

Casual teaching in the School of Mathematics and Statistics

The purpose of this document is to provide a consistent set of expectations across the School in terms of the work undertaken by our casual teaching staff. These expectations are in accordance with paycode guidelines from the university, available from <https://intranet.sydney.edu.au/employment/casual-staff/work-classification-and-paycode-guidelines-for-casual-academic-staff.html>.

For up-to-date rates of pay, see <https://intranet.sydney.edu.au/employment/enterprise-agreement/ea-schedules/schedule-1.html#academiccasual>, for information about timesheets and work schedules, see <https://intranet.sydney.edu.au/employment/casual-staff/casual-academics.html> and/or <https://intranet.sydney.edu.au/employment/casual-staff.html>

Your Work Allocations

- All your work allocations (excluding mandatory training, see below) are recorded in the university-central Online Teaching Allocation (OTA) tool. It is your responsibility to regularly check your allocations in OTA and report any discrepancies to the School office under maths.timesheets@sydney.edu.au.
- If there are unplanned changes to your work schedule, contact the School office under maths.timesheets@sydney.edu.au so they can be updated in OTA before your timesheet is due.
- Submit your timesheet in myHRonline by 4pm on Thursday. To be approved, your timesheet submission must match the hours recorded in the OTA tool. The list of payday and close-off dates are on the staff intranet <https://intranet.sydney.edu.au/employment/pay/your-pay/paydays-close-off-dates.html>

DO NOT CLAIM ANY HOURS UNLESS THEY ARE ALREADY LISTED IN YOUR OTA.

Tutorials

In what follows, the term 'tutorial' refers to both tutorials and labs. Tutors in the school are paid at the **TU1** (with PhD) or **TU2** (without PhD) rate for their first tutorial class of a unit, and at the **TU3** (with PhD) or **TU4** (without PhD) rate for every subsequent tutorial class in the same unit.

As specified in the [Enterprise Agreement](#), payment at the TU3/4 rate covers one hour of tutorial time (or equivalent delivery through other than face to face teaching mode) and up to one hour's associated working time, including activities such as preparation, contemporaneous marking, and incidental student consultation. Payment at the TU1/2 rate covers one hour of preparation and what is covered by the TU3/4 rate.

Contemporaneous marking typically happens where a tutor marks work brought in by a student on the spot or directly after the tutorial. Incidental student consultation typically happens before, or after tutorials. However, incidental student consultation does not cover regular attendance to the Ed discussion forum. The additional hour of associated working time may also include incidental administrative work, for example small onboarding modules, entering attendance, and managing group work.

In-semester quiz invigilation

Where in-semester quizzes are held face-to-face on campus, tutors are expected to be available for invigilation for up to 3 hours per semester per allocated tutorial in the allocated timeslots. Quiz invigilation is paid at the **A01** (with PhD) or **A02** (without PhD) rate in accordance with the [Enterprise Agreement](#). Quizzes are usually denoted "Assessment" in the timetable.

Demonstrating

Demonstrators are paid at the **DE1** (with PhD) or **DE2** (without PhD) rate. This is an hourly rate (each hour claimed at this rate corresponds to one hour of expected work). Preparation and Ed discussion activities are paid in addition to any face-to-face hours.

Student consultation (on Ed), administration, and coordination

Casual academic staff who are allocated administration duties (such as writing a quiz or managing a drop-in consultation session), or Ed discussion activities are paid at the

- **A01** (with PhD) or **A02** (without PhD) rate for administration, coordination, or (online) consultation duties, and
- **DE1** (with PhD) or **DE2** (without PhD) rate for demonstration.

These are hourly rates (each hour claimed at this rate corresponds to one hour of expected work).

Training

Mandatory compliance training at the University level will be paid at the **A01** (with PhD) or **A02** (without PhD) rate. This will not be included in the Online Teaching Allocation (OTA) tool. To claim these hours, select GEN - EA CLAUSE 68 in the timesheet using A01/A02 paycode.

All Faculty level training under the Modular Professional Learning Framework (MPLF) will be paid at the **A01** (with PhD) or **A02** (without PhD) rate. Please contact the School office under maths.timesheets@sydney.edu.au with evidence of completion to have your OTA updated. Only then you are able to claim your hours.

All mandatory School level training (to take place in Weeks 0, 1, and 4 of the semester) will be paid at the **A01** (with PhD) or **A02** (without PhD) rate. Check your OTA and only claim these hours if they are already listed.

Lectures

Casual lecturing in the School will generally be paid at the **P03** (Standard Lecture) or **P04** (Repeat Lecture) rate.

Standard lecture Rate: Paid as the standard rate for lectures and includes 1 hour of delivery and up to 2 hours associated working time.

Repeat lecture: Paid for a lecture covering the same subject matter as a lecture given within seven days to another group of students and includes one hour's delivery and up to one hour's associated working time.

