

## UQ Casuals' Caucus Report on Wage Theft, September 2021

### **Acknowledgement of Country**

*We acknowledge that we live and work on the land belonging to the Jagera and Turrbal people, whose sovereignty was never ceded. We acknowledge that these lands have always been places of learning, research and teaching. We pay our respects to and recognise the roles of Elders, past, present and future.*

This report is dedicated to all the casual staff of UQ and other Australian universities who have ever felt exploited, excluded or vulnerable. We particularly recognise and empathise with casuals whose treatment at work has affected their sense of wellbeing and mental health. This should never have happened, and we hope that our continued advocacy will prevent it from happening in the future.

UQ Casuals' Caucus 2021

**Mental health support:** For casuals reading this report, if the issues outlined here trigger concerns: support at Beyond Blue ph **1300 22 4636** [Anxiety, depression and suicide prevention support - Beyond Blue](#)

#### Authors:

The following report has been compiled by the UQ Casuals' Caucus – a group of casual staff from various schools and areas of UQ, initiated by the NTEU, to advocate for improved working conditions for casuals – currently facilitated by Dr Victoria Bladen (SCA, UQ; Branch Committee NTEU (Casuals' Representative)). It draws from data gathered over the past couple of years and from the experiences of many casuals at UQ, whether long-term or recent.

Casuals are particularly vulnerable in terms of their lack of job security, and casuals who question or speak out about their conditions risk blacklisting, work opportunities being withdrawn, and further discrimination; consequently, several casuals have had to provide their evidence anonymously. In relation to those casuals who have been brave enough to put their names to this data and the report, we ask that management ensure that those individuals are not discriminated against at School, Faculty or University levels.

#### Acknowledgements:

Many casuals have given countless unpaid hours since the formation of the Casuals' Caucus in 2017 to advocate for reform of the working conditions of all those in precarious work at UQ. We acknowledge your time and energy given on top of the extensive unpaid hours already spent in teaching, research, administration and outreach. We particularly acknowledge the casuals who have spent further unpaid time on time logging in order to compile this data.

We would also like to thank all the UQ NTEU members and the Branch Committee for their continued support of the casuals. We also acknowledge the support of our many friends and colleagues amongst continuing staff.

We thank VC Deborah Terry for initiating UQ's Review into casuals' pay and work conditions, and the management staff tasked with undertaking the review: Tim Dunne, Kelly Edwards, Bill Kernahan, Catherine Ellemor and other staff involved. We hope that their review and consideration of the data and thoughts we present here will lead to real reform.

#### Disclaimer:

The evidence contained in this report has been provided in good faith and in the hope that the system of casualisation at UQ and across many Australian tertiary institutions may be reformed. It is not intended to be defamatory of any individual, School, Faculty, or UQ management. Our criticisms are of the system as a whole. All statements made in this report are given as our opinion, and provided as fair comment. We have used our best endeavours to ensure that the data is accurate; if there are errors of calculation, we are happy to correct these.

## Table of Contents

UQ Casuals' Caucus Report on Wage Theft, September 2021 .....	1
Authors:.....	2
Acknowledgements:.....	2
Disclaimer:.....	2
Aims.....	5
Summary of the Report:.....	5
Background and National contexts .....	6
Senate Inquiry - Unlawful Underpayment of Employees' Remuneration.....	6
Investigations by the Fair Work Ombudsman .....	6
Tertiary Education Quality Standards Agency .....	6
The Australian Universities Vice-Chancellor and Senior Staff Remuneration Code.....	7
Queensland legislation on wage theft .....	7
Wage theft reviews and payouts at other Australian Universities .....	8
Local contexts .....	8
Underpaid activities .....	11
Time Logging Data: Underpaid activities.....	12
Table of data summary.....	12
Key Statistics: .....	16
Comments on data summaries (where provided by participant) .....	16
Unpaid Activities .....	19
Time Logging Data: Unpaid Activities.....	20
Table of data summary.....	20
Marginalisation .....	22
Opportunity costs.....	22
Mental Health.....	23
Embracing Reform.....	23
Institutional Trust.....	23
Benefits to UQ from inclusion of its casuals: .....	23
Proposed solutions: .....	24
1. Restitution:.....	24
2. Reforms to avoid future wage theft and loss of opportunities for casual staff: .....	24
3. Policy and training reform: .....	25
Conclusion .....	25
Works Cited .....	26

Further reading.....	27
Appendices.....	29
Appendix A: UQ Charter of the Rights of Casual Academic Staff (2018) .....	29
Appendix B: Examples of opportunities not offered to casuals, 2021 .....	30
Appendix C: Typical Casual’s Income .....	31
Appendix Anon A .....	33
Appendix Anon B .....	38
Appendix Anon C1 .....	39
Appendix Anon C2 .....	43
Appendix VB1 .....	46
Appendix VB2 .....	62
Appendix VB3 .....	72
Appendix EF1 .....	93
Appendix CR1 .....	142
Appendix ES1 .....	147
Appendix ES2 .....	150
Appendix VB4 .....	152
Appendix VB5 .....	155
Appendix VB6 .....	156



## Aims

The aim of this report is to address the underpayment, exploitation, and marginalisation of casual staff at UQ. Casuals are essential to the core business of the university and deserve respect and inclusion. Our vision is of an ethical university where casualisation is temporary and properly paid, and where casual staff are given career paths and mechanisms for conversion, so they can be included and offered the same opportunities as other staff.

## Summary of the Report:

- There are **four key problems** arising from casualisation: **underpayment** for work performed as part of the teaching contract; **non-payment** of work necessarily carried out as casual academic staff; **lack of conversion rights and career pathways** for long-term casuals; and **marginalisation**.
- **Contexts:** The report outlines some of the national contexts in which these various problems have been recognised and are in the process of being dealt with, as well as the local contexts at UQ.
- **Time logging data** compiled to date by casuals from various areas of UQ provides evidence that there is commonly a significant gap between hours worked to complete teaching duties and hours actually paid. The nature of this gap varies widely, depending on various factors. There are also occasions where there is no gap, for example where there is less pre-reading in courses or where there is an economy of scale when a casual is teaching a large number of tutorials in one course (although this is not common). However, the overall pattern is of a systematic and regular discrepancy between hours worked and hours paid. In our view, this constitutes wage theft.
- **Negative outcomes** of wage theft: Wage theft not only affects the incomes of casuals; it is also demoralising and injurious to employees' wellbeing and mental health. Furthermore, it undermines the integrity of UQ as a public institution, harming its public image and brand, its most important asset. Wage theft also creates a risk to management at various levels, who owe duties of care and ethical responsibilities to employees and the brand of UQ.
- **Proposed solutions:** The report proposes various solutions to the problem, encompassing **restitution**, in recognition of the wage theft that has occurred to date; **reforms** to the working conditions of casuals, to avoid future wage theft; and **policy and training reforms**, to create awareness and facilitate inclusion of casuals.

## Background and National contexts

Casualisation – and the interrelated issues of wage theft, exploitation and marginalisation – has been recognised as a problem both nationally and internationally. The problem is explored in depth in Herb Childress’ *The Adjunct Underclass* (University of Chicago Press, 2019) which, while focused on the US system, outlines the same issues and problems that arise in the Australian system. The term ‘underclass’ accurately reflects the way that casual academics are treated at UQ and in other tertiary institutions across Australia.

### Senate Inquiry - Unlawful Underpayment of Employees’ Remuneration

There is a current national Senate Inquiry of the Economics References Committee into Unlawful Underpayment of Employees’ Remuneration’, which includes the investigation of universities. The report is due to be handed down in late 2021.

Terms of Reference for the Inquiry are available at: [Terms of Reference – Parliament of Australia \(aph.gov.au\)](#) A transcript of evidence given by *inter alia* casuals from various Australian universities, the NTEU, and representatives from University of Sydney, Macquarie University, and University of NSW from a hearing on 10 March 2021 is available at: [ParlInfo - Economics References Committee : 10/03/2021 : Employees' remuneration \(aph.gov.au\)](#)

### Investigations by the Fair Work Ombudsman

The Fair Work Ombudsman has commenced investigations into various Australian universities, some as a result of self-reporting, and others as a result of media reports. These include the University of NSW, University of Sydney, University of Newcastle, University of New England, James Cook University and University of Melbourne.<sup>1</sup> There has been no report published to date in this regard.

### Tertiary Education Quality Standards Agency

The Tertiary Education Quality Standards Agency<sup>2</sup> announced that it will be partnering with the Fair Work Ombudsman for a webinar on “wage underpayments and how

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<sup>1</sup> [FWO QoNs Hearing 180920.2.pdf](#) List at p7.

<sup>2</sup> [Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](#)

to support the sector to address this issue”, suggesting that the issue is a sector-wide problem.<sup>3</sup> This webinar is not open to the public and is by invitation only.

## The Australian Universities Vice-Chancellor and Senior Staff Remuneration Code

There is also increasing awareness of and public concerns over the excessively high salaries of management staff of Australian universities (which can be double those of equivalent positions overseas at more prestigious institutions).<sup>4</sup> This has resulted in the recent establishment of a voluntary code, announced by the University Chancellors Council, *The Australian Universities Vice-Chancellor and Senior Staff Remuneration Code*, to aim for more transparency and accountability.

There is stark inequality between incomes of staff at university management level – with VCs commonly on \$1million or more – and those of casual staff. A typical casual’s income is around \$28,500 pa<sup>5</sup>, just over the current Australian poverty line of \$23,764<sup>6</sup>; and many casuals are on far less (exacerbated post-Covid). There is nothing natural or inevitable about this discrepancy. Historically, the difference between the lowest paid and the highest paid was more equitable. For example, in 1960, the VC’s salary at UQ was £4,500 in comparison with the most junior position of a tutor/demonstrator at £1,100, a ratio of approximately 1:4.<sup>7</sup> In 1990, a full-time tutor earned \$24,176 while the VC earned \$134, 534, a ratio of approximately 1:5.5.<sup>8</sup> In the contemporary era, universities preside over extreme inequalities – a ratio of approximately 1:35 – while doing so with public money from taxpayers, students and donors.

## Queensland legislation on wage theft

In Queensland, the *Criminal Code and Other Legislation (Wage Theft) Amendment Act 2020* amended the Criminal Code to enable wage theft to be prosecuted as stealing, with employers who intentionally fail to pay or underpay their employees now exposed to a criminal penalty. Non-payments captured by the legislation include underpayment of hours. A director or senior officer of a company may be liable if they intentionally assist or encourage a company to commit wage theft. [View - Queensland Legislation - Queensland Government](#) These amendments came into effect as a result of a Qld Parliamentary

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<sup>3</sup> [TEQSA gets involved on casuals’ underpayment - Campus Morning Mail](#) Reported on 2/9/21.

<sup>4</sup> Reported *The Australian* 13/8/21 “Code to clear the air over uni chiefs’ salaries”. An example quoted was of a former USyd VC’s salary (\$1.6m) dropping by over half in moving to University College London.

<sup>5</sup> Estimate of \$28,500 is based on a casual at UQ with a PhD taking 4 tutorials per semester in two courses and marking the work of 100 students. See Appendix C for calculation.

<sup>6</sup> Current poverty line in Australia: \$457 per week (\$23,764 per annum) for a single adult. [Poverty – Poverty and Inequality \(acoss.org.au\)](#)

<sup>7</sup> UQ Archives, S0001, UQ Senate Minutes, 15 June 1960.

<sup>8</sup> UQ Archives, S0344, Staff Books, April 1990.

Committee inquiry into wage theft *A Fair Day's Pay for a Fair Day's Work? Exposing the True Cost of Wage Theft in Queensland* (2018) [Report Template \(parliament.qld.gov.au\)](https://www.parliament.qld.gov.au/reports-and-inquiries/committees/committee-inquiry-into-wage-theft)

## Wage theft reviews and payouts at other Australian Universities

There is momentum across Australia in opposition to the exploitation of casuals and the wage theft that is closely tied to casualisation. For example, at the University of Melbourne, a group of approximately 15 casuals recorded their time and issued a report *University of Melbourne NTEU Sessional & Casual Staff Network Faculty of Arts Data Gathering Project 2019*, which found a consistent pattern of underpayment.<sup>9</sup> This has led to claims by hundreds of casuals and a resulting payout by the University of Melbourne of approximately 15 million to date.<sup>10</sup> Recently, University of Melbourne VC Professor Duncan Maskell issued an apology to casual staff for “a systematic failure of respect from this institution for those valued, indeed vital employees” and undertaking that the university “will continue efforts already underway to fully remediate affected individuals’ claims, and to put in place systems and processes to prevent these under-payments being repeated”.<sup>11</sup>

Similarly, approximately 29 casuals at the University of Sydney recorded their time and produced evidence of wage theft outlined in their report *The Tip of the Iceberg: a report into wage theft and underpayment of casual employees at the University of Sydney* (2021).<sup>12</sup> Their earlier interim report, *Stealing Time*, was submitted to the Senate Inquiry. RMIT is also facing a large-scale wage theft claim.<sup>13</sup>

## Local contexts

With the expanding casualisation of teaching at UQ, as well as at tertiary institutions across Australia, and in the larger context of fewer full-time positions available in academia, the number of casuals has increased significantly, and many of them are long-term casuals. Each semester or year they are employed according to casual contracts, and their annual pay is often barely over the current Australian poverty line, primarily because they are only employed during the teaching semesters, even though their work as scholars continues throughout the entire year. Their income is precarious, and whether they receive work in

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<sup>9</sup> Summary of Uni Melb report at: <https://www.nteu.org.au/article/Wins-for-University-of-Melbourne-casuals-in-the-Faculty-of-Arts--21591> Copy of the report is available upon request.

<sup>10</sup> [University of Melbourne to repay millions to staff after decade-long underpayment practices - ABC News Uni Tutors Just Won Back Millions In Stolen Wages By Striking Outside A Vice Chancellor's Home \(junkee.com\)](https://www.abc.net.au/news/2021-09-10/uni-tutors-just-won-back-millions-in-stolen-wages-by-striking-outside-a-vice-chancellor-s-home/10114444)

<sup>11</sup> Campus Morning Mail 10 September 2021 [Uni Melbourne VC apologises over underpayment of casuals \(campusmorningmail.com.au\)](https://www.campusmorningmail.com.au/news/uni-melbourne-vc-apologises-over-underpayment-of-casuals) The restitution payments are in relation to underpaid marking and for attendance at lectures.

<sup>12</sup> Report available at: [Tip+of+the+Iceberg.pdf \(squarespace.com\)](https://www.tipoftheiceberg.com.au/) The earlier interim report *Stealing Time* was submitted to the Senate Inquiry into wage theft. Submission and report available at:

[Submission+to+Senate+Inquiry+-+The+University+of+Sydney+Casuals+Network.pdf \(squarespace.com\)](https://www.submission.to/senate-inquiry/-+The+University+of+Sydney+Casuals+Network.pdf)

<sup>13</sup> [RMIT University in 'wage theft' dispute over serial underpayment of casual staff \(theage.com.au\)](https://www.theage.com.au/news/rmit-university-in-wage-theft-dispute-over-serial-underpayment-of-casual-staff-20210910)

particular courses is often dependent on a system of patronage and collegial relationships within a School.

Casual academics often have negative experiences in terms of the workplace, and often feel invisible and undervalued. They have to survive for long periods between semesters without income (over 3 months during the summer break). This affects their ability to make financial plans and support themselves and their families. We are aware of casuals having to skip meals or choose between food and medication due to financial insecurity.

Casuals are consistently underpaid in so far as the hours needed to fulfil their duties to students and the university often exceed the hours for which they are actually paid. Casual academics also undertake countless, unpaid hours of work in various capacities connected with their academic duties that benefit the University.

Many so called ‘casuals’ are in fact long-term employees of UQ. Their employment does not constitute casual employment in any authentic sense. They are employed on a regular basis, often in the same courses. Long term casual academics who continue to be employed by UQ year after year currently have no mechanism for conversion and are specifically excluded from the conversion clause in the EBA that currently only applies to professional staff. They have no opportunities for career progression.

Casual academics at UQ have been concerned about underpayment, exploitation and marginalisation for many years, and have been campaigning for improved conditions at various levels. Their concerns have generally fallen into four key areas to be addressed:

- **underpayment** for work performed as part of the teaching contract;
- **non-payment** of work necessarily carried out as casual academic staff;
- **lack of conversion rights and career pathways** for long-term casuals; and
- **marginalisation**, which intersects with the above problems.

