in service activities in the School or the broader University.
- Participation in activities to assist course coordination.
- Well-developed communication, interpersonal and consultative skills, and the ability to work collaboratively with colleagues in teaching and learning.
- A profile of professional expertise that complements and/or supplements the expertise that currently exists within the School and the broader University.

Level B

- PhD or equivalent in a relevant discipline.
- Evidence of high-quality university teaching across a variety of settings, including small and large groups with course coordination responsibilities.
- An emerging teaching profile with evidence of impact on student learning.
- Participation in curriculum development at the program and/or course level.
- Participation in service activities in the School or the broader University.
- Well-developed communication, interpersonal and consultative skills, and the ability to work collaboratively with colleagues in teaching and learning.
- Experience in coordinating courses and participation in other related student experiences.
- A profile of professional expertise that complements and/or supplements the expertise that currently exists within the School and the broader University.

Conditions on Employment

Employment Type

Teaching Associate positions are continuing appointments. The appointments may be at any fraction but would normally **not be considered at less than 0.2FTE or greater than 0.7FTE**. Any change in fraction or workload mix either temporarily or permanently is subject to approval by the Head of School and agreement with the employee.

Teaching Associates will be employed on a **variable intensity basis**, with the intensity of hours required varying throughout the academic year, with the greatest intensity occurring during the teaching periods. The varying intensity across the weeks worked will be determined by with the Head of School and in consultation with the employee having regard to range of duties expected to be performed, including appropriate inclusion of activities required outside of teaching weeks such as teaching preparation prior to the commencement of a teaching semester, marking and any research workload allocation.

Teaching Associates will be expected to take any accrued annual leave entitlements outside of teaching periods.

Classification

The Teaching Associate appointment provides for the Continuing appointment of an existing Casual Academic employee as an Associate Lecturer (Level A, Step 6) or Lecturer (Level B, Step 2) commensurate with the Casual level to which the employee is appointed at the time of application to undertake a teaching intensive workload.

Eligibility

- Any Casual Academic employee who has undertaken a teaching allocation of at least 0.2 FTE, measured over teaching weeks, in an Organisational Unit/s, in at least four (4) semesters in the last four (4) years is eligible to apply to their Organisational Unit for a Teaching Associate Appointment. Subject to such a request meeting the operational requirements of an Organisational Unit, such an application shall not be unreasonably refused.
- An Academic employee who has been engaged on a Fixed-term contract for the primary purpose of undertaking course coordination duties and has prior to 1 February 2023 been employed as a Casual Academic employee will remain eligible to apply to their Organisational Unit for a Teaching Associate Appointment.
- Casual Academic employees who have also been engaged as a Fixed-term employee to undertake teaching and/or teaching-related duties, will have their period/s of service in those Fixed-term positions counted towards the eligibility.
- For further information regarding the Teaching Associate positions, please refer to [The University of Queensland Enterprise Agreement 2021-2026](#).

Interested – Who to Contact?

For more information about the Teaching Associate opportunities, please contact your **Head of School**.

For application queries, please contact talent@uq.edu.au stating the job reference number in the subject line.



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