The **P02** (Significant responsibilities or unit coordinator) rate may be used in exceptional circumstances where course content needs to be re-developed or the casual staff member is undertaking significant unit coordination duties. This pay code includes one hour delivery and up to three hours associated working time. This pay code can only be used following approval by the Associate Head (Education).

In-semester marking

In-semester marking is an essential component of the teaching effort in our School. It is important for tutors to mark students' work to inform their educational practice and understand which key learning outcomes are being met by students and where students may be struggling. Tutors are expected to be available for at least 6 hours per semester per allocated tutorial class to mark assignments, quizzes, mid-semester tests, and projects. The marking load may be higher in project-based units. Tutors unable to

contribute to the marking effort may not be assigned to tutorials in future semesters. Demonstrators may be involved in giving feedback on formative tasks.

Marking (other than contemporaneous marking – see above) will be paid at the hourly **M04** (with PhD) or **M05** (without PhD) rate.

Your hours for assignment marking will be calculated from your teaching allocations and uploaded to OTA. Any time spent on preparation for marking is incorporated in the marking rate and will not be paid extra. *Do not claim any hours for marking until they appear in OTA and only claim for work you delivered.*

The expectation is that marking is performed during standard business hours. You may choose to mark during the weekend or on public holidays; however, no penalty rates will apply. You cannot be directed to mark on weekends or holidays unless explicitly approved by the Head of School.

Exam marking

Casual marking of final exams is handled slightly differently. Current Honours students, current Masters of Mathematical Sciences students, and demonstrators are **not** eligible for final exam marking.

The hours you can claim for final exam marking depend on the number of script hours and the type of exam you are marking. These hours will be calculated for you and put into OTA. In addition to these hours, you will be paid a fixed number of hours (usually 3 for first-year MATH units, usually 4 for DATA1001 and DATA2002) if you participate in trial marking. This is per trial marking session if you mark multiple units. Reasonable other preparation time for marking has been incorporated in the marking rate. *Do not claim any hours for marking until they appear in OTA and only claim for work you delivered.*

For transparency, this is how claimable hours for marking are computed: A script hour is one hour's worth of exam time for the student. For a 90-minute exam with a 50% multiple-choice component, marking the entire exam script is worth 0.75 script hours. Marking a 120-minute exam without multiple-choice components is worth 2 script hours. If you are marking one question per exam script, the number of script hours for this one question is the total number of script hours for the entire exam divided by the number of questions.

Unit	Marking claim per script hour M0x	Checking claim per script hour M0x
1 ST Year: standard & advanced MATH units	0.1085	0.0167
2 nd & 3 rd Year: standard units	0.122	0.0167
2 nd & 3 rd Year: advanced units [^]	0.1628	0.0167
1 st & 2 nd Year: DATA units	0.1628	0.0167

[^]: if a different exam is given to the advanced unit.

- **Scenario 1:** A casual marker marks one question each of 200 MATH1021 scripts and is later checking one question each of 200 scripts. The marker participates in the trial marking. The exam is 90 minutes long with a 50% multiple choice component. There are three questions to mark. The number of script hours claimable for this job is

- $200 * 3/4 \text{ script hours per script} * 1/3 \text{ one of three questions} = 50 \text{ script hours}$

This equates to **5.425** hours for marking and **0.835** hours for checking at the M05/M04 rate. 3 hours for the trial marking can be claimed.

Scenario 2: A casual marker marks one question for each of 350 MATH2022 scripts. Checking is done for one question each of 100 normal second-year scripts. The marker does not participate in the trial marking for this unit. The exam is 120 minutes long with no multiple-choice components. There are four questions to mark. The number of script hours claimable for this job is

- $350 * 2 \text{ script hours per script} * 1/4 \text{ one of four questions} = 175 \text{ script hours for marking}$
- $100 * 2 \text{ script hours per script} * 1/4 \text{ one of four questions} = 50 \text{ script hours for checking}$

This equates to **21.35** hours for marking and 0.835 hours for checking at the M05/M04 rate. No extra hours can be claimed for trial marking.

Scenario 3: A casual marker marks all the questions of 289 MATH1005 scripts. Checking is done by the Marking Coordinator, as the Canvas quiz flags any unmarked questions. The marker participates in the trial marking for this unit. The exam is 90 minutes long with a 50% multiple choice component. There are ten questions to mark. The number of script hours claimable for this job is

- $289 * 1.5/2 \text{ script hours per script} * 10/10 \text{ one of ten questions} = 216.75 \text{ script hours for marking}$

This equates to **23.52** hours for marking at the M05/M04 rate. In addition, 3 hours for the trial marking can be claimed.

Before claiming for marking, please check that your hours for exam marking are listed in OTA.