Following the initiation of the Casuals’ Caucus in 2017, bringing together casuals from various Faculties and Schools across UQ, the casuals developed and launched the **UQ Charter of the Rights of Casual Academic Staff** (2018) [www.nteu.org.au/library/view/id/9158](http://www.nteu.org.au/library/view/id/9158) (Appendix A) in an attempt to set out the rights that should be accorded to casuals to ensure fair and equitable treatment. The current situation at UQ falls far short of that goal but we hope that this report will facilitate the necessary reform process.

In the 2021 bargaining round, casual staff at UQ are advocating for the following key reforms of the EBA:

1. A right to conversion for casual academic staff and improved conversion rights for professional staff.
2. An increased loading on the casual staff hourly rate to include a research/discipline currency and administration component.
3. A requirement that casuals be paid by the hour at the applicable rate for every hour worked, except where covered by the “rolled up” pay rates for tutoring and lecturing.

4. Incremental progression for casual staff.
5. Paid sick leave.
6. 17% employer superannuation contribution for all casual employees.
7. Equitable access to long service leave and parental leave.
8. Equal access to university facilities, staff events and meetings, and funding opportunities, including between periods of casual engagements.

## Underpaid activities

Not all casual work is underpaid – there may be economy of scale for example (eg item 11 below), where a casual has sufficient tutorials in a course to balance out the time spent in tutorial preparation; or the marking time paid may match the time spent where the tutor has taught in the course many times previously (eg item 7 below), or where a course convenor takes on some of the marking or administrative tasks (eg item 9). There may also be cases where a particular organisational unit pays casuals for marking according to the number of students enrolled at the beginning of the semester, rather than the actual number of essays marked (as in item 8), so that the extra payment covers what would otherwise be unpaid time on marking. Whether there is a shortfall in paid marking time also depends on the extent of the feedback provided to students.

However, the pattern overall is that there is evidence of significant and recurrent underpayment across many areas of UQ and in various types of work. The following are the most common categories of unpaid work:

- Amounts paid for **preparation for tutorials** are often inadequate to cover the actual time spent preparing for tutorials, reading set texts, secondary readings and course materials, administration for tutorials (tending to class lists etc), attending lectures or listening to recordings to ensure tutorials and lectures are aligned, communicating and consulting with students.
- Amounts paid for **administration** (if paid at all, as this varies widely between Schools), are token (eg 1 hr per semester) and manifestly inadequate for administration time spent over a semester including emails, attending to BB sites, consulting with students, preparing for courses, and communication and meetings with course convenors beginning before the start of semester until the end of the final marking period.
- The allowance for **marking** is often less than the actual time required, which includes entering marks, moderation meetings, consolidating final mark lists for course coordinators and dealing with requests for extensions and any requests for re-marking.
- If a casual gives a guest **lecture**, the amount of time spent in preparation often far exceeds the preparation time (two hours per hr lecture) paid for under a contract.
- When casual academics **convene** courses, the amount paid for administration of the course invariably falls well short of the actual time required to convene a course (and no pay is received at all until the semester is underway, although convening work must commence well before the semester begins).



**Cutting corners:** These practices are not only detrimental to casuals but also to students and the teaching standards at UQ. For example, because casuals are not paid for lecture attendance, some course coordinators advise their tutors not to attend lectures, however tutors need to attend the lectures to ensure that their teaching in tutorials aligns with the materials and key focus points of lectures. Similarly, if tutors aligned their marking feedback to students with the actual time for which they are paid, this would compromise the quality of the feedback that students expect and deserve.

## Time Logging Data: Underpaid activities

To evidence the regular gap between hours worked and hours paid in casual work, a group of casuals from different areas of UQ have logged their time in 36 different courses/engagements. Some have only recorded a particular marking task while others have recorded work over several semesters or years. The participants have used various methods of time logging. Some have used analogue methods, recording on timesheets (handwritten and/or typed); others have used digital time logging methods (using Toggl: [Toggl: Time Tracking, Project Planning and Hiring Tools to Help Teams Work Better](#) or Gleeo Time tracker [Home \(gleeo.com\)](#)). Further details on methods are available upon request.

A summary of the data collected to date is set out below. More casuals will be joining in with time logging in Semester 2 2021 to add to this data.

Table of data summary

Data set	Area of UQ (School/Institution)	Name/Anon	Course and Sem/Year	Summary of gap	Availability of raw data /Appendix
1	School of Communication and Arts (SCA)	Anon A	Unspecified for privacy reasons 2/2020	39 hours unpaid (comprising 41.2 hrs unpaid marking; 7.48 unpaid admin less 11 hrs overpayment for Tutorial prep)	Appendix Anon A
2	School of Languages and Cultures (SLC)	Anon B	Unspecified for privacy reasons	2.1 hours unpaid (marking)	Appendix Anon B
3	SLC	Anon C	CHIN3810 S1 2019	129.5 hours unpaid (Comprising 26 hours unpaid marking, 92.5 unpaid teaching preparation hours and 11 hours unpaid course coordination tasks)	Appendix Anon C1



4	SLC	Anon C	CHIN7555 S1 2019	92 hours unpaid	Appendix Anon C2
5	School of Historical and Philosophical Inquiry (HAPI)	Anon D	PHIL2013	7.7 hrs unpaid (13.3 hrs unpaid Tutorial preparation) less 5.6 overpayment in marking	Available upon request
6	Medicine	Anon D	BIOM3200	1.5 hrs unpaid (marking)	Available upon request
7	Science	Anon D	SCIE1000 (2020) STAT1201 (2020) STAT1301 (2020)	Examples where there was an overpayment in marking time compared to time spent: SCIE1000 (0.3hr overpayment); STAT1201 (13.6 hrs overpayment); STAT1301 (5.8 hrs overpayment)	Available upon request
8	HAPI	Anon E	HIST2408 2020 sem 2	Marking allowance 0.5 hr per essay. Amount paid for 49 essays 24.5 hrs. Time taken 32.3 (gap of 7.8 hrs). However there was no underpayment (see Comment).	Available upon request
9	SCA	██████ ██████	ENGL2065 - Jane Austen	76 hours unpaid [comprising: 18.6 hrs Admin (av 1.4 hrs per week) 56.2 Tutorial prep (av 4.3 per week) and 5.85 hrs Lecture prep less 4.55 hrs overpayment for Marking (see note to Appendix V1 and comments section)	Appendix VB1
10	SCA	██████ ██████	ENGL3020 – Internships Sem 1 2021	30.5 unpaid hrs (2.25 hrs course coordination; 18.6 hrs admin; 4.9 hrs tutorial prep; 4.8 hrs marking)	Appendix VB2

11	SCA	██████ ██████	ENGL3030 – Adaptation Sem 1 2021	13 hrs unpaid (comprising 32.8 hrs admin; 17.9 hrs marking; 1.85 hrs lecture prep; less 39.35 hrs unpaid tutorial prep)	Appendix VB3
12	School of Political Science and International Studies (PoSIS)	██████ ██████	POLS1601 Semester 2 2018	2.25 hrs unpaid (18.25 hrs marking less 16 hrs overpayment tutorial preparation)	Appendix EF1
13	PoSIS	██████ ██████	POLS3803 Semester 2 2018	92.5 hrs unpaid comprising: 12.8 hrs course co-ordination; lecture prep 47.5 hrs; tutorial prep 5.8 hrs and marking 26.4 hrs.	Appendix EF1
14	PoSIS	██████ ██████	POLS2603 Semester 1 2019	114.8 hrs unpaid (22 hrs course coordination; 34.5 lecture prep; 31.8 tutorial prep; 26.5 marking)	Appendix EF1
15	PoSIS	██████ ██████	POLS6315 Semester 1 2019	41.75 hrs unpaid (6 hrs course coordination; 23.5 lecture prep; 12.25 marking)	Appendix EF1
16	PoSIS	██████ ██████	POLS3803 Semester 2 2019	50.8 hrs unpaid (12.15 hrs course coordination; 8.2 lecture prep; 30.5 marking)	Appendix EF1
17	PoSIS	██████ ██████	POLS1301 Semester 2 2019	62.2 hrs unpaid (58.6 lecture prep; 13.4 tutorial prep; 5 hrs marking less 14.8 overpayment course coordination)	Appendix EF1
18	PoSIS	██████ ██████	POLS7013 Semester 2 2019	25.5 hrs unpaid (12.5 course coordination; 5hrs tutorial prep; 8 hrs marking)	Appendix EF1
19	PoSIS	██████ ██████	POLS1301 Semester 1 2020	234.5 hrs unpaid (109 course coordination; 71.4 hrs lecture prep; 39.8 tutorial prep; 14.3 hrs marking)	Appendix EF1

20	PolSIS	██████ ██████	POLS7013 Semester 1 2020	24.3 hrs unpaid (8.25 hrs course coordination; 9.6 hrs tutorial prep; 6.5 marking)	Appendix EF1
21	PolSIS	██████ ██████	Guest lectures (POLS1601, POLS1601, POLS2222)	9.25 hrs unpaid (lecture prep)	Appendix EF1
22	PolSIS	██████ ██████	Supervisions (POLS3802 and Hons)	25.25 hrs unpaid (supervision)	Appendix EF1
23	PolSIS	██████████	Research Assistance	10.2 hrs unpaid (research assistance)	Appendix EF1
24	PolSIS	██████████	Academic service work	15.8 hrs unpaid (academic service)	Appendix EF1
25	PolSIS	██████████	Hons Thesis marking	4 hrs unpaid (marking)	Appendix EF1
26	SCA	██████████	ARTT1106 – Looking at Art, Sem 1, 2021.	22.15 hours unpaid comprising: 18.4 hours tutorial prep and admin; 3.75 hours marking	Appendix CRI
27	SCA	██████████	ENGL1500 Reading and Writing Contemporary Literature (EXT and FD)	69.5 hours unpaid: comprising: 27.5 hrs lesson prep 13 hrs marking 29 hrs admin	Appendix ES1
28	SCA	██████████	ENGL2065 Jane Austen (FD)	78.5 hours unpaid: comprising: 59 hrs lesson prep 8 hrs marking 1 hrs 25 mins admin	Appendix ES2
29	HAPI	██████████	PHIL1002- 2021/Semester 1	26.12 hours unpaid (comprising: 8.22 Tutorial prep (av 52 mins per week) and 17.50 for Marking]	Available upon request
30	HAPI	██████████	PHIL1002- 2020/ Semester 2	5.5 hours overpaid (comprising:	Available upon request



				6 hours overpaid [Tutorial prep] (av 45 mins per week) and 0.5 hrs underpaid for [Marking] (see Comments)	
31	HAPI		PHIL3620	9.5 hours underpaid [Marking]	Available upon request
32	School of Education		GEND1010	2.25 hours underpaid [Lecture prep]	Available upon request

#### Key Statistics:

- 86% (31/36 courses/engagements) that were time logged recorded an underpayment.
- Total number of unpaid hours recorded by the participants: 1312 hrs unpaid.
- Average number of unpaid hours over 36 courses/engagements timelogged: 36 unpaid hrs per course/engagement.

#### Comments on data summaries (where provided by participant)

1. **Anon A:** I included all the hours I was paid for marking, but 1 assignment is not included in the hours spent because the data was lost. So, the actual time spent would be slightly higher. Similarly for administration and preparation, I included the paid and spent time from week 4, because I lost the data from week 1 to week 3. This period early in the semester usually involves more administrative preparation. Prepared lesson plans and consultation by my course coordinator meant that the time spent on consultation and preparation time could be reflected in the hours paid. This was the first time I had tutored in the course and only my second semester of tutoring.

2. **Anon B:** unspecified for privacy reasons. See Appendix Anon B.

3. **Anon C CHIN3810:** This course was paid at the tutorial rate of AC20E. It was a two-hour “contact” session, which was the only type of class offered to students in this course and thus was required to be both a lecture and tutorial. Only twelve contact sessions were taught, with one week missed due to a public holiday. The gap summary incorporates the 96 hours of included preparation and marking provided in the pay rate and 16 hours of course coordination pay.

4. **Anon C CHIN7555:** The unpaid time incorporates time spent on course coordination duties and general teaching. The unpaid general teaching time is over and above the four hours provided for each two hours of teaching in the AC10A teaching rate. This gap amount was originally 111 hours and 50 minutes, with marking time not used subtracted from the total. 73% of this time was spent on general teaching duties and 27% on course coordination duties.

7. **Anon D:** For this marking exercise the tutor had marked the assignment many times previously SCIE1000 (5 times previously) STAT1201 (6 times previously) and STAT1301 (6 times previously).

8. **Anon E: HIST2408:** The time paid for the main research essay (2500 words) was 30 mins per essay (49 essays x 0.5 = 24.5 hrs). The actual time taken was 32.3 hrs, so in theory leaving 7.8 hrs unpaid. However, there was no underpayment in the course because the allocation in CAHP was for 63 students; ie I was paid according to the number of students enrolled at the beginning of the course, rather than the actual number of students at the end.

9. **ENGL2065:** this course is in literary studies where the reading list comprises many novels plus secondary readings, so there is typically a large gap between hours spent on tutorial preparation and hours paid. This can be seen in an average gap of 4.3 unpaid hrs per week in tutorial prep (total of 56.2 unpaid hrs over the semester). It should also be noted that I had taught in this course several times previously; a tutor teaching in the course for the first time may well require more time for the readings and tutorial prep. The gap in terms of administrative time is typical of many courses in the humanities, averaging 1.4 unpaid hrs per week, totally 56.2 unpaid hours over the course of the semester. The marking result is atypical because the course coordinator chose to mark all the short assessment pieces. This meant that instead of having three assessment pieces per 1 hr marking allowance per student, we ended up with a generous 45 mins to mark the long essay and 15 mins to mark the oral presentation. Normally the long essay would have to be marked in 30 mins. The result was a credit of 4.55 hrs (of payment over hours spent marking), which has been deducted from the total hrs gap result.

10. **ENGL3020** – This is a small course that coordinates between 10-12 students in various internships. There are three meetings throughout the semester. Since these are classified as meetings, rather than tutorials, there is no paid preparation time. However, it would be impossible (and poor teaching practice) to have no preparation. The largest gap is in administrative time/course coordination. As with most courses that casuals convene, the time allowed is inadequate to reflect the time taken to run a course, even a small one like this.

11 **ENGL3030**– I've taught in this course many times previously, and convened it. In this data set it can be seen that, with 4 tutorials in the course, there was an economy of scale in terms of time spend on tutorial preparation, resulting in a credit in terms of the amount paid for tutorial prep. Yet even here there is an overall underpayment for the course due to shortfalls in the administration time required and the usual shortfall in marking.

12-25. **for commentary see appendix EF1**

26. **ARTT1106:** this course is the first introductory course in the art history major. The reading load is relatively low when compared to other art history courses, and the fact that I had a 1.5-hour tutorial (therefore 3 hours paid for prep) meant that I did less unpaid work than I have experienced in art history courses with 1-hour tutorials (such as ARTT1105). Nevertheless, planning class activities for a 1.5-hour tutorial obviously takes some more thought and time than for a 1-hour tutorial. In this course, the coordinator went to significant lengths to make things as smooth and easy as possible for the casual tutors

involved; we were sent rough lesson plans each week, and students were told to direct almost all of their enquiries to the course coordinator. Even with this assistance, however, the work involved in the simple mechanics of the role – watching the lecture, doing the readings, liaising with the coordinator, prepping slides, occasionally liaising with students – proved enough to leave me regularly working around 2.5 hours unpaid each week.

27. ████████ **ENGL1500**: this course is in literary studies where the reading list comprises a book of poetry, a book of short stories, a graphic novel, two large novels and associated secondary scholarship (usually literary theory). As with other literature courses there is a large gap between hours spent on tutorial prep and hours paid. This course also sometimes requires more admin or student consultation because (in the structure that I taught on it, at least) it requires first year students to take on texts which deal with violence and trauma, and students sometimes need help navigating through that. This is quite a large course in terms of literature studies, and so will often have several tutors working together meaning that more admin time is sometimes needed. In 2020 I also helped other colleagues to get up to speed on zoom teaching and had extra admin meetings with zoom colleagues on how best to manage teaching online. This is a course I had taught face-to-face before and one in which I was familiar with the material.

28: See comments for item 9.

29. ████████ **PHIL1002 2021 sem 1**: Most of the content in the first assignment task was not covered in the classroom so the feedback required a lot more work than usual. For the second assignment, there were major changes to this task compared to previous years, including the format of the assignment. So, although I have marked in this course six times previously, this one included multiple new challenges.

