

## Casual Academic Staff Professional Development Teaching and Learning Program Policy

<b>Approving authority</b>	Academic Committee
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Casual%20Academic%20Staff%20Professional%20Development%20Policy.pdf">http://policies.griffith.edu.au/pdf/Casual Academic Staff Professional Development Policy.pdf</a>
<b>TRIM document</b>	2018/9006132
<b>Description</b>	This policy outlines the arrangements that it be a requirement of employment that all casual academic staff new to Griffith University and new to University teaching undertake the Teaching and Learning program prior to commencing teaching at Griffith University.

### Related documents

[Griffith Awards for Excellence in Teaching](#)

[Centre for Learning Futures](#)

[Griffith Awards and Grants Programs](#)

[\[Introduction\]](#) [\[Types of Casual Academic Staff Teaching and Learning Programs\]](#) [\[Process\]](#) [\[Continuing Development for Casual Academic Staff\]](#)

## 1. INTRODUCTION

Casual academic staff undertake an important role in the delivery of the University's academic programs, often in first-year courses where students are making the transition to University life. The aim of this program is to familiarise casual academic staff with Griffith's teaching and learning practices. The program is one of a number of the University's strategies for enhancing the quality of learning and teaching across the institution. The program is compulsory for all casual academic staff new to Griffith and new to University teaching but is also available to other casual academic staff that may benefit, as determined by Heads of School or Deans.

## 2. TYPES OF CASUAL ACADEMIC STAFF TEACHING AND LEARNING PROGRAMS

It is a requirement of employment that all casual academic staff new to Griffith University and new to University teaching normally undertake the Teaching and Learning program prior to commencing teaching at Griffith University.

The Head of School, in consultation with the Dean, is responsible for determining which of the following two Teaching and Learning program workshops described below that casual academic staff new to Griffith University or teaching are to attend:

- A half-day workshop offered by the Centre for Learning Futures; or
- An equivalent workshop offered by the School or Faculty, either independently or in collaboration with the Centre for Learning Futures.

### 2.1 Centre for Learning Futures Teaching and Learning Program Workshops

The Centre for Learning Futures offers a series of Teaching and Learning workshops tailored specifically for casual academic staff. Casual academic staff are paid for their attendance at the workshop once their participation has been confirmed by the Centre for Learning Futures. Attendance will be paid at base rate: applicable to other required academic activity. The sessions are four hours in length with some workshops directed more towards laboratory-based teaching and advertised accordingly.

Teaching and Learning workshops are offered up to the middle of semester to cater for the varied commencement dates of casual academic staff. Workshops will be offered at a variety of times and on a number of campuses.

The workshops focus on the following teaching and learning elements

- 1) Understanding how learning occurs; conceptualising teaching to engender learning;
- 2) Planning and conducting activities that engage students in active and interactive learning (eg a tutorial/seminar/laboratory session);
- 3) Enhancing learning through planning and implementing assessment appropriately;
- 4) How to give feedback that promotes student learning;
- 5) Evaluating teaching.

## **2.2 School/Faculty Teaching and Learning Program Workshops**

The Teaching and Learning program for a School/ Faculty workshop is to be provided to the Deputy Vice Chancellor (Academic) for endorsement before being offered to casual academic staff. Where teaching elements offer an approved workshop, casual academic staff will attend the School/Faculty workshop in place of the Centre for Learning Futures workshops. Casual academic staff are paid for their attendance at the school/faculty workshop once their participation has been confirmed by the Dean. Attendance will be paid at base rate: applicable to other required academic activity.

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## **3. PROCESS**

It is the Head of School's responsibility to advise new casual academic staff of the requirement to attend a teaching and learning program workshop and of the appropriate workshop times and venues.

From the first week of February onwards, the Head of School is required to supply the relevant Dean with the list of casual academic staff required to undertake a teaching and learning program and indicate which workshop staff will be attending (i.e. Centre for Learning Futures or School/ Faculty based). This information is to be updated as more casual academic staff are appointed over the semester. The Teaching and Learning Program Advice form is to be used for this purpose.

Deans are required to approve the proposed list of workshop attendees. In the case where the Faculty is utilising the Centre for Learning Futures workshop, casual academic staff names are to be forwarded via the Teaching and Learning Program Advice form to the Centre for Learning Futures prior to orientation week and updated as additional casual academic staff are appointed.

On completion of the Teaching and Learning workshops each semester, Deans and the Dean (Learning Futures) are responsible for providing, no later than Week 7 of the semester, full participant lists to the Teaching and Learning Excellence Committee. The Dean's list should identify the names of all casual academic staff new to teaching and to the University, those who attended a workshop, the type of workshop attended, and the date of attendance.

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## **4. CONTINUING DEVELOPMENT FOR CASUAL ACADEMIC STAFF**

The Centre for Learning Futures provides a range of professional development workshops for which casual academic staff may register. Casual academic staff are also eligible to undertake the Centre for Learning Futures Foundations of University Teaching. The Head of School is responsible for providing support to casual academic staff throughout the semester.

The Griffith Awards for Excellence in Teaching recognise the performance and contributions of casual academic staff to the University by providing a Casual Academic Staff Award that is open to all academic staff who are employed on a casual basis, and who have at least 12 months accumulated teaching at Griffith.

Two academic award programs, the Graduate Certificate in Higher Education and the Master of Higher Education are also available to casual academic staff for enrolment.