DIVISION OF HUMANITIES

Fixed-term Academic Staff - Guidelines Concerning Rates of Pay

These guidelines are intended to apply to academic staff employed to deliver at least one full paper (or equivalent) over a semester. Staff employed to deliver only small blocks of lectures or take tutorials etc. should be employed on an hourly contract basis as per the Casual Lecturer Rates or the policy for Tutors and Demonstrators.

1. Remuneration
Remuneration of contract teaching staff should be calculated by determining
   a.   the level of appointment appropriate for the qualifications and experience of the contractor, in accordance with the nature of the position
   b.   the proportion of full-time equivalent workload that their teaching contract requires, using the following guidelines
   - delivery of one paper   = 0.100
   - development of one totally new paper   = 0.050
   - substantial revision of an existing paper   = 0.025
   - significant co-ordination of teaching   = 0.025
   - supervision (per student, Hons, masters or PhD)   = 0.025

Where a new contractor has not taught a specific paper before, the allowance 0.025 for substantial revision of an existing paper can be incorporated in the salary calculation.

2. Length of contract
For papers other than Summer School, the contract would normally start a maximum of four weeks prior to formal lectures commencing, and end a maximum of seven working days after the end of the examination period.

3. Tutorials & Casual Lectures
Where a contract staff member teaching a whole paper is expected to undertake duties in addition to those that a lecturer would normally undertake (e.g multiple tutorial classes at 100-level, laboratory demonstrating), the additional hours should be factored into the final FTE figure.

4. Example of Contract Salary Calculations
4.1 *Calculate the total contract salary (excluding holiday pay)*
Level of appointment x FTE
LGO1 $76,595 x 0.15 (delivery, adaptation of existing paper & significant co-ordination of paper)
= $11,489.25

4.2 *Calculate notional full-tine salary for the term of the contract*
Level of appointment x 22/52 weeks
$76,595 x 22/52
= $32,405.58

4.3 *Calculate the appropriate FTE appointment for the term of the contract* Total contract salary (step 1) divided by the notional full-time salary (step 2)
11,489.25/32,405.58
= 0.3545

4.4 *Checking mechanism*
$76,595 x .3545 x 22/52
= $11,487.76
Total paid = $12,407 including 8% holiday pay