30 ████████ **PHIL1002 2020 sem 2**: Started recording the data after first few weeks had elapsed. The first few weeks require attending to a lot of correspondence from the school, course co-ordinators and other tutors which unfortunately is not recorded here. The students are also in more need of support in the early weeks as the subject is quite new to them. Also, their first assignment was due within those weeks, so I spent many hours giving both one on one consultation as well as group consultations. Therefore, the recorded data shows that I was overpaid however if the data from those weeks would have been recorded it would have shown that I put more hours than I am paid for.

31. ████████ **PHIL3620**: This is a third-year course. I hadn't taught in it before so there was a lot of reading required.

## Unpaid Activities

In addition to those activities involved in teaching that are underpaid, there are further categories of unpaid labour that arise from casuals undertaking the ordinary tasks of scholars, activities that are paid for continuing staff but not paid for casual academic staff. In terms of time spent on maintaining a research profile/disciplinary currency, casuals have no choice but to undertake this work if they are to remain employable and have some chance of applying for continuing positions.

Casuals have identified the following types of work that continuing staff are paid for but that casuals are not:

- consultations with students, providing references and advice, well beyond the provision of associated working time attached to lectures and tutorials;
- meetings with colleagues;
- conducting research for publications and conference papers (the publications of casual academics contribute to School/Faculty lists of publications, brand advertising, promotion of UQ and UQ's ERA rankings);
- associate supervision of HDR students (including PhD and M. Phil level);
- acting as readers for PhD confirmations;
- discipline currency: keeping up to date with developments in their fields;
- providing peer-review reports and book reviews for journals;
- attending courses, seminars, online training and workshops in order to maintain teaching practices in line with the University's Strategic Plan (although some casuals have been funded to attend some workshops, this is not consistent across all Schools);
- applying for funding;
- supporting academic research by attending talks and seminars by colleagues or visiting scholars;
- organising, assisting with or participating in conferences and other professional gatherings nationally and internationally (and casuals also have to self-fund membership fees for various professional bodies in order to present at conferences);
- mentoring new tutors and graduate students;
- outreach activities including giving talks to schools or community groups;


- media (TV, radio etc.) and industry engagement;
- working on committees of societies in their fields;
- participating in local festivals relevant to their disciplines;
- being involved in reading groups in their fields of practice;
- organising special events;
- attending school meetings; and
- attending to general university emails.

**Casuals as Honoraries:** In order to get around the problem of casuals losing library access between semesters, a solution in some areas has been for casuals to request Honorary status. While this has solved the problem of library access, it has led in some cases to a further expectation of unpaid work by casuals. For retired academic staff who continue as honoraries, voluntary work is a reasonable expectation, however for casual staff who have never had the benefits of a salary, it is unreasonable to expect them to do unpaid work as Honoraries (for example associate supervision of HDR students or reading for PhD confirmations).

## Time Logging Data: Unpaid Activities

Data on the extent of unpaid activities of casual academics is rarely recorded. The following data collected provides evidence of the type of unpaid labour being performed by casual academic staff on a regular basis.

Table of data summary

Data set	Area of UQ (School/Institutorial)	Name/Anon	Year/Semester	Unpaid activities	Availability of raw data /Appendix
1	SCA		2019 (1/1/19 – 30/6/19)	142 unpaid hours (including research, student consultations, unpaid supervision of an M.Phil student, conferences, outreach activities)	Appendix VB4



2	SCA		2019 (1/7/19 – 31/12/19)	80.5 unpaid hours (including professional development, conferences, peer review for a journal and research)	Appendix VB5
3.	PolSIS		2020	35 hrs unpaid (academic reader for PhD confirmation and Hons conference; consultations with Hons students; student references)	Appendix EF1
4	PolSIS		2020	63.7 hrs (including CAHP payroll; general admin; meetings; professional development; school seminars, email)	Appendix EF1
5	HAPI		2020 Sem 2	56 unpaid hrs (including research and other activities)	Available upon request
6	SCA		2020 (1/7/21- 31/12/20)	112 unpaid hrs (including research, editing, meetings, peer review, time logging, general emails)	Appendix VB6
7	HAPI		2021 Sem 1	122 unpaid hours (including research, conference papers, meetings, seminars by peers and training)	Available upon request
8	SCA		2021 (1/1/21 – 30/6/21)	445 hrs unpaid hours (research: 209.5 hrs editing: 7.25 hrs outreach (conferences, talks; peer reviews for journals): 89.5 hrs meetings/service: 111.6 hrs admin: 21.8 hrs supervision of M.Phil student 5.6 hrs)	Available upon request

## Marginalisation

Casuals are discriminated against in direct and indirect ways. The discriminatory nature of the academic class/caste system has been recognised in the critical literature (Childress, *The Adjunct Underclass*, 2019).

The categories of discrimination at UQ include the following:

- Ineligibility for applying for various UQ funding opportunities
- Lack of conference funding
- Lack of publication funding (eg copyright permissions)
- Exclusion from email lists
- Exclusion from area meetings
- Non-inclusion on websites
- Precarious access to workspaces
- Locked out of buildings and library in between semesters: although this problem has been alleviated in some areas with the introduction of 12-month contracts, in other areas semester-long contracts allow this to persist.
- Exclusion from public events
- Exclusion from school retreats, forums and end-of-year parties.

## Opportunity costs

The exclusion of casuals from applying for internal funding schemes, at School, Faculty and University-wide levels, represents a significant category of financial loss for casuals, one that is invisible and difficult to quantify, but important. This represents a loss of opportunities that can have long term effects on their careers, particularly as the ability to successfully apply for funding depends in part on a record of previous success in applying for funding. Exclusion of casuals from UQ funding schemes thus harms their potential to apply for external funding.

Casuals are also regularly excluded from social events where networking takes place, thus leading to casuals not being included in joint applications for research grants. And then there are international opportunities through UQ that casuals are excluded from applying for because they are not considered a part of a university organisational unit, so are not eligible for schemes where UQ has reciprocal or partnership arrangements with other universities. **Appendix B** contains a sample list of opportunities not offered to casuals in 2021.

## Mental Health

The consistent treatment of casuals as ‘outsiders’ affects their well-being and mental health, creating the potential for UQ to breach their duty of care to casual employees. The mental health effects of the marginalisation of casuals are generally invisible, not recorded or acknowledged, but are a reasonably foreseeable consequence of the systematic treatment of casuals as a type of underclass.

## Embracing Reform

There are many incentives for UQ to embrace reform of its policies towards casual staff. UQ as a public institution owes a duty of care to all its employees to treat them fairly and consistently. Its duties towards casual staff include the requirement to take reasonable steps to avoid causing them financial loss (whether in terms of underpayment of wages or loss of opportunities that potentially harm their careers) and physical harm, in terms of their health and mental wellbeing.

## Institutional Trust

UQ promotes itself as advocating for trust in institutions. For example, in May 2021, as part of its Global Leadership Series, it presented a seminar on “Building Trust in a Post-Truth World”, noting in its promotional flyer that “Restoring trust in major institutions is high on the agenda in Australia. While recent public enquiries have uncovered systematic failings of ethical culture, integrity, and governance in a number of sectors, they also provide a platform for change and rebuilding trust”. Speakers included the UQ Chancellor Peter Varghese and “UQ trust experts” and the presentations explored “how trust in organisations and institutions can be built, restored and preserved” (UQ email invitation 28 May 2021). Reform of UQ’s treatment of casuals would align its practice with its stated values.

## Benefits to UQ from inclusion of its casuals:

Alongside the risks of the current policies towards casuals, there are many incentives for including casual staff.

- Casuals are a valuable untapped resource. Just like continuing staff they have local, national, and international connections that represent opportunities for UQ.
- Casuals are ambassadors for the university in a range of contexts. ‘My university treats its casuals really well’ said no casual at a conference ever. But this could be turned around.
- Casuals are often the interface between UQ and some of its key ‘customers’, whether students, other scholars, local interest groups or international institutions. Would any

organisation put its most disgruntled employees on its front desk to deal with customers? Ensuring casuals are treated fairly would benefit UQ in many of its key relationships and outreach contexts.

- It's not enough in the 21<sup>st</sup> century for businesses and institutions to be profitable. They also need to be ethical and sustainable. Witness the growing movement of customers towards ethical investments, superannuation, banks, companies. Treating employees unfairly will ultimately be on the wrong side of history. Universities, in particular, represent an ethical standard for their communities. It is in their interests to maintain the highest ethical standards as part of protecting their brand. UQ has an opportunity to set the benchmark for the ethical treatment of its casual staff.

## Proposed solutions:

We propose the following solutions to address the underpayment, exploitation and marginalisation that has occurred to date, and to prevent it occurring in the future:

### 1. Restitution:

Firstly, there is a need for **restitution**. The data collected from the Casuals' Caucus should be used as the basis of a systematic backpay of current and past casuals to address the wage theft that has occurred to date.

### 2. Reforms to avoid future wage theft and loss of opportunities for casual staff:

Reforms need to include the following key elements:

2.1: **Conversion**: a casual conversion clause for casual academic staff. Casualisation should be a temporary state, not one that continues year after year. After twelve months, casuals should be converted to a fractional appointment that includes an allowance for research/discipline currency and administration.

2.2: **An equity clause**: a loading on the hourly rate for research/discipline currency and administration. This would address the unpaid time spent by casuals on ordinary academic tasks that continuing staff are paid for.

2.3: **A pay for all hours worked** clause, as a safety net in addition to the existing piece rates.

2.4: **An increase in the piece rates**. For example, an increase in the amount allowed for administration from the current 1 hr per semester to **1 hr per week** for 17 weeks of semester (encompassing O-week and until the end of the exam block), would more accurately reflect the actual time spent. There also needs to be increases in the amounts allowed for **tutorial preparation, marking, lecture preparation** and **course convening** by casuals. Furthermore, all casuals should be paid for **lecture attendance**.

2.5: **Inclusion** of casual staff in eligibility for all UQ internal funding schemes at School, Faculty and University levels to avoid loss of opportunity costs to casuals; and

2.6: **Inclusion** of casual staff in all the ordinary activities of Schools.

3. Policy and training reform:

Policies should be developed at School, Faculty and University level in relation to casual academic staff; and there should be mandatory inclusion training for all UQ staff on ways to include casuals.

## Conclusion

The true quality and integrity of any institution is reflected in how it treats its most vulnerable employees. The current underpayment, exploitation, and marginalisation of casual staff at UQ (as with many other tertiary institutions in Australia) undermines the vision that UQ seeks to project to the world and the values it purports to uphold. UQ can do better than this. With real reforms, it could be a place that we could all be proud of.

UQ Casuals' Caucus, 2021

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## Appendices

### Appendix A: UQ Charter of the Rights of Casual Academic Staff (2018)

# CHARTER OF THE RIGHTS OF CASUAL ACADEMIC STAFF

**WE DEMAND RESPECT. WE DEMAND FAIR PAY.  
WE DEMAND INCLUSION. WE DEMAND SECURITY.**

Teaching and learning at the University of Queensland relies on an **academic underclass**. Our labour is **poorly remunerated**, our contributions go **unrecognised**, and our voices are **rarely heard**. We are employed contingently, paid by the hour, and **locked out of opportunities** for promotion and development. We are highly qualified, but **highly exploited**. We are casually employed, but there is nothing casual about the **injustice** of our situation. We are dedicated teachers and committed researchers. We are the backbone of the university system in Australia, but this system is **inefficient** and **unfair** for everyone. We **deserve better** than this.

**CASUAL ACADEMICS DESERVE TO BE TREATED WITH RESPECT, OUR CONTRIBUTIONS RECOGNISED, AND OUR VOICES REPRESENTED IN THE DECISION-MAKING PROCESSES OF THE UNIVERSITY.**

The research and publishing done by casual academics must be supported and publicly acknowledged.

Casual academics must be included in School and Faculty activities, meetings, and public events, and on email lists used to communicate information relevant to our work.

Casual academics must have dedicated representation in university governance structures.

Casual academics must have access to information and dispute resolution.

**CASUAL ACADEMICS DESERVE FAIR REMUNERATION FOR THE WORK THAT WE UNDERTAKE.**

Casual academics must be remunerated for all work performed.

Methods of assessing work performed must be fair, accurate and transparent.

The expertise of casual academics must be acknowledged, particularly in areas such as teaching.

Employment structures must be fair, equitable, and consistent throughout the university.

**CASUAL ACADEMICS DESERVE ACCESS TO UNIVERSITY RESOURCES, FACILITIES, BENEFITS, AND SERVICES ON AN EQUAL BASIS WITH CONTINUING STAFF.**

Casual academics must have access to adequate resources including work space, telephones, printers, and photocopiers.

Casual academics must have access to the library resources necessary to do our jobs.

Casual academics must have access to information technology services and support.

Casual academics must be allowed to maintain an identity within the university's electronic systems.

**CASUAL ACADEMICS DESERVE EMPLOYMENT AND INCOME SECURITY.**

Casual academics must not be discriminated against because of our employment status.

Work performed by casual academics must be made as stable and predictable as possible.

Hiring and appointment procedures must be transparent.

Casual academics must have the security to exercise academic freedom.



National Tertiary  
Education Union

#UQCasualsCharter  
www.nteu.org.au/uq/casuals

NTEU UQ Branch Room S35 Seddon Building (82A) St Lucia Campus Ph: 33652538 uq@nteu.org.au

Authorised by Andrew Bonnell, NTEU Branch President

## Appendix B: Examples of opportunities not offered to casuals, 2021

### Faculty Level

- HASS Enabler Funding Scheme: directed at early career to mid-career but not open to casuals [HASS Enabler Funding Scheme \(HASS EFS\) - Faculty of Humanities and Social Sciences - University of Queensland \(uq.edu.au\)](#)
- HASS TL Seed funding – scheme does not cover salary so is not viable for casuals

### School Level

- SCA research funding (\$2000) was not available to casuals

### University level

- Postdoctoral funding – from federal funding. Stream 2 Researcher recruitment initially excluded casuals. [UQ Research Stimulus Allocation Two \(Fellowships\) - Research - University of Queensland](#) After Casuals' Caucus sent a letter of objection, management agreed to allow casuals to apply. While we appreciate that an allowance was eventually made in this case, the initial terms evidence that the default position for such opportunities is to exclude casuals.
- UQ management – gift of extra day's leave for Easter not offered to casuals; after the Casuals' Caucus sent a letter of objection, management offered to look into offering an equivalent, however nothing has come of this yet.

### UQ/International opportunities

- QUEX – UQ/Exeter community – supposedly open to the entire research community but doesn't cover academic salaries so not viable for casuals  
[2021 QUEX Workshop Grants Guidelines.pdf](#)
- Non-EU Teaching Mobility Program - University of Vienna – casuals not eligible to apply. [Non-EU Teaching Mobility \(univie.ac.at\)](#)

## Appendix C: Typical Casual's Income

### **Casuals' Hourly Rates (as per EBA 2018-2021):**

[Casual academic staff salaries - Current staff - University of Queensland \(uq.edu.au\)](http://uq.edu.au)

#### **Tutoring:**

**Normal** (first tutorial) (AC20A) 1 hr plus 2 hrs associated work time) - \$141.66 (\$47.22 per hour)

**Repeat tutorial** (AC20B) 1 hr plus 1 hr associated work time - \$94.44 (\$47.22 per hour)

#### **PhD or Subject coordination rate**

**Normal** (first tutorial) (AC20E) 1 hr plus 2 hrs associated work time) - \$169.41 (\$56.47 per hour)

**Repeat tutorial** (AC20F) 1 hr plus 1 hr associated work time - \$112.94 (\$56.47 per hour)

#### **Marking**

Standard (AC30A) 1 hr - \$47.36 per hour

With PhD or Subject Coordination (AC30B) - 1 hr - \$56.47

#### **Lecturing**

Basic (AC10A) 1 hr plus 2 hrs associated work time - \$198.61 (\$66.20 per hour)

Developed (AC10B) 1 hr plus 3 hrs associated work time \$264.81 (\$66.20 per hour)

#### **Base Rate (eg Admin)**

Base rate (AC50A) - \$47.36

Base rate plus PhD or Subject coordination: (AC50C) - \$56.47

## Typical Casual's Income (assuming PhD and teaching in 2 subjects)

Assumptions: Casual with PhD; teaching 4 tutorials per semester (2 tutorials x 2 courses); tutorials of 1.5 hrs

### Tutoring:

4 tutorials (2 in each subject) of 1.5 hrs:

**First tutorials:** 2 x first tutorials (\$254.11) x 2 = \$508.23; plus

**Repeat tutorials:** 2 x repeat tutorials (\$169.41) x 2 = \$338.82.

So, \$847.05 per week x 10 weeks of tutorials = **\$8470.50** per sem

### Marking:

4 tutorials x 25 students per tutorial – 100 students x \$56.47 per student per sem = **\$5647** per sem.

