Information for Applicants - 2012
Sessional Teaching in Undergraduate Psychology

Locations
The School of Psychology and Psychiatry at Monash University teaches undergraduate psychology on two local campuses: Caulfield and Clayton.

Times
Laboratory classes and workshops are conducted on weekdays and on some evenings. There is also the possibility of teaching in the off-campus weekend schools.

Eligibility
To be eligible for appointment applicants must have the minimum qualification of an APAC accredited fourth year in psychology or equivalent.

Duties
Tutors
Duties will include teaching of laboratory classes, marking of student work, consultation with students, and meeting with staff and other tutors. Staff appointed will need to be available to attend 2-5 hours of workshops and training prior to the start of semester one (February / March). Tutors will be appointed to a specific psychology unit. Tutors may be offered more than one class per unit, and may be appointed to more than one unit (subject to restrictions and approval by the Director of Undergraduate Studies).

Assistant Coordinators
Duties will involve preparation and distribution of teaching and student materials for all modes of teaching and including web-based resources, consultation with academic and administrative staff to assist in the planning and delivery of a psychology unit, assisting with student inquiries, contributing to organisation of sessional teaching in the unit, assisting with administrative tasks such as monitoring attendance and coordinating assessment tasks. Assistant coordinators will be appointed to a specific psychology unit, and it is expected that the Assistant Coordinator will also be appointed as a tutor for at least one class within the same unit.

Salary rates
Tutors
The tutorial salary rate is $112.50 per hour (wage type 2089). This assumes that for every 1 hour of laboratory time there will be an additional 2 hours of associated work – e.g., preparation and consultation. Marking is paid at a separate rate of $34.71 per hour. While the hourly rate is consistent across units, the total salary for any given unit will vary according to the workload required for that unit. For example, units with a higher marking workload will bring in a larger overall salary than units that have minimal marking requirements. Repeat classes bring in less overall salary than the first lab in any given unit because there is no additional preparation required. Salary will be paid fortnightly on receipt of time sheets. A higher rate is payable for staff with doctoral qualifications and rates are subject to Enterprise Bargaining Agreement increases. An example time sheet will be provided to assist in claiming salary. Please note that sessional tutors cannot accept work totalling more than 60% of the contact hours expected of a full-time member of staff.

Assistant Coordinators
Assistant Coordinators will be paid at the salary rate of $37.50 per hour (wage type 2088), paid fortnightly on receipt of time sheets. Assistant coordinators will be employed for 8 hours per week over a 20 week period for one semester. Additional salary will be paid for tutoring, in accordance with the usual salary rates for a sessional tutor in the unit to which the Assistant Coordinator has been appointed.

Postgraduate Students - Monash University
Your postgraduate supervisor will need to approve any teaching commitment you undertake. Note that scholarship regulations restrict employment to no more than 15 hours of work on average in any one week. Up to a maximum of six hours only, on average, may be undertaken during normal working hours (9am – 5pm Monday to Friday). This means that scholarship holders may not be employed for more than 6 contact hours per week and assumes that marking and preparation is done in your own time, in the evening or on weekends. This assumes that you do not have other employment.

Postgraduate Students - Other Institutions
You should check with your institution regarding regulations governing employment.

Applications
Applications, including a completed application form, current CV and an academic transcript, should be submitted by Monday, 17 January, 2012. All applications are done online.

Note: If you have tutored with us previously, it is not necessary for you to provide another CV and academic transcript if we already have this on file. However, to be considered for 2012 teaching you do need to submit a new application form.

Workplace Policies, Procedures and Salary Rates
Information about Workplace policies, procedures and salary rates for sessional staff at Monash University can be viewed at:

http://adm.monash.edu/workplace-policy/employment/categories/academic/sessional/sessional.html

Further information
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