

## Casual Academic Duty Statement

### School of Agriculture and Food Sustainability

The School of Agriculture and Food Sustainability brings together expertise in agriculture, agribusiness, plant and crop sciences, animal science, soil science, food science, and international and rural development.

While the School itself is new, it draws on a rich history from predecessor Schools — the School of Agriculture and Food Sciences, the School of Biological Sciences and the School of Earth and Environmental Sciences. Officially established on 30 June 2023, the School brings into sharper focus the need to address the United Nations Sustainable Development Goals relating to zero hunger, life on land and life under water. Together, our work will help address complex and unrelenting global issues such as climate change, food and water insecurity, and biosecurity.

With world class teaching and research facilities, the School provides a flagship learning environment for addressing food security and sustainability on a global scale, while training and graduating a workforce capable of tackling these challenges. The school delivers over 100 undergraduate and 65 postgraduate courses across Gatton and St Lucia.

With over 53 academic staff, 44 research focussed staff, 42 professional/research staff and 142 casual academics employed each year, the school provides an environment of encouragement and support for teaching, research and intellectual growth of it's staff.

### Typical duties of a Casual Academic - Demonstrator

Casual academic staff play a vital role in teaching and learning in the School, working directly with teaching academic staff to provide a quality learning experience to students. The primary role of a Casual Academic – Demonstrator (“Demonstrator”) is to participate in the education of undergraduate and postgraduate students by supporting the in-class teaching activities of the course coordinator or other teaching academic staff. Unlike tutors or lecturers, demonstrators are not required to supervise a class of their own, but to provide teaching assistance to our teaching academic staff member who takes responsibility for managing the class or course.

In addition, Demonstrators may be required to undertake other associated activities, specifically class preparation and online support, marking and exam invigilation depending on the needs of the specific course. The precise combination of a demonstrator's duties for any given course (in-class teaching assistance, preparation, consultation), and the number of hours dedicated to each activity per week, are determined by the course coordinator, and communicated to Demonstrators, at the time of appointment.

### Duties

The duties and responsibilities of a Demonstrator may include the following:

- Ensure familiarity with the course content, aims, assessment and objectives.
- Where specified, prepare for class using materials provided by the Course Coordinator.
- Attend scheduled preparatory course meetings organised by the Course Coordinator, prior to the commencement of Demonstrator duties, and other scheduled meetings through the Semester.
- Assist the Course Coordinator/Lecturer with in-class student learning including supporting the health and safety requirements of the class.
- Invigilate in-class quizzes and exams, as required.
- In collaboration with Course Coordinator, provide appropriate learning support for students with Student Access Plans.
- Where required and directed by Course Coordinator, be available for student consultation which may be face to face or by email.
- Where required and directed by Course Coordinator, mark assessment and grade students using relevant criteria/rubrics provided by the Course Coordinator within the required timeframe
- Identify and report concerns around academic integrity (e.g. plagiarism / collusion) to the Course Coordinator in accordance with University policy
- Where relevant, attend [Tutors@UQ](#) Faculty tutor training
- Report to Course Coordinator any course related concerns identified when undertaking your Demonstrator activities
- Provide accurate advice to students (e.g. on course material, policies and procedures) and refer matters to other school team members (e.g. School administrative staff) if required.

### Casual academic demonstrator staff payments

Casual academic staff are appointed as Demonstrators, notwithstanding the colloquial use of “tutor” to describe their work. Demonstrators are paid for each hour, or part thereof, for the work they undertake.

All activities, excluding marking, undertaken by a Demonstrator are paid at the casual academic pay [rate AC50](#). Demonstrators requested to undertake marking will be paid at the casual academic pay [rate AC30](#).

Demonstrators who have been awarded a PhD are paid at a higher pay rate (AC50C) in accordance with UQ policy (refer to “other required academic activity”). Other casual Demonstrators are paid at AC50A. Demonstrators must provide evidence of PhD conferral before the higher rate is applied.

Casual academic staff are paid fortnightly, based on hours allocated to them over the number of weeks in a given semester. Casual academic staff do not lodge timesheets **but they must [confirm their hours](#) in CAHP each fortnight.**

## Other

### Mandatory Training

The University promotes a culture of continuous learning and performance development through the provision of staff development and training. Some training courses are mandatory to ensure all University staff, including casual staff, have the requisite skills to contribute towards a safe, fair and respectful work environment. It is expected that casual staff will undertake the following training courses early in their appointment:

[Health, Safety and Wellness Induction](#)

[Annual Fire Safety Awareness](#)

[Staff Standards of Conduct](#)

[Appropriate Workplace Behaviour](#)

[Casual Academic Employment Course](#)

The 30-minute online Casual Academic Employment course is to provide casual academic employees with the fundamentals about undertaking the role of a casual academic at the University of Queensland.

Payment for the successful completion and pass rate achieved for the above mandatory training modules will be made once Demonstrators confirm these hours in CAHP. If you are working for multiple Schools at the University, you will only be paid once for these courses at the time of completion and if refresher courses are required. See below for refresher frequency of mandatory courses for casual academic staff.

<b>Course Name</b>	<b>Course Code</b>	<b>Undertaken</b>
Health, Safety and Wellness Induction	HSWI223	Every 5 years
Annual Fire Safety Awareness	AFST223	Annually
Staff Standards of Conduct	SSOC223	Every 2 years
Appropriate Workplace Behaviours	AWB223	Every 2 years
Casual Academic Employment Course	CAEC223	Once

### Organisational Relationships

A Demonstrator has a functional reporting relationship to the Course Coordinator but reports directly to the School Manager, School of Agriculture and Food Sustainability.