### Admin:

1 hr per course = **\$112.94** per sem.

**Total:** \$14,230.44 per sem.

**\$28,460.88 per annum.**

[cf **current Australian poverty line** (\$457 per week/**\$23,764** pa for a single adult)]

Appendix Anon A

**Marking:** note: time logging for one assignment was lost, so it is not included in the time spent. But all hours paid for marking are included.

<b>1</b>	<b>Marking</b>	<b>unpaid time:</b>	<b>41:13:42</b>	
<b>2</b>	<b>Time paid:</b>		<b>20:06:00</b>	
<b>3</b>	<b>Time spent</b>			
<b>4</b>	<b>Description</b>	<b>Start time</b>	<b>End time</b>	<b>Duration</b>
5	marking	10:34:05	10:35:42	0:01:37
6	marking	10:56:47	12:07:44	1:10:57
7	marking	13:10:26	13:30:26	0:20:00
8	marking	10:52:00	12:00:00	1:08:00
9	marking	10:56:56	10:57:00	0:00:04
10	marking	15:27:14	16:54:19	1:27:05
11	marking	16:58:44	17:48:06	0:49:22
12	marking	10:04:47	10:16:10	0:11:23
13	marking	10:22:46	10:48:42	0:25:56
14	marking	11:06:34	12:42:57	1:36:23
15	marking	17:29:19	17:44:06	0:14:47
16	marking	9:34:00	10:29:25	0:55:25
17	marking	10:36:43	11:19:25	0:42:42
18	marking	16:49:05	17:14:37	0:25:32
19	marking	18:19:10	19:18:18	0:59:08
20	marking	19:58:00	20:40:57	0:42:57
21	marking	20:50:26	21:10:26	0:20:00
22	marking	9:18:48	9:29:36	0:10:48
23	marking	9:30:21	10:28:25	0:58:04
24	marking	16:31:18	16:46:15	0:14:57
25	marking	10:02:53	11:51:22	1:48:29
26	marking	14:32:40	14:59:48	0:27:08
27	marking	15:10:16	16:08:16	0:58:00
28	marking	19:32:55	20:48:08	1:15:13
29	marking	10:32:48	11:09:37	0:36:49
30	marking	11:38:38	12:07:38	0:29:00
31	marking	9:31:11	9:53:37	0:22:26
32	marking	9:37:18	11:10:58	1:33:40
33	marking	14:04:14	15:43:23	1:39:09
34	marking	17:51:26	19:30:26	1:39:00
35	marking	9:35:27	9:35:40	0:00:13
36	marking	9:35:40	11:40:36	2:04:56
37	marking	12:43:50	14:45:16	2:01:26
38	marking	8:45:07	9:25:22	0:40:15
39	marking	10:29:52	11:05:43	0:35:51

40	marking	11:06:09	11:45:24	0:39:15
41	marking	13:45:07	14:14:51	0:29:44
42	marking	9:02:58	9:26:07	0:23:09
43	marking	13:57:26	15:25:23	1:27:57
44	marking	16:35:06	17:39:41	1:04:35
45	marking	9:34:12	10:08:49	0:34:37
46	marking	10:09:52	10:54:56	0:45:04
47	marking	13:01:18	13:22:06	0:20:48
48	marking	13:37:46	14:35:50	0:58:04
49	marking	14:36:09	14:36:12	0:00:03
50	marking	14:36:14	15:32:44	0:56:30
51	marking	15:39:25	15:42:19	0:02:54
52	marking	16:05:21	17:24:13	1:18:52
53	marking	11:06:03	11:21:38	0:15:35
54	marking	11:45:45	11:50:45	0:05:00
55	marking	11:55:01	12:07:49	0:12:48
56	marking	9:08:48	9:23:14	0:14:26
57	marking	9:28:19	9:48:55	0:20:36
58	marking	10:29:02	12:06:52	1:37:50
59	marking	13:50:15	14:02:08	0:11:53
60	marking	14:10:29	15:37:32	1:27:03
61	marking	12:57:00	13:38:31	0:41:31
62	marking	16:18:45	17:04:20	0:45:35
63	marking	17:15:20	17:44:34	0:29:14
64	marking	18:09:53	19:02:59	0:53:06
65	marking	10:01:32	10:59:06	0:57:34
66	marking	11:15:01	12:07:14	0:52:13
67	marking	16:00:56	16:26:22	0:25:26
68	marking	9:59:35	11:09:42	1:10:07
69	marking	11:33:14	11:33:33	0:00:19
70	marking	11:35:23	12:17:54	0:42:31
71	marking	12:52:15	13:07:34	0:15:19
72	marking	13:06:50	13:26:55	0:20:05
73	marking	13:30:20	14:59:20	1:29:00
74	marking	10:00:10	11:48:02	1:47:52
75	marking	12:15:18	13:35:18	1:20:00
76	marking	14:29:53	14:59:23	0:29:30
77	marking	10:06:35	10:20:21	0:13:46
78	marking	10:29:45	11:07:12	0:37:27



79	marking	11:16:21	12:23:58	1:07:37	
80	marking	12:43:15	12:45:08	0:01:53	
81	marking	12:49:40	13:48:29	0:58:49	
82	marking	14:59:28	15:33:32	0:34:04	
83	marking	15:42:46	16:17:58	0:35:12	
84	marking	16:50:24	17:02:24	0:12:00	
85	marking	17:10:29	17:17:52	0:07:23	
86	marking	11:06:25	11:56:43	0:50:18	
87	marking	10:03:46	10:41:00	0:37:14	
88	marking	12:53:02	13:04:14	0:11:12	
89					<b>61:19:42</b>

<b>Administration</b>		Paid 1 hr per sem		unpaid 7.48	
<b>Description</b>	<b>Start date</b>	<b>Start time</b>	<b>End date</b>	<b>End time</b>	<b>Duration</b>
emails student	31/08/2020	17:14:06	31/08/2020	17:23:04	0:08:58
emails student	31/08/2020	17:28:03	31/08/2020	17:32:28	0:04:25
emails student	1/09/2020	14:22:30	1/09/2020	14:25:19	0:02:49
emails student	2/09/2020	16:01:43	2/09/2020	16:16:45	0:15:02
emails student	7/09/2020	9:30:06	7/09/2020	9:46:06	0:16:00
reading emails	7/09/2020	10:13:51	7/09/2020	10:15:43	0:01:52
emails student	10/09/2020	9:30:00	10/09/2020	9:45:00	0:15:00
emails student	10/09/2020	13:05:50	10/09/2020	14:10:26	1:04:36
emails student	14/09/2020	10:43:23	14/09/2020	10:56:11	0:12:48
emails student	14/09/2020	16:57:16	14/09/2020	17:17:16	0:20:00
emails student	15/09/2020	10:49:09	15/09/2020	11:04:50	0:15:41
emails student	16/09/2020	9:53:41	16/09/2020	10:24:18	0:30:37
emails student	21/09/2020	17:42:31	21/09/2020	18:20:10	0:37:39
emails student	23/09/2020	12:00:00	23/09/2020	14:30:00	2:30:00
emails	12/10/2020	10:00:59	12/10/2020	10:40:59	0:40:00
emails	15/10/2020	7:34:04	15/10/2020	7:58:00	0:23:56
emails	16/10/2020	11:14:26	16/10/2020	11:16:44	0:02:18
emails	19/10/2020	8:49:32	19/10/2020	8:54:32	0:05:00
emails	20/10/2020	10:20:37	20/10/2020	10:28:35	0:07:58
emails	20/10/2020	15:43:40	20/10/2020	15:47:20	0:03:40
emails	21/10/2020	9:00:21	21/10/2020	9:07:21	0:07:00
consultation	21/10/2020	9:58:51	21/10/2020	10:07:26	0:08:35
emails	8/11/2020	12:00:45	8/11/2020	12:16:45	0:16:00
emails	12/11/2020	16:28:05	12/11/2020	16:46:05	0:18:00
					<b>8:47:54</b>

**Tutorial prep:** time paid for week 4 to week 12. 7 weeks of tutorials: paid for 3+1.5h each week =31.3 hrs. Note: The first 3 weeks of data have been lost which would include familiarisation with the course and administrative preparation. The payment for these 3 weeks has not been included. I received lesson plans for the tutorials which significantly decreased my preparation time. Total time spent from prep for week 4: 20.31 hrs.

<b>Preparation time</b>	11 hrs overpaid				
<b>Time paid</b>	time paid for week 4 to week 12				
	7 weeks of tutorials: paid for 3+1.5h each week =				31:30:00
Note: The first 3 weeks of data have been lost which would include familiarisation with the course and administrative preparation. The payment for these 3 weeks has not been included. I received lesson plans for the tutorials which significantly decreased my preparation time.					
<b>Time spent</b>	I received lesson plans for the tutorials which significantly decreased my preparation time.				
	Total time spent for prep from week 4				20.31 hrs
<b>Preparation Time</b>					
<b>Description</b>	<b>Start date</b>	<b>Start time</b>	<b>End date</b>	<b>End time</b>	<b>Duration</b>
week 4 prep	22/08/2020	21:06:16	22/08/2020	22:54:29	1:48:13
week 4 prep	23/08/2020	12:27:20	23/08/2020	13:39:25	1:12:05
week 5 prep	29/08/2020	12:08:35	29/08/2020	13:37:29	1:28:54
week 5 prep	29/08/2020	17:07:53	29/08/2020	18:35:53	1:28:00
pack things for	30/08/2020	21:12:57	30/08/2020	21:25:43	0:12:46
week 5 prep	31/08/2020	10:01:54	31/08/2020	10:53:35	0:51:41
prep week 6	4/09/2020	17:10:02	4/09/2020	17:26:10	0:16:08
prep week 6	4/09/2020	18:30:33	4/09/2020	18:45:09	0:14:36
prep week 6	4/09/2020	18:58:13	4/09/2020	19:04:57	0:06:44
prep week 6	6/09/2020	14:04:19	6/09/2020	14:49:23	0:45:04
prep week 6	6/09/2020	15:14:33	6/09/2020	15:14:36	0:00:03
prep week 6	6/09/2020	15:14:37	6/09/2020	15:36:39	0:22:02
prep week 6	6/09/2020	15:40:17	6/09/2020	17:38:08	1:57:51
prep week 6	6/09/2020	18:01:25	6/09/2020	18:16:57	0:15:32
prep week 6	6/09/2020	18:24:43	6/09/2020	19:27:31	1:02:48
prep week 7	11/09/2020	16:04:29	11/09/2020	17:28:50	1:24:21
prep week 7	13/09/2020	15:58:08	13/09/2020	16:01:57	0:03:49
prep week 7	13/09/2020	16:05:40	13/09/2020	16:47:17	0:41:37
prep week 7	13/09/2020	20:30:13	13/09/2020	21:06:13	0:36:00
prep week 7	14/09/2020	10:38:41	14/09/2020	10:43:23	0:04:42
prep week 7	14/09/2020	10:58:15	14/09/2020	11:31:47	0:33:32
prep week 8	20/09/2020	13:38:10	20/09/2020	15:12:07	1:33:57
prep week 8	20/09/2020	15:17:14	20/09/2020	15:29:20	0:12:06
prep week 8	20/09/2020	15:39:42	20/09/2020	16:01:25	0:21:43
prep week 10	9/10/2020	16:24:00	9/10/2020	16:49:10	0:25:10



prep week 10	10/10/2020	10:48:58	10/10/2020	12:25:48	1:36:50
prep week 10	10/10/2020	16:07:11	10/10/2020	16:39:35	0:32:24
prep week 12	23/10/2020	16:47:22	23/10/2020	16:48:47	0:01:25
prep week 12	24/10/2020	8:39:18	24/10/2020	9:00:11	0:20:53
					<b>20:30:56</b>

**Essay marking: 500-word essay**

Paid for:

- **10 minutes per student**
- **11 students = 110 minutes (1 hour, 50 minutes)**

Work done:

- 15 minutes (reading through the 3-page criteria sheet and the 1-page exam paper to understand the task)
- 1 hour (first 3 students, which equates to **20 minutes per student**)
- 15 minutes (1 student, which equates to **15 minutes per student**)
- 1 hour (6 students, which equates to **10 minutes per student**)
- 15 minutes (1 student, which equates to **15 minutes per student**)
- 10 minutes (personal moderating among allocated exams to prepare for moderation meeting)
- 1 hour (moderation meeting with the course co-ordinator and the other casual marker)
- **TOTAL: 3 hours, 55 minutes**

**Time recording 2019 Sem 1 – CHIN3810**

Paid activities: **Course coordination** (16 hours for this course). **Contact prep**: 2 hrs pay per hour taught – total of 96 hours included in rate for 12 x 2 hours' teaching (one class missed due to public holiday). Contact: One two-hour session weekly.

**Marking**: 30 minutes per student per semester. Total of 9 hours paid per assessment task for 36 students. Two non-contemporaneous assessment tasks marked.

Date	Time	Hours	Activity	Weekly total	Cumulative Total Hours	Hours paid	Unpaid time - week	Unpaid time - cumulative total
28/01/19	09:00	0.5	Course coord <sup>14</sup>	0.5	0.5	0	0.5	0.5
04/02/19	14:00	2.0	Course coord	2.0	2.0	0	2.0	2
11/02/19	10:00	1.0	Course coord	1.0	1.0	0	1.0	1.0
20/02/19		1.0	Course coord	1.0	1.0	0	1.0	1.0
20/02/19-22/02/19		4 h 50	General teaching	4 h 50	4 h 50	0	4 hr 50	4 h 50
25/02/19-03/03/19		0.5	Course coord	0.5	0.5	1.0	N/A	N/A
25/02/19-03/03/19		14.0	General teaching <sup>15</sup>	14.0	14.0	4 hours included in AC20E rate	10.0	10.0
04/03/19-		4.0	Course coord	4.0	4.0	1.0	3.0	3.0

<sup>14</sup> As described in the duty statement received from SLC, this includes timetabling, Blackboard, acting as primary point of contact for students, assessment preparation and administration, and finalising results.

<sup>15</sup> Four of these hours are treated as included in the AC20E teaching rate for two hours' preparation and marking per hour of teaching. The listed hours include teaching preparation, contemporaneous marking and consultation. They do not include actual teaching hours.

10/03/19								
04/03/19-10/03/19		7.5	General teaching	7.5	7.5	4 hours included in AC20E rate	3.5	3.5
11/03/19-17/03/19		5.0	Course coord	5.0	5.0	1.0	4.0	4.0
11/03/19-17/03/19		8.0	General teaching, including contemporaneous marking	8.0	8.0	4.0	4.0	4.0
18/03/19		3.5	Course coord	3.5	3.5	1	2.5	2.5
18/03/19		9.0	General teaching, including contemporaneous marking	9.0	9.0	4 hours included in AC20E rate	5	5
25/03/19-31/03/19		1.0	Course coord	1.0	1.0	1	0	0
25/03/19-31/03/19		6.5	General teaching, including contemporaneous marking	6.5	6.5	4 hours included in AC20E rate	2.5	2.5
01/04/19-07/04/19		0.5	Course coord	0.5	0.5	1	N/A	N/A
01/07/19-07/04/19		4.5	General teaching, including contemporaneous marking	4.5	4.5	4 hours included in AC20E rate	0.5	0.5
08/04/19-14/04/19		1.0	Course coord	1.0	1.0	1	0	0
08/04/19-14/04/19		6.3	General teaching, including contemporaneous marking	6.3	6.3	4 hours included in AC20E rate	2.3	2.3
15/04/19-		0.03	Course coord	0.03	0.03	1	N/A	N/A

21/04/19								
15/04/19-21/04/19		1.5	General teaching, including contemporaneous marking	1.5	1.5	4 hours included in AC20E rate	N/A	N/A
20/04/19-21/04/19		3.75	Marking – Task One (6 papers marked)	3.75	3.75	1.5	2.25	2.25
22/04/19-28/04/19		14.75	Marking- Task One (18 papers marked)	14.75	14.75	6.0	8.75	8.75
22/04/19-28/04/19		5.0	General teaching, including contemporaneous marking	5.0	5.0	0.0 (Mid-semester break)	5.0	5.0
29/04/19-05/05/19		3.0	Course coord	3.0	3.0	1.0	2.0	2.0
29/04/19-05/05/19		6.75	Marking – Task One (8 papers marked)	6.75	6.75	2.0	4.75	4.75
29/04/19-05/05/19		2.5	General teaching, including contemporaneous marking	2.5	2.5	4 hours included in AC20E rate	N/A	N/A
06/05/19-12/05/19		0.06	Course coord	0.06	0.06	1.0	N/A	N/A
06/05/19-12/05/19		5.5	General teaching, including contemporaneous marking	4.5	5.5	No pay due to public holiday resulting in no class.	1.5	1.5
13/05/19-19/05/19		.02	Course coord	0.02	0.02	1.0	N/A	N/A
13/05/19-19/05/19		11.0	General teaching, including contemporaneous marking	11.0	11.0	4 hours included in AC20E rate	7.0	7.0

13/05/19-19/05/19		2.0	Marking – Task One (4 papers marked)	2.0	2.0	1.0	1.0	1.0
20/05/19-26/05/19		2.00	Course coord	2.0	2.0	1.0	1.0	1.0
20/05/19-26/05/19		6.75	General teaching, including contemporaneous marking	6.75	6.75	4 hours included in AC20E rate	2.75	2.75
27/06/19-02/06/19		13 min	Course coord	13 min	13 min	1.0	N/A	N/A
27/06/19-02/06/19		4.0	General teaching, including contemporaneous marking	4.0	4.0	4 hours included in AC20E rate	0	0
03/06/19-09/06/19		.5	Course coord	0.5	0.5	1.0	N/A	N/A
10/06/19-16/06/19		.25	Course coord	.25	0.25	1.0	N/A	N/A
10/06/19-16/06/19		16.75	Marking – Task Two (36 papers marked)	16.75	16.75	9.0	7.75	7.75



**Time recording 2019 Sem 1 – CHIN7555**

Paid activities: Course coordination: 18 hours per semester. Teaching: Two hours at AC10A including 4 hours of preparation and marking incorporated into the pay rate. Marking: 85 minutes per student, for three assessment tasks (58 students). Marking pay further divided as follows: Task 1: 40 minutes per student; Task 2: 40 minutes per student; Task 3: 5 minutes per student.

Date	Time	Hours	Activity	Weekly total	Cumulative Total Hours	Hours paid	Unpaid time - week	Unpaid time - cumulative total
14/01/19-20/01/19		5	Preparing ECP <sup>16</sup>	5.0	5.0	0	5.0	5.0
21/01/19-27/01/19		5	Preparing ECP	5.0	5.0	0	5.0	5.0
11/02/19-17/02/19		3	General teaching <sup>17</sup>	3.0	3.0	0	3.0	3.0
18/02/19-24/02/19		4.5	General teaching	4.5	4.5	0	4.5	4.5
18/02/19-24/02/19		40 min	Course coord <sup>18</sup>	40 min	40 min	1.0 <sup>19</sup>	N/A	N/A
25/02/19-03/03/19		7	General teaching	7.0	7.0	4.0	3.0	3.0
25/02/19-03/03/19		2 h 40 min	Course coord	2 h 40 min	2 h 40 min	1.0	1.66	1.66
04/03/19-10/03/19		7.5	General teaching	7.5	7.5	4.0	3.5	3.5
04/03/19-10/03/19		4.3 [4h20m]	Course coord	4.3	4.3	1.0	3.3	3.3
04/03/19-10/03/19		13 min	Marking Task 3	13 min	13 min	52 min	N/A	N/A
11/03/19-17/03/19		5.5	General teaching	5.5	5.5	4.0	1.5	1.5
11/03/19-17/03/19		9.75	Course coord	9.75	9.75	1.0	8.75	8.75

<sup>16</sup> Casual staff in SLC were not supposed to prepare the ECP, even when coordinating courses. However, in the case of a course such as CHIN7555, the program coordinator instructed casual course coordinators to create the ECP. We were not paid for doing this. Had this been paid, these hours should have been included in the course coordination hours.

<sup>17</sup> During the semester, this is covered by 4 hours' preparation included in the AC10A pay rate. Outside of semester, however, this was unpaid. This includes tasks such as preparing for classes, including developing class materials and presentations and student consultation.

<sup>18</sup> The 18 hours' pay allocated for course coordination duties was not paid until the semester began. As shown in the SLC duty statement, course coordination duties included developing the Blackboard site, communicating with students, exam preparation and finalizing results.

<sup>19</sup> In reality, the payment for course coordination did not start until the semester began. However, as the total number of hours paid for course coordination was 18, they are treated as one hour for 18 weeks, beginning in orientation week and ending in the second week of exams.

11/03/19-17/03/19		1.75	Marking Task 3	1.75	1.75	58 min	47 min	47 min
18/03/19-24/03/19		9.0	General teaching	9.0	9.0	4.0	5.0	5.0
18/03/19-24/03/19		1h3m	Course coord	1h3m	1h3m	1.0	.02 (3 min)	.02 (3 min)
25/03/19-31/03/19		18.25	General teaching	18.25	18.25	4.0	14.25	14.25
25/03/19-31/03/19		2h50m	Course coord	2h50m	2h50m	1.0	1h50m	1h50m
01/04/19-07/04/19		.5	Course coord	.5	.5	1.0	N/A	N/A
01/04/19-07/04/19		15.25	General teaching	15.25	15.25	4.0	11.25	11.25
01/04/19-07/04/19		1.02 [1h 3 m]	Task 3 marking	58 min	1.02	58 min	5min	5min
08/04/19-14/04/18		50 min	Course coord	50 min	50 min	1.0	N/A	N/A
08/04/19-14/04/19		17.66	General teaching	17.66	17.66	4.0	13.66	13.66
15/04/19-21/04/19		25 min	Course coord	25 min	25 min	1.0	N/A	N/A
15/04/19-21/04/19		7.25	General teaching	7.25	7.25	4.0	3.25	3.25
22/04/19-28/04/19		25 min	Course coord	25 min	25 min	1.0	N/A	N/A
22/04/19-28/04/19		9h5m	General teaching	9h5m	9h5m	0.0 <sup>20</sup>	9h5m	9h5m
29/04/19-05/04/19		35 min	Course coord	35 min	35 min	1.0	N/A	N/A
29/05/19-05/05/19		2h55m	General teaching	2h55m	2h55m	4.0	N/A	N/A
06/05/19-12/05/19		8 min	Course coord	8 min	8 min	1.0	N/A	N/A
06/05/19-12/05/19		10h10m	General teaching	10h10m	10h10m	4.0	6h10m	6h10m
06/05/19-12/05/19		1.0	Task 3 marking	1.0	1.0	1.0	Equal	Equal
13/05/19-19/05/19		1h5m	Course coord	1h5m	1h5m	1.0	5m	5m
13/05/19-19/05/19		6h20m	General teaching	6h20m	6h20m	4.0	2h20m	2h20m
13/05/19-19/05/19		4h40m (5 papers marked)	Task 1 marking	4h40m	4h40m	3h20m	1.33	1.33
20/05/19-26/05/19		55 min	Course coord	55min	55min	1.0	N/A	N/A

<sup>20</sup> This was during the mid-semester break, which was unpaid time.

20/05/19-26/05/19		3h50m	General teaching	3h50m	3h50m	4.0	N/A	N/A
20/05/19-26/05/19		23.66 (23h40m)	Marking Task 1 (35 papers marked)	23.66	23.66	23.3 [23h20m]	.3 [20 min]	.3 [20 min]
27/05/19-02/06/19		1h 18m	Course coord	1h18m	1h18m	1.0	18 min	18 min
27/05/19-02/06/19		1h5m	General teaching	1h5m	1h5m	4.0	N/A	N/A
27/05/19-02/06/19		4.25 (18 papers marked)	Task 1 marking	4.25	4.25	12.0	N/A	N/A
03/06/19-09/06/19		2h55m	Course coord	2h55m	2h55m	1.0	1h55m	1h55m
10/06/19-16/06/19		.5	Course coord	.5	.5	1.0	N/A	N/A
10/06/19-16/06/19		8.25	Task 2 marking (21 papers marked)	8.25	8.25	14.0	N/A	N/A
17/06/19-23/06/19		16h5m	Task 2 marking (37 papers marked)	16h5m	16h5m	24.40	N/A	N/A
24/06/19-30/06/19		3.0	Course coord	3.0	3.0	3.0	0.0	0.0

Appendix VB1

Time recording 2020 Sem 2 – Austen ENGL2065 – [REDACTED]

E = Email

Paid activities: Admin (1 hr per semester). Tutorial prep: 2 hrs per 1 hr first tutorial; 1 hr prep for repeat tutorials. Tutorial: 1.5 hr

Marking: 1 hr per student per semester. Guest lecture: 1.5hr lecture (plus 2 hrs lecture prep per 1 hr delivery so 3 hrs total prep) x 2 lectures.

Date	Time	Hours	Activity	Weekly total	Cumulative Total Hours	Hours paid	Unpaid time - week	Unpaid time - cumulative total
O-Week Wed 29/7		0.1	Admin: E					
Thurs 30/7	8pm - 9	1	Prep tutorial 2: Reading – Northanger Abbey					
Friday 31/7	10-11.30	1.5	Prep Tutorial 1 – Cohen article and notes; setting up zoom and padlet					
31/7	11.40	0.1	Admin -E - students					
31/7	1.55	0.1	Admin -E - students					
31/7	3	0.1	Admin E - students					
31/7	4.15	0.1	Admin: E - students					
Sunday 2/8	1-6.15	5.25	Prep tutorial 2: Reading – Northanger Abbey + ss	(Admin: 0.5: Tutorial 1 prep: 1.5 Tutorial 2 prep: 6.25 Total: 8.25	8.25	0	(Admin: 0.5: Tutorial 1 prep: 1.5 Tutorial 2 prep: 6.25 Total: 8.25	8.25

Week 1 (3/8-7/8) 3/8	9.10	0.1	Admin: E - students					
3/8	9.15	0.1	Admin: E - students					
3/8	9.20- 30	0.2	Admin: E - working out zoom issues					
3/8	9.35	0.1	Admin: E - students					
3/8	10.15	0.1	Admin: E - students					
3/8	1.30- 2	0.5	Admin - sort student list; assist cc					
3/8	2- 3.15	1.25	Prep Tutorial 1: Week 1 lecture					
3/8	4.15- 4.30	0.25	Admin: BB issue - Allocate					
4/8	8.45	0.1	Admin: E					
4/8	9.30- 10	0.5	Prep tutorial: Tutorial 1			Tutorial 1 prep: 3 hrs		
4/8	10- 11.30	1.5	Tutorial 1: Week 1			Tutorial 1: 1.5 hrs		
4/8	11.30 -12	0.5	Admin - follow up emails; course admin					
4/8	12.10 - 12.30	0.33	Admin - sorting oral presentation schedule; emails					
4/8	3	0.1	Admin: E - course admin					
4/8	4.10- 30	0.2	Admin: E - students					
	6- 6.10	0.2	Admin: E - students; course admin					
5/8	8.30- 40	0.2	Admin E					

6/8	9-9.10	0.2	Admin: E					
	9.15	0.1	Admin: E					
	10.10	0.2	Admin: E					
	1.50-2	0.2	Admin: E					
7/8	11.50-12	0.2	Admin: E					
7/8	12.15	0.1	Admin: E					
7/8	1.45	0.1	Admin: E	Admin (week 1): 4hrs Tutorial 1 prep: 1.25 (lecture) + 0.5= 1.75 Tutorial 1: 1.5 Total: 7.25	15.5	Admin: 1 hr (for whole semester )	Admin 3 hrs unpaid Tutorial 1 prep: 0.4 unpaid Total: 3.4	11.65
<b>Week 2 (10/8-14/8)</b>								
10/8	9.45	0.1	E					
	9.50	0.1	E					
	9.55	0.1	E					
	10.35	0.1	E					
	10.40 - 11.10	0.5	Tutorial 2 Prep: links, E, orals schedule					
	12-12.30	0.5	Tutorial 2 prep: ss reading			Tutorial 2 prep: 3 hrs		
11/8	8.15-8.45	0.75	Tutorial 2 prep: ss reading					
	9-9.30	0.5	Admin – check attendance; revise tutorial list					
	9.30-10	0.5	Tutorial 2 prep: scripts for presenters, reading ss, E					
	10-11.30	1.5	Tutorial 2			Tutorial 2: 1.5 hrs		



	11.30	0.1	E					
	11.35	0.1	E					
	11.40	0.1	E					
	12.10 - 12.25	0.25	Marking Oral presentation s (1)			Marking : 0.5		
	12.25 -35	0.2	Upload recording					
	12.50	0.1	E					
	12.55	0.1	E					
	1- 1.10	0.2	Marking Oral presentation s (1)					
	1.10- 20	0.2	Admin – set up marks table					
	5.05	0.1	E					
12/8	9.45	0.1	E					
	9.55	0.1	E					
	11.30	0.2	Admin E – zoom recordings					
15/8 Sat	8-12, 4- 8.30	8.5	Tutorial 3 Prep – read <i>Pride and Prejudice</i>	Admin: 2.3 Tutorial 2 Prep: 2.25 Tutorial 2: 1.5 Marking: 0.45 Tutorial 3 Prep: 8.5 Total: 15	30.5		Admin: 2.3 Tutorial Prep: 7.75 hrs unpaid Total unpaid: 10	21.65
<b>Week 3</b>								
<b>(17/8-21/8)</b>								
17/8	9.30	0.1	E					
	9.35	0.1	E					
	10.15 -30	0.25	Tutorial 3 prep E					
	1-2	1	Tutorial prep week 3 - ss			Tutorial 3 prep: 3 hrs		
	2- 3.15	1.25	Week 3 lecture (Tutorial prep)					
	4.00	0.1	E					
	5.10	0.1	E					

	6.30-8.30	2	Week 3 tutorial prep – ss reading					
18/8	9.30-10	0.5	Week 3 tutorial prep					
	10-11.30	1.5	Week 3 tutorial			Tutorial: 1.5		
	11.30	0.1	E					
	11.40	0.1	E					
	2.30-40	0.2	Upload zoom recording to BB					
18/8	2.45-3.30	0.75	Marking orals (3)			Marking: 0.75		
	4.15-4.40	0.42	Week 3 Reading					
	6.30-8	1.5	Week 4 Lecture prep – BBC P&P					
19/8	9.30	0.1	E					
	9.40	0.1	E					
	11.45	0.1	E					
	6.10	0.1	E					
	6.30-8.15	1.75	Week 4 Lecture prep BBC P&P					
20/8	7pm-9	2	Week 4 Lecture prep BBC P&P					
Sat 22/8	8-12, 8pm-10	6	Week 5 reading - Emma					
Sun 23/8	7pm-9pm	2	Week 4 Lecture prep BBC P&P	Admin: 1.2 Tutorial 3 prep: 1.25 (lecture) + 4.17= 5.42 Tutorial 3: 1.5 Tutorial 5 prep: 6 Week 4 lecture prep: 7.25 Marking: 0.75	52.62		Admin: 1.2 Tutorial 3 prep: 2.42 Tutorial 5 prep: 6 Lecture prep: 7.25 Total unpaid: 16.87	38.52

				<b>Total: 22.12</b>				
<b>Week 4</b> (24/8-28/8) <b>VB guest</b> <b>lecture 1</b> <b>(PP)</b> Mon 24/8	9.15	0.1	E					
	11.35 - 11.50	0.25	Week 4 Tutorial prep – set up zoom, padlet			Tutorial 4 prep: 3 hrs		
	12- 12.45	0.75	Week 4 lecture prep					
	1.15- 2	0.75	Week 4 lecture prep					
	2- 3.30	1.5	Week 4 lecture – P&P on screen			Lecture 1.5 (+ 3 prep)=4. 5		
Tues 25/8	8.35	0.1	E					
	8.45	0.1	E					
	8.50	0.1	E					
	9	0.1	E					
	9.10	0.1	E					
	9.10- 9.40	0.5	Week 4 Tutorial prep – Todd article					
	9.45- 10	0.25	Week 4 Tutorial prep					
	10- 11.30	1.5	Week 4 Tutorial			Tutorial: 1.5		
	11.40	0.1	E					
	11.45	0.1	E					
	11.50	0.1	E					
	12	0.1	E					
	12.35	0.1	E					
	12.40 -55	0.25	Marking – 3 orals			Marking : 0.75		
	3.55	0.1	E					
Wed 26/8	3.45- 4	0.25	E – checking groups – Chris Frost					

	7.30-9.30	2	Week 5 reading – Emma					
Thurs 27/8	8.50	0.1	E					
	9.40	0.1	E					
Sat 29/8	7.00-9.30	2.5	Week 5 reading – Emma	Admin: 1.65 Tutorial 4 prep: 1 Tutorial 4: 1.5 Tutorial 5 prep: 4.5 Lecture prep: 1.5 Lecture: 1.5 Marking: 0.25 Total: 11.9	64.52		Admin: 1.65 [Tutorial prep +2 credit] Tutorial 5 prep: 4.5 [Lecture prep +1.5 credit] [Marking +0.5 credit] = Total: 6.15 unpaid Less 4 hrs credit = 2.15 unpaid	40.67
<b>Week 5</b> (31/8-4/9)								
Mon 31/8	9	0.1	E					
	9.05	0.1	E					
	9.20	0.1	E					
	9.45-10	0.25	Week 5 – organising zoom and padlet				Tutorial 5 prep: 3 hrs	
	1.15	0.1	E					
Tues 1/9	9-10	1	Week 5 prep for tutorial; reading ss					
	10-11.30	1.5	Week 5 tutorial				Tutorial: 1.5	
	11.30 - 12.15	0.75	Marking orals - 3				Marking: 0.75	
	12.45	0.1	E					
Thurs 3/9	9.20	0.1	E					
Fri 4/9	2.05	0.1	E					
	4.30	0.1	E					
Sun 6/9	4-6	2	Week 6 reading – Emma	Admin: 0.8	70.82		Admin: 0.7	41.62

				Tutorial 5 prep:1.25 Tutorial 5: 1.5 Tutorial 6 prep:2 Marking: 0.75 Total: 6.3			Tutorial 6 prep:2 [Tutorial 5: +1.75] Total: 0.95	
<b>Week 6</b> (7/9 – 11/9) <b>No tutorial</b> Mon 7/9	7.45- 8.15	0.5	Week 6 prep – reading ss					
	8.30- 8.45	0.25	Week 6 prep – reading ss					
	8.55	0.1	E					
7/9	9.30- 10	0.5	Week 6 prep – reading ss					
	10-11	1	Week 6 prep – reading ss					
	11.10 - 11.30	0.6	Week 6 prep – reading ss					
	2- 3.15	1.25	Week 6 lecture					
8/9	4	0.1	E					
10/9	8- 8.30	0.5	Week 7 prep – Reading Persuasion					
13/9	1-7	6	Week 7 prep – Reading Persuasion	Admin: 0.2 Week 6 prep:4.1 Week 7 prep:6.5 Total:10.8	81.62		Admin: 0.2 Week 6 prep:4.1 Week 7 prep:6.5 Total:10. 8	52.42
<b>Week 7</b> (14/9-18/9)								
14/9	9.10	0.1	E					
14/9	9.15	0.1	E					
14/9	9.20	0.1	E					
14/9	9.25	0.25	E and zoom link					
14/9	10.50	0.1	E					

14/9	11.50 -12	0.2	Week 8 lecture prep - check BB docs					
14/9	12- 12.30	0.5	Week 7 reading – Persuasion ss			Tutorial 7 prep: 3 hrs		
14/9	1- 1.40	0.67	Week 7 reading – Persuasion ss					
14/9	1.45- 2.15	0.5	Week 7 reading – Persuasion					
14/9	5- 6.40	1.6	Week 8 prep – Michell adaptation					
15/9	9- 9.15	0.25	E					
15/9	9.30- 10	0.5	Week 7 tutorial prep					
15/9	10- 11.30	1.5	Week 7 tutorial			Tutorial: 1.5		
15/9	11.30 - 11.45	0.25	Student consult –					
15/9	11.45 - 12.45	1	Marking – 4 orals			Marking – 1		
16/9	9.45- 10.05	0.3	Week 8 prep – Gottlieb article – ss					
17/9	8.15- 9.15	1	Week 9 Room with a View – intro					
17/9	9.30	0.1	E –					
17/9	6- 7.30	1.5	Week 8 prep – Shergold					
18/9	9.05	0.1	E					
	9.10	0.1	E					
	9.15- 10	0.75	Week 8 prep lecture - Persuasion screen					
	10- 10.15	0.25	fbid: zoom	Admin: 1.45	92.34		Admin: 1.45	58.64



				Week 7 prep:2.17 Week 7 tutorial: 1.5 Week 8 prep:3.4 Week 9 prep:1 Week 8 Lecture prep:1.2 Total:10.7 2			[Tutorial 7 prep +0.83] Week 8 prep:3.4 Week 9 prep:1 Week 8 Lecture prep:1.2 Total:6.2 2	
<b>Week 8</b> (21/9-25/9) <b>VB guest</b> <b>lecture 2</b> <b>(Persuasion)</b>								
21/9	7.30-7.50	0.3	Week 8 prep lecture ss - Monahan					
	8-8.45	0.75	Week 8 prep lecture ss - Groeney's					
	9-9.15	0.25	Week 8 prep lecture					
	1.20-2	0.6	Week 8 prep lecture					
	2-3.30	1.5	Week 8 lecture			Lecture: 1.5 (+ 3 prep)=4. 5		
22/9	8.50-9	0.2	Es					
	9.10	0.1	E					
	9.15	0.1	E students re zoom					
	9.40-10	0.33	Week 8 tutorial prep			Tutorial: 8 prep: 3 hrs		
	10-11.30	1.5	Week 8 tutorial			Tutorial: 1.5		
	12-12.30	0.5	Marking oral presentations (2)			Marking: 0.5		

	12.30	0.1	E					
	12.35	0.1	E					
	12.40	0.1	E					
	12.45	0.1	E					
23/9	9.15	0.1	E					
Sun 27/9	8-12, 1-4	7	Week 10 prep Reading – Room with a View	Admin:0.9 Tutorial 8 prep:0.33 Tutorial 8: 1.5 Marking 0.5 Week 10 prep: 7 Lecture prep:1.9 Lecture: 1.5 Total: 13.63	105.97		Admin:0. 9 [Tutorial 8 prep +2.67] Week 10 prep: 7 [Lecture prep +1.1] Total: 4.13	62.77
<b>Mid-sem break 28/9- 2/10)</b>					106.17			
28/9	8.30	0.1	E	Admin: 0.2			Admin: 0.2	
	8.50	0.1	E					62.97
<b>Week 9 (5/10-9/10) No lecture or tutorials. Mon holiday</b>								
6/10	7.10- 8.10	1	Week 10 prep - Room ss - Hertz	Week 10 prep: 1			Week 10 prep: 1	
	9.05	0.1	E	Admin: 0.1	107.27		Admin: 0.1 Total: 1.1	64.07
<b>Week 10 (12/10- 16/10)</b>								
12/10	8.30- 8.50	0.3	Prep for tutorial					
	9.45	0.1	E					

	2-3.30	1.5	Week 10 lecture - Forster					
13/10	8.35-9.05	0.5	Week 10 tutorial prep			Tutorial 10 prep: 3 hrs		
	10-11.30	1.5	Week 10 tutorial			Tutorial: 1.5		
	11.30-12	0.5	Marking orals - 2			Marking 0.5		
	12	0.1	E					
	12.45	0.1	E					
14/10	8.20	0.1	E					
16/10	5.05	0.1	E					
Sat 17/10	12-6	6	Prep for week 11: reading Stranger's Child					
Sun 18/10	12-5	5	Prep: reading Stranger's Child	Admin:0.5 Week 10 prep:2.3 Week 10 tutorial: 1.5 Marking: 0.5 Week 11 prep: 11 Total: 15.8	123.07	Admin:0.5 5 [Tutorial 10 prep + 0.7] Week 11 prep: 11 Total:10.8	74.87	
<b>Week 11</b> (19/10 – 23/10)								
19/10	8.30	0.1	E					
	9.30-10	0.5	Set up padlet and zoom; prep for tutorial					
	2-3.30	1.5	Week 11 lecture – Stranger's Child			Tutorial 11 prep: 3 hrs		
20/10	8.10	0.1	E					
	8.15	0.1	E					
	9.20	0.1	E					
	9.45	0.25	Week 11 tutorial prep					

	10-11.30	1.5	Week 11 tutorial			Week 11 tutorial: 1.5		
	11.35	0.1	E					
	11.40 - 11.55	0.25	Marking oral -					
	12	0.1	E					
	12.10 - 12.25	0.25	Marking oral -			Marking: 0.5		
21/10	3-3.20	0.33	Student consult					
22/10	10	0.1	E	Admin:0.7 Week 11 prep: 2.25 Week 11 tutorial: 1.5 Marking: 0.5 Total: 4.95	128.02	Admin:0.7 [Week 11 prep: +0.75] Total: + credit 0.05	74.82	
<b>Week 12</b> (26/10-30/10) No lecture								
26/10	8.20-9.20	1	Tutorial prep: Essay Plan marking (4)			Tutorial 12 prep: 3 hrs		
	9.20	0.1	E					
	9.35	0.1	E					
	9.40	0.1	E					
	12.10 - 12.35	.5	Essay Plans - marking (2) -					
	2.35	0.1	E					
	4.30-4.45	0.25	Essay Plans					
	4.45	0.1	E					
	4.55	0.1	Essay Plans					
27/10	8.45-9.45	1	Essay Plans					
	9.45-10	0.25	Essay Plans					
	10-11.30	1.5	Week 12 tutorial			Week 12 tutorial: 1.5		

	5	0.1	E					
28/10	8.20	0.1	E					
	9.50	0.1	E	Admin: 0.8 Tutorial 11 prep: 3.1 Tutorial 11: 1.5 Total: 5.4	133.42		Admin: 0.8 Tutorial prep:0.1 Total: 0.9	75.72
<b>Revision week (2/11-6/11)</b>								
2/11	8.45	0.1	E					
	2.30	0.1	E					
	2.45	0.2	Admin – participation marks added up					
3/11	8.20	0.1	E					
	8.25	0.1	E	Admin: 0.6	134.02		Admin: 0.6 Total: 0.6	76.32
<b>Exam 1 (9/11-13/11)</b>								
9/11	12/10	0.1	E					
10/11	8.15	0.1	E					
	8.20	0.1	E					
	8.30	0.1	E					
	12.20	0.1	Sample marking - download					
	1.50	0.1	E					
	4-5.30	1.5	Sample marking					
11/11	9.15-9.50	0.5	Sample marking – course convenor and other tutor					
	10-10.30	0.5	Meeting - moderating					
	11	0.1	Marking prep – check submissions and lists					

	11.10 - 11.30	0.3	Marking prep –check extensions and upload Partic marks					
	4.20- 4.30	0.25	Marking prep – record Essay plan marks					
	4.30- 5	0.5	Marking –					
12/11	7.40- 8.05	0.5	Marking –					
	8.55- 9.15	0.3	Marking –					
	9.15- 9.50	0.5	Marking –					
	11- 11.35	0.5	Marking –					
	11.35 - 12.05	0.5	Marking –					
13/11	7.30- 7.50	0.33	Marking –					
	8.05- 8.30	0.4	Marking –					
	8.30- 8.55	0.4	Marking –					
	9.10- 9.36	0.4	Marking –					
	10.30	0.1	E					
	10.35 - 11.15	0.66	Marking –					
	11.25 - 11.50	0.4	Marking –					
	12.05 - 12.35	0.5	Marking –					
	12.55 -1.25	0.5	Marking –	Admin:3.2 Marking: 7.04 Total: 10.24	144.26	Marking : paid 0.75 per essay (45 mins) <sup>21</sup>	Admin:3. 2 [Marking + 3.46] Total: +0.26	76.06

<sup>21</sup> Note an allowance of 45 mins per essay was due to the course convenor generously choosing to mark the short writing assessment pieces, rather than requesting the tutors to

						x 14 essays =10.5		
<b>Exam week 2 (16-20 Nov)</b>								
16/11	11.25 - 11.55	0.5	Marking -					
17/11	7.20- 7.50	0.5	Marking -					
	8.10	0.1	E					
	8.15- 8.30	0.25	Mark stats table					
	8.30	0.1	E					
	12.15	0.1	E					
18/11	7.55	0.1	E					
19/11	8.35- 9.05	0.5	Marking -					
	9.05	0.1	E					
	10.15	0.1	E					
22/11	10- 10.40	0.66	Marking -	Admin: 0.6 Marking: 2.41		Marking : paid 0.75 per essay (45 mins) <sup>22</sup> x4 essays = 3	Admin: 0.6 [Marking : +0.59] Total: 0.01	Total: 76.07
END								

**Total unpaid hours for semester: 76 hrs**

mark them. It is more common for an allowance of 30 mins per research essay in literature courses.

<sup>22</sup> Note an allowance of 45 mins per essay was due to the course convenor generously choosing to mark the short writing assessment pieces, rather than requesting the tutors to mark them. It is more common for an allowance of 30 mins per research essay in literature courses. This meant that we had a generous 45 mins to mark the long essay plus 15 mins for marking the oral presentation (ie only 2 pieces of assessment per student to mark, rather than the usual 3).



Appendix VB2

**Time recording 2021 Sem 1 – ENGL3020: Journals, Repositories & Conferences  
Internship – [REDACTED]**

Hours paid: **Course coordination** 9.5 hrs (AC50C)

**Meetings:** 1.5hr x 3 meetings (AC50C) [note meetings, not tutorials so no prep time]

**Marking:** 1 hr per student (AC30B) [split into 15 mins for Annotated Bibliography; 15 mins for Reflective Essay and 30 mins for Research Essay]

**Admin:** 1 hr (AC50C)

E= email

Date	Time	Hours	Activity	Total Hrs	Paid	Unpaid weekly Subtotals	Total Unpaid Hrs
<b>Pre-Semester</b>							
1/2	9.40-10	0.3	ECP				
2/2	9	0.1	E				
	9.45	0.1	E				
	10	0.1	E				
	10.05	0.2	Check project options (SCA symposium on Adaptation and the Aust novel)				
	11	0.1	E				
	11.05	0.1	E				
	11.10	0.1	E				
	11.15	0.25	Request BB site				
	11.30	0.1	E				
	12.15	0.1	E				
	3.10	0.1	E				
	4.30	0.1	Phone publisher re internship potential				
3/2	10.45	0.1	E				
	10.50	0.1	E				

	11.20-11.50	0.5	Emails				
	11.50-12.20	0.5	List of projects – complete				
	12.20	0.1	E				
	12.25	0.1	E				
	1	0.1	E				
	4	0.1	E				
	6	0.1	E				
4/12	10	0.1	E				
	12.30	0.1	E				
	12.45	0.1	E				
	5	0.1	E				
	5.05	0.1	E				
5/2	7.30-8	0.5	ECP				
	8-8.30	0.5	ECP				
	8.30	0.1	E				
	1.00	0.1	E				
	1.05	0.1	E				
	1.10	0.1	E				
	4.30-5.45	1.25	Course prep				
7/2	5	0.1	E				
8/2	8.30	0.1	E				
	12.30	0.1	E				
	1.30	0.1	E				
	1.45-3.45	2	Update list of projects and ECP				
9/2	3.25	0.1	E				
	3.35-4.05	0.5	Check ECP External and email				
10/2	3.30-3.45	0.25	Meeting Art museum to check potential internship				
11/2	7.30-8.15	0.75	Setting up BB site and email students				
15/2	12	0.1	E				
16/2	10.25	0.1	E				
	3.55	0.1	E				
	4	0.1	E				
	4.05-20	0.25	Set up discussion board				

	4.20-50	0.5	BB – set up assessment page				
	4.50-5	0.2	Check update ECP				
17/2	9.45	0.1	E				
	1	0.1	E				
	2.55	0.1	E				
18/2	8.40	0.1	E				
	10.35	0.1	E				
	10.40	0.2	Es				
	2.55	0.1	E	12.75	10.5 (course coordination for the semester 9.5 hrs + 1hr admin)	2.25 (course coordination)	
<b>Week 1:</b> 22 Feb	3.20	0.1	E				
	3.25-3.40	0.25	Tutorial prep -				
	3.40-4.05	0.4	Admin – check list of students				
	4.05	0.1	E				
	4.10	0.1	E				
	7.05pm	0.1	E				
23/2	2.55	0.1	E				
	5	0.1	E				
24/2	10.05	0.1	E				
	12.15	0.1	E				
	3	0.1	E				
	3.05	0.1	E				
	3.30-4	0.5	Tutorial prep				
	4-4.30	0.5	Tutorial prep, organise readings, email students, update BB, check list				
	4.35-45	0.2	Tutorial prep				
24/2							
25/2	8	0.1	E				
	8.15-8.30	0.25	Tutorial prep				

	8.30-9	0.5	Tutorial prep - reading				
	9.30-9.45	0.25	Tutorial prep-reading				
	10-10.15	0.25	Tutorial prep-reading				
	10.15	0.1	E				
	10.20-10.50	0.5	Tutorial prep-reading				
	11.25	0.1	E				
	11.30-12	0.5	Tutorial prep-reading; set up	Tutorial prep 3.7			
	12-1.30	1.5	Tutorial 1	Tutorial 1.5	Meetings: 1.5hr		
	3.15-25	0.2	Es				
	3.35	0.1	E				
26/2	2.50	0.1	E				
	3.30	0.2	Zoom – student consult	Admin 2.3 hrs		Unpaid 6 hrs: (tutorial prep 3.7 hrs; admin 2.3 hrs)	
<b>Week 2</b> 1/3	9.10	0.1	E				
2/3	3	0.1	E				
3/3	9.30-40	0.2	Admin – Time management handout				
	1.25	0.1	E	Admin 0.5		Unpaid 0.5 hrs admin	
<b>Week 3</b> 9/3	9.40-10	0.3	Journal entries – check and respond				
	10	0.1	E				
	5.30	0.1	E				
11/3	10.45	0.1	Admin set up discussion board thread	Admin 0.6		Unpaid 0.6 hrs admin	
<b>Week 4</b> 15/3	9.10	0.1	E				
	9.15-30	0.25	Upload Annotate Bib - email				
16/3	8.20-9	0.6	Discussion board				
	9.20-50	0.5	Admin – create rubric for				

			Annotated Bib and upload				
18/3	10.10	0.1	E				
19/3	4.50-5.15	0.4	Assessment – Annot Bib organise Turnitin; create discussion board	Admin: 1.95		Unpaid 1.95hr hrs admin	
<b>Week 5</b> 24/3							
25/3	8.30-9.30	1	Discussion board	Admin: 1 hr		Unpaid 1 hr admin	
<b>Week 6</b> 29/3	3.10-40	0.5	Prepare padlet; zoom, E				
1/4	9-9.20	0.3	Tutorial prep – check links, admin, set up meeting				
	9.20-10	0.8	Marking Annot Bib–and set up				
	10-10.30	0.5	Marking –				
	10.30-11	0.5	Marking –				
	11.20-50	0.5	Marking –				
	11.50-12	0.2	Tutorial prep				
	12-1.30	1.5	Tutorial online		Meeting 1.5 hrs		
	2.50-3.20	0.5	Marking –				
2/4	12-12.30	0.5	Marking –				
	12.50-1.20	0.5	Marking –				
	1.20-50	0.5	Marking –				
	1.50-2.20	0.5	Marking –				
	2.20-35	0.25	Marking –				
	2.35-3.05	0.5	Marking –	Marking: 5.55hrs	Marking: 1 1 essays x 15 mins = 2.75 hrs	Unpaid 3.8 hrs (1 hr tutorial prep; 2.8 hrs marking)	

Mid- sem break 5- 11 April							
9/4	10.30- 11.45	1.25	Discussion board – reading and responding to posts	Admin: 1.25 hrs		Unpaid: 1.25 hrs (admin)	
<b>Week 7</b> 13/4	2.10	0.1	E				
<b>Week 8</b> 21/4	2.40	0.1	Check DB and set up thread				
22/4	4.10-5	0.8	Check DB				
23/4	12.25- 35	0.2	Admin and email students	Admin: 1.2 hrs		Unpaid: 1.2 hrs (admin)	
<b>Week 9</b> 26 April							
<b>Week 10</b> 3/5	10.10	0.1	E				
5/5	11.05- 12.35	1.5	DB; E students; upload sample abstract				
	4.15-5	0.4	DB				
	5.05	0.1	E				
	5.40	0.1	E	Admin: 2.2 hrs		Unpaid: 2.2 hrs (admin)	
<b>Week 11</b> 13/5	8.30-9	0.5	Discussion board				
	11.25	0.2	Es				
	11.30- 11.45	0.25	Rubric for Reflective Essay				
	11.45	0.1	E				
	11.50- 12	0.2	Tutorial prep				
	12- 1.30	1.5	Tutorial		Meeting: 1.5 hrs		
14/5	1.45	0.1	E				
	2.05- 2.45	0.7	Reflective Essay organise	Admin: 1.85 hrs		Unpaid: 2 hrs (1.85 hrs admin; tutorial prep 0.2)	
<b>Week 12</b>	10.55- 11.10	0.25	student draft- check				

17/5						
	11.10	0.1	Student consult:			
	2.30	0.1	E –			
	2.40	0.1	E			
	2.50-3	0.2	Check student's abstract			
	3.10	0.1	E			
	3.30-3.45	0.25	Zoom student consult –			
19/5	1	0.1	Extension requests			
	4.10	0.1	E			
21/5	10.35	0.1	E			
	1.25	0.1	E			
	5	0.1	Check submissions of Reflective essay	Admin: 1.6 hrs		Unpaid: 1.6 hrs (admin)
<b>Week 13</b> 24/5	9.05	0.1	E			
	9.30	0.1	E			
	10.10-15	0.1	Check abstract and E			
	12.10-12.35	0.4	Research Essay – organise rubric			
	12.35-50	0.25	Research Essay –Excel template			
	3-3.10	0.2	Research Essay –create assignment			
25/5	5.05	0.1	E			
27/5	8.10	0.1	E	Admin: 1.35hrs		Unpaid: 1.35hrs (admin)
<b>Rev week 31</b> <b>May</b>						
2/6	3.45-4	0.25	Marking – Reflective Essay set up			
	4-4.10	0.2	Check final DB posts and calculate DB marks			



	4.10-20	0.3	Research Essay – set up				
4/6	10.25	0.1	E				
	10.50-11.05	0.25	Marking Reflective essay –				
	11.05-11.30	0.4	Marking Reflective essay –				
	11.35-11.50	0.25	Marking Reflective essay –				
	11.50-12.05	0.25	Marking Reflective essay –				
	12.05-12.25	0.3	Marking Reflective essay –				
	12.30-12.45	0.25	Marking Reflective essay –				
	12.45-1	0.25	Marking Reflective essay –				
	2-2.20	0.3	Marking Reflective essay –				
	2.20-2.50	0.5	Marking Reflective essay –				
	2.50-3.05	0.25	Marking Reflective essay –				
	3.05-3.20	0.25	Marking Reflective essay –	Admin: 0.3 hrs Marking: 3.8 hrs	Marking: 15 mins for Reflective essay x 11 = 2.75 hrs	Unpaid: 1.3 hrs (1 hr marking; 0.3 admin)	
<b>Exam week 1</b> 8/6	10.40	0.1	E –				
	11.10	0.1	E - ibid				
10/6	8.30-9.05	0.6	Marking – Research Essay –				
	9.05	0.1	Check late essays/extensions				

	9.10-50	0.7	Marking Research Essay –				
	12.40-1.05	0.4	Marking Research Essay –				
	1.05-1.40	0.6	Marking Research Essay –				
	1.40-2.10	0.5	Marking Research Essay –				
	2.30-3.10	0.7	Marking Research Essay –				
	3.40-4.25	0.75	Marking Research Essay –				
	4.30-5	0.5	Marking Research Essay –				
	5.15	0.1	E				
	5.35	0.1	E				
11/6	9.50	0.1	E				
	9.55-10.25	0.5	Marking Research Essay –				
	10.25-11.05	0.5	Email supervisors to assess partic scores; create column for participation				
	1.20	0.1	Add participation marks				
	4.50	0.1	Participation marks				
	5	0.1	E				
	5.15	0.1	Participation marks				
	5.50-6.30	0.7	Marking research essay	Admin: 1.5 hrs Marking: 6 hrs	Marking: 30 mins for Research Essay x 10 essays=5 hrs	Unpaid: 2.5 hrs (1.5 hrs admin; 1 hr marking)	

<b>Exam Week 2</b> 14/6	1	0.1	Participation mark –				
16/6	9.25	0.1	E				
19/6	2-2.30	0.5	Marking Research Essay –				
19/6	2.30-2.40	0.2	Admin – check final grades and E				
24/6	8.35	0.1	E – final grades				
25/5	10.15	0.1	E				
30/6	12.55-1.05	0.2	E and check Grade centre columns				
	1.15-25	0.2	Teaching evaluations for course and instructor – download and check	Admin: 1 hr Marking: 0.5 hr	Marking: 0.5 hr	Unpaid: 1 hr (admin)	<b>Total: 30.5 unpaid hrs</b> (2.25 hrs course coordination; 18.6 hrs admin; 4.9 hrs tutorial prep; 4.8 hrs marking)

**Total unpaid hours for semester: 30.5hrs**

Appendix VB3

**Time recording 2021 Sem 1 – Adaptation ENGL3030 –**

Paid:

**Admin:** 1 hr per semester

**Tutorial prep:** 4 tutorials x 1.5 hrs (2 in person and 2 online): **7.5 hrs tutorial prep** (for 6 hrs delivery) [11 weeks of tutorials]

**Lecture:** 1 guest lecture 1.5 hrs + **3 hrs prep**

**Marking:** 1 hr per student per sem (10 mins oral presentation; 20 mins short essay; 30 mins long essay)

Date	Time	Hours	Activity	Total	Paid	Unpaid
28/1/21	12	0.1	E			
2/2	1.30-1.45	0.25	Meeting with course coordinator to plan sem			
3/2	12.50	0.1	E			
	2.10	0.1	E			
<b>O-Week 15 Feb – 19 Feb</b>						
15/2	12	0.1	E			
19/2	4.20-5.20	1	Admin: ECP check, BB site, set up zoom links; email students			
	5.20	0.1	E			
	5.25	0.1	E			
	5.45	0.1	E			
Sat 20/2	11-11.20	0.4	Es	Admin: 2.35	1 hr admin	Unpaid: admin 1.35 hr
<b>Week 1 Mon 22/2</b>	7.20-7.50	0.5	Tutorial prep – reading and set up zoom links		<b>Tutorial prep: 7.5 hrs</b> Tutorial delivery: 6 hrs (4 tutorials)	
	8.15-8.30	0.25	Tutorial prep – set up and email students			
	8.30	0.1	E			
	8.35	0.1	E			
	8.45-9.15	0.5	Tutorial prep – class lists update; prepare list for oral presentations			

	9.15-9.45	0.5	Check dates; update list; send zoom links			
	9.45	0.1	E			
	9.50	0.1	E			
	9.55	0.1	E			
	10-11.30	1.5	Attend Lecture (tutorial prep)			
	11.30-12.30	1	Tutorial prep-reading, general prep			
	12.40-1	0.4	Admin			
	1-2.30	1.5	Tutorial 1 online Ex			
	2.30	0.1	E			
	2.35	0.1	E			
	3-3.10	0.2	Tutorial prep - reading			
	3.10	0.1	E			
	3.15	0.1	E			
	7.10pm	0.1	E			
Tues 23/2	8-8.20	0.3	Tutorial prep - reading			
	8.30	0.1	E			
	8.35	0.1	E			
	8.40	0.1	E			
	9-10	1	Tutorial prep-reading			
	11-12.30	1.5	T1 Flex			
	12.30-2	1.5	T2 Flex			
	2.40	0.1	E			
	2.45	0.1	E			
	2.50	0.1	E			
	3-3.30	0.5	Tutorial prep – set up folder, padlet			
	3.30-5	1.5	Tutorial 2 online Ex			
	5.05	0.1	E			
	6pm	0.1	E			
Wed 24/2	9.35	0.1	E			
	9.55	0.1	E			
	3.10	0.1	E			
	5.30	0.1	E			
	4.30	0.1	E			
25/2	2.35	0.1	E			
	2.40-3.15	0.5	Admin – update class lists; intro questionnaire			
26/2	2.45	0.1	E			
	2.55	0.1	E			
	3	0.1	E			
	3.05	0.1	E			
27/2	12	0.1	E	Tutorial prep: 6.25 hrs Admin: 3.8 hrs		Tutorial prep: 1.25 hrs credit Unpaid admin: 3.8 hrs

						<b>Total unpaid: 2.5hrs</b>
<b>Week 2</b> Monday 1/3	7.30-8.30	1	Tutorial prep – reading Murray (old)		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials)	
	9	0.1	E			
	9.05	0.1	E			
	9.40-10	0.3	Tutorial prep – mark sheet			
	10-11	1	Lecture (tutorial prep)			
	11-11.10	0.2	Reading – Murray (new)			
	11.15	0.1	E			
	11.30	0.1	E			
	11.40	0.1	Tutorial prep – check lists			
	1-2.30	1.5	Tutorial			
	2.30-40	0.2	Marking – oral presentation			
	2.40-50	0.2	Marking – oral presentation			
	5-5.10	0.2	Es			
	5.45	0.1	E			
<b>2/3</b>	8.10-9.10	1	Tutorial Prep (reading Murray (new))			
	9.15	0.1	E			
	9.20	0.1	E			
	9.25	0.1	Tutorial prep – check padlets			
	9.30-10.15	0.75	Tutorial prep – Hutcheon chap 3			
	10.45-11	0.25	Tutorial prep			
	11-12.30	1.5	Tutorial 1			
	12.30-2	1.5	Tutorial 2			
	2.45	0.1	E			
	2.50	0.1	E			
	2.55	0.1	E and check reading list			
	3.05	0.1	E			
	3.10	0.1	E			
	3.30-5	1.5	Tutorial			
<b>3/3</b>	7.30-8	0.5	Tutorial reading – Hutcheon chap 3			
	8-8.30	0.5	Tutorial reading – Murray new (chapt 6)			
	9.40	0.1	E			
	9.55-10.10	0.25	Admin – set up mark sheets			
	10.10-10.20	0.2	Update student lists			



	10.20-30	0.2	E and check Allocate			
	10.30-10.45	0.25	Marking – Tues 11am class – oral presentation		Marking: 6 x 0.2 = 1.2 hr	
	10.45-10.55	0.2	Marking – Tues 11am class – oral presentation			
	11.05-11.15	0.2	Marking – Tues 3.30 class – oral presentation			
	11.15-11.30	0.25	Marking – Tues 3.30 class – oral presentation			
	11.30-12	0.5	Tutorial prep – set up week 3 padlets. Email students			
	1.10	0.1	E			
5/3	7.30-8	0.5	Tutorial prep – Reading Murray (new, chapt 6)	Tutorial prep: 6.8 hrs Admin: 2.15 hrs Marking: 1.3 hrs		Tutorial prep: 0.7 credit Unpaid admin: 2.15 hrs Unpaid marking: 0.1 hrs Total unpaid: 1.5 hrs
Week 3 Monday 8/3	7-8.30	1.5	Tutorial prep – Reading Hutcheon chp 2		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials)	
	8.30-8.45	0.25	Admin/tutorial prep			
	10.35-11.35	1	Tutorial prep – Reading Livingston			
	12.15-12.30	0.25	Tutorial prep – Reading - Harold			
	12.30	0.1	Tutorial prep – set up zoom test			
	12.35-50	0.25	Tutorial prep – Reading - Harold			
	12.50-1	0.2	Tutorial prep			
	1-2.30	1.5	Online tutorial			
	2.30-2.40	0.2	Marking – oral presentation			
	3.40-4.20	0.6	Tutorial prep - Hanich			
9/3	8.10	0.1	E			
	8.15	0.1	E			
	8.20	0.1	E			
	10.30-10.45	0.25	Tutorial prep			
	10.45-11	0.25	Tutorial prep			
	11-12.30	1.5	Tutorial 1			
	12.30-2	1.5	Tutorial 2			



	2.20-3.20	1	Lecture/tutorial prep			
	3.30-5	1.5	Tutorial online			
	5-5.15	0.25	Lecture contd.			
	5.20	0.1	E			
	5.25	0.1	E			
<b>10/3</b>	11.55-12.05	0.2	Marking - oral presentation			
	12.05-12.15	0.2	Marking - oral presentation			
	3-3.10	0.2	Marking - oral presentation			
	3.10-20	0.2	Marking - oral presentation			
	3.20-30	0.2	Marking - oral presentation			
	3.30	0.1	E			
	4.15	0.1	E			
<b>11/3</b>	10.50	0.1	E			
	10.55	0.1	E			
	11-11.15	0.25	Admin – entering grades			
	11.15-11.30	0.25	Admin – setting up week 4 padlets			
	11.30	0.1	E			
	11.35	0.1	E			
	3.45	0.1	E	Tutorial prep: 5.9 hrs Admin: 1.7 hrs Marking: 1.2hrs	Marking: 6 x 0.2 = 1.2 hr	Tutorial prep: credit 1.6 hrs Unpaid admin: 1.7 hrs Total unpaid: 0.1 hrs
<b>Week 4 15/3</b>	7.30-8.15	0.75	Tutorial prep – Pratt reading		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials)	
	9.30	0.1	E			
	9.50-10	0.2	prep			
	10-11.00	1	Lecture/tutorial prep			
	11-12	1	Tutorial prep – reading Hutcheon chap 4			
	12	0.1	E			
	12.05-12.35	0.5	Tutorial prep Comics ppt			
	12.45-1	0.25	Tutorial prep			
	1-2.30	1.5	Tutorial online			
	2.30-2.50	0.3	Marking – oral presentation			
	2.50-3	0.2	Marking – oral presentation			
<b>16/3</b>	9.05	0.1	E			

	11-12.30	1.5	Tutorial 1			
	12.30-2	1.5	Tutorial 2			
	3.15	0.1	E			
	3.20-30	0.2	Tutorial prep			
	3.30-5	1.5	Tutorial online Tues 3.30			
	5-5.10	0.2	Marking – oral presentation			
	5.20-35	0.25	Marking – oral presentation			
	5.35-50	0.25	Marking – oral presentation			
	5.50	0.1	E			
17/3	9.55	0.1	E			
18/3	4.15	0.1	E			
19/3	9.05	0.1	E			
	3.45	0.1	E			
	4.40-50	0.2	Tutorial prep week 5 padlets			
21/3	1.15	0.1	E			
	1.20	0.1	E	Tutorial prep: 4.1 hrs Admin: 1.1 hrs Marking: 1.2 hrs	Marking: 5 x 0.2 = 1 hr	Tutorial prep: 3.4 hrs credit Unpaid admin: 1.1 hrs Unpaid marking: 0.2 hrs Total credit 2.1 hrs
Week 5 22/3	8.25-9.10	0.75	Tutorial prep – reading Cochrane		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials)	
	9.20-50	0.5	Tutorial prep – week 6 Flannagan			
	9.50-10	0.2	Tutorial prep			
	10-11.30	1.5	Lecture/tutorial prep			
	1-2.30	1.5	Tutorial Mon 1pm and Es			
	2.30-40	0.2	Marking – oral presentation			
	3.30-4.05	0.5	Tutorial prep – week 6 Flanagan			
23/2	8.10	0.1	E			
	8.15	0.1	Es			
	8.45	0.1	E			
	9-9.15	0.25	Reading - Sanders			
	9.15	0.1	E			
	9.20-50	0.5	Lecture prep - Myth			
	10.45-11	0.25	Tutorial prep			
	11-12.30	1.5	Tutorial 1			
	12.30-2	1.5	Tutorial 2			

	3	0.1	E			
	3.05	0.1	E			
	3.15	0.1	E			
	3.20-30	0.2	Tutorial prep			
	3.30-5	1.5	Tutorial online			
24/3	10.45-11	0.25	Marking – oral presentation			
	11-11.15	0.25	Marking – oral presentation			
	11.15-11.30	0.25	Marking – oral presentation			
	11.35-11.50	0.25	Marking – oral presentation			
	11.50-12	0.2	Marking – oral presentation			
	12-12.10	0.2	Marking – oral presentation			
25/3	8.25	0.1	E			
26/3	8.50	0.1	E			
27/3	11.20	0.1	E	Tutorial prep: 4.15 hrs Admin: 1 hr Marking: 1.6 hrs	Marking: 7 x 0.2 hrs = 1.4hrs	Tutorial prep: 3.35 hrs credit Unpaid admin: 1 hrs Unpaid marking: 0.2 hr Total credit: 2.15 hrs
Week 6 Monday 29/3	9.50-10	0.2	Es		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials)	
	10-11.30	1.5	Lecture/Tutorial prep			
	11.30	0.1	E			
	11.35	0.1	E			
	11.40	0.1	E			
	11.45-12.20	0.5	Tutorial prep – setting up padlet			
	12.45	0.1	E			
	12.50-1	0.2	Tutorial prep			
	1-2.30	1.5	Tutorial online 1			
	2.45	0.1	E			
	3	0.1	E			
	3.05	0.1	E			
	3.40-50	0.2	Marking – oral presentation			
	3.50-4	0.2	Marking – oral presentation			
	4.25	0.1	E			
30/3	9.10	0.1	E			
	9.25-50	0.25	Marking – oral presentation			
	10.10-30	0.3	Marking – oral presentation			

	10.50-11	0.2	Tutorial prep			
	11-12.30	1.5	Tutorial 1			
	12.30-2	1.5	Tutorial 2			
	2.25	0.1	E			
	2.45	0.1	E			
	2.50-3.05	0.25	Marking – oral presentation			
	3.10	0.1	E			
	3.20-3.30	0.2	Tutorial prep			
	3.30-5	1.5	Tutorial online			
	5.05	0.1	E			
	5.25-5.35	0.2	Marking – oral presentation			
	5.35-45	0.2	Marking – oral presentation			
	5.45-55	0.2	Marking – oral presentation			
	6-6.10	0.2	Marking – oral presentation			
	6.10-25	0.25	Marking – oral presentation			
<b>Wed 31/3</b>	9	0.1	E			
	9.10	0.1	E			
	9.15	0.1	E			
	4.10-40	0.5	Marking – oral presentation			
<b>1/4</b>	2.45	0.1	E			
	4.55	0.1	Es			
<b>2/4</b>	9.40	0.1	E	Tutorial prep: 2.6 hrs Admin: 2.1hrs Marking: 2.75hrs	Marking: 11 x 0.2= 2.2 hrs	Tutorial prep: 4.9 hrs credit Unpaid admin: 2.1 hrs Unpaid marking: 0.5 hrs Credit: 2.3 hrs
<b>Mid-sem break 5/4 – 9/4 Monday 5/4</b>	9-10.15	1.25	Tutorial prep – Myth reading – Sanders			
	10.40	0.1	E			
	11-11.30	0.5	Myth – Lecture prep			
	11.45-12.45	1	Lecture prep			
	1.10-1.40	0.5	Lecture prep			
	4-4.10	0.2	Es			
	4.20-5	0.6	Lecture prep			
<b>6/4</b>	8.30-9	0.5	Tutorial prep Sanders – chapter Fairy Tale			
<b>6/4</b>	9.35	0.1	E			
	11.05	0.1	E			
	12.55	0.1	E			
	1.50	0.1	E			

	2.15	0.1	E			
	5	0.1	E			
	5.05	0.1	E			
7/4	10.25	0.1	E			
	11.50	0.1	E			
	12.05	0.1	E			
8/4	9.05	0.1	E			
	9.10	0.1	E			
	9.15	0.1	E			
	10-10.30	0.5	Lecture prep - Myth			
	11.50-12.20	0.5	Lecture prep - Myth			
	1.50	0.1	E			
	2.05	0.1	E			
	5.45	0.1	E			
	5.55	0.1	E			
10/4	9.40-10	0.3	Set up zoom links, Es	Tutorial prep: 2 hrs Admin: 2 hrs Lecture prep: 3.6 hrs (carried over to week 7)		Tutorial prep: 2 hrs unpaid Unpaid admin: 2 hrs Total unpaid: 4 hrs
<b>Week 7</b> 12/4	7.30-8	0.5	Lecture prep		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials) Lecture prep: 3 hrs Lecture delivery: 1.5 hrs	
	8-8.15	0.25	Lecture prep			
	8.15	0.1	E			
	8.20	0.1	E			
	8.45	0.1	E			
	9-9.20	0.3	Tutorial prep – set up padlets			
	9.25-35	0.2	Lecture prep			
	9.35	0.1	E			
	9.40-10	0.3	Lecture prep			
	10-11.30	1.5	Lecture (and upload slides)			
	1-2.30	1.5	Tutorial 1 online			
	2.40	0.1	E			
	3.30-3.50	0.3	marking – oral presentation			
	3.50-4	0.2	marking – oral presentation			
	4-4.45	0.75	Marking – set up for Short Essay			
	4.50-5.25	0.6	Short Essay Marking -			



	5.45-6.15	0.5	Short Essay Marking –			
	6.15	0.1	E			
	7.30-8	0.5	Tutorial prep			
13/4	8.15	0.1	E			
	8.25-50	0.4	Short Essay Marking –			
	8.50-9.15	0.4	Short Essay Marking –			
	9.15	0.1	E			
	9.35-10.05	0.5	Short Essay Marking -			
	10.05	0.1	E			
	10.50-11	0.2	Tutorial prep			
	11-12.30	1.5	Tutorial 1			
	12.30-2	1.5	Tutorial 1			
	2.05	0.1	E			
	2.15-30	0.25	Marking – oral presentation			
	2.30-45	0.25	Marking –			
	3.05-25	0.3	Short Essay Marking –			
	3.25	0.1	Tutorial prep			
	3.30-5	1.5	Tutorial			
	5.10-20	0.2	Short Essay Marking –contd			
	5.20-35	0.25	Oral marking – Ex			
	5.45-6	0.25	Oral marking – Ex			
	6-6.10	0.2	Oral marking – Ex			
	6.10-20	0.2	Oral marking – Ex			
14/4	9.15-9.55	0.6	Short Essay Marking –			
	10.10-10.45	0.6	Short Essay Marking –			
	10.45-11.05	0.3	Short Essay Marking –			
	11.05-11.30	0.4	Short Essay Marking –			
	11.50-12.30	0.6	Short Essay Marking –			
	3.15	0.1	E			
	3.20-3.40	0.3	Short Essay Marking –			
	3.40	0.1	E			
	3.50-4.10	0.3	Short Essay Marking –			
	4.10-25	0.25	Short Essay Marking –			
	4.25-45	0.3	Short Essay Marking –			
	5.45-6	0.25	Short Essay Marking –			
	6.10-6.30	0.3	Short Essay Marking –			
	6.30-7	0.5	Short Essay Marking –			
15/4	7.30-8.10	0.6	Short Essay Marking –			

	8.10-8.30	0.3	Short Essay Marking –			
	8.45-9.05	0.3	Short Essay Marking –			
	11.35-12.05	0.5	Short Essay Marking –			
	12.10-12.35	0.4	Short Essay Marking –			
	4.50-5.20	0.5	Short Essay Marking –			
16/4	10.45-55	0.2	Marking – check late essays and E students			
	11-11.20	0.3	Short Essay Marking –			
	11.20-40	0.3	Short Essay Marking –			
	11.40-12.10	0.5	Short Essay Marking –			
	12.10-12.30	0.3	Short Essay Marking –			
	2.50-3.10	0.3	Short Essay Marking –			
	3.20-3.40	0.3	Short Essay Marking –			
	3.40	0.1	E			
	4.30-4.45	0.25	Short Essay Marking –			
	4.45-5.05	0.3	Short Essay Marking –			
	5.05-5.15	0.2	Check for late essays and E students			
Sat 17/4	10.20-10.45	0.4	Short Essay Marking -			
	10.45-11	0.25	Short Essay Marking -			
	11.25-12	0.5	Short Essay Marking -			
	12-12.25	0.4	Short Essay Marking -			
	3.25-4	0.6	Short Essay Marking -			
	4.10-4.45	0.6	Short Essay Marking -			
Sunday 18/4	10.10-10.40	0.5	Short Essay Marking -			
	10.45-11	0.4	Short Essay Marking -			
	11-11.25	0.4	Short Essay Marking -			
	11.25-11.50	0.4	Short Essay Marking -			
	11.50-12.05	0.4	Short Essay Marking -			
	2.20-2.50	0.5	Short Essay Marking -			
	2.50-3.15	0.4	Short Essay Marking -			



	3.25-3.40	0.4	Short Essay Marking -			
	3.40-4	0.3	Short Essay Marking -	Tutorial prep: 1.1 hrs Admin: 1.3 hrs Marking: 22.25 hrs Lecture prep: 4.85 hrs (carried over to week 7)	Marking: 48 short essays x 20 mins = 16 hrs 8 orals x 10 mins = 1.3 hrs Total paid: 17.3 hrs	Tutorial prep: credit 6.4 hrs Unpaid admin: 1.3 hrs Unpaid marking: 5hrs Lecture prep unpaid: 1.85hrs Total unpaid: 1.75 hrs
<b>Week 8</b> Monday 19/4	7.30-8.30	1	Tutorial prep – Ackerman article		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials)	
	9	0.1	E			
	10-11.30	1.5	Lecture attend/Tutorial prep			
	12-12.20	0.3	Tutorial prep – set up padlet; update research topics list			
	12.30	0.1	Print out oral presentation sheets			
	12.45-1	0.25	Tutorial prep			
	1-2.30	1.5	Tutorial – Monday online			
	2.45	0.1	E			
	2.55-3.10	0.25	Marking orals –			
	3.10-3.20	0.2	Marking orals –			
	3.20-3.50	0.5	Short Essay Marking -			
	3.55-4.10	0.25	Short Essay Marking -			
	4.10-4.45	0.5	Short Essay Marking -			
	6	0.1	E			
	6.10-6.45	0.6	Short Essay Marking -			
20/4	8.40-50	0.2	Tutorial prep			
	9	0.1	E			
	9.15	0.1	E			
	9.20-9.35	0.25	Short Essay Marking -			
	9.35-10	0.4	Short Essay Marking -			
	10.45-11	0.25	Tutorial prep			
	11-12.30	1.5	Tutorial			
	12.30-2	1.5	Tutorial			
	2.45	0.1	E			
	3.25	0.1	Tutorial prep			

	3.30-5	1.5	Tutorial			
	5.10-20	0.2	Oral marking –			
	5.20-5.35	0.25	Oral marking –			
	5.50-6	0.2	Oral marking –			
	6-6.10	0.2	Oral marking –			
21/4	1.15-1.20	0.1	Check Gradecentre for extensions			
	1.20-2	0.6	Short Essay Marking –			
	2.45-3.05	0.3	Short Essay Marking –			
	3.05-3.30	0.4	Short Essay Marking –			
	3.45-4.20	0.6	Short Essay Marking –			
	4.35-5.5	0.25	Short Essay Marking –			
	4.55-5.15	0.3	Short Essay Marking –			
	5.15-5.40	0.4	Short Essay Marking –			
	5.40	0.1	E			
22/4	9.15-9.50	0.6	Short Essay Marking –			
	9.50-10.05	0.3	Check late essays and E			
	10.20-10.45	0.4	Short Essay Marking –			
	11-11.25	0.4	Short Essay Marking –			
	11.25-30	0.1	Check essay lists			
23/4	8.50	0.1	E			
	11.10	0.1	E			
	11.40-12.25	0.75	Check for late essays, Es, mark stats, email Ted			
	12.45	0.1	E			
28/4	9.45	0.1	E			
	9.55	0.1	E	Tutorial prep: 3.7 hrs Admin: 2.35 hrs Marking: 8.15 hrs	Marking: 6 x orals (10 mins) = 1 hr 16 short essays x 20 mins = 5.3 hrs Total: 6.3 hrs	Tutorial prep: 3.8 hrs credit Unpaid admin: 2.35 hrs Unpaid marking: 1.85 hrs Total unpaid: 0.4 hrs
<b>Week 9</b> [reading week/public holiday]						
<b>Week 10</b> [reading week/public holiday] 3/5	8.55-9.25	0.5	Short Essay Marking –Flex			

	9.30-10	0.5	Short Essay Marking –Flex			
	10.20-11	0.7	Short Essay Marking –Ex			
	11.10-11.35	0.4	Short Essay Marking –Ex			
	11.35	0.1	E			
	12.05-12.35	0.5	Short Essay Marking –Ex			
	12.35	0.1	E			
4/5	11.05	0.1	E			
	12.10	0.1	Set up zoom and E student			
	2.40	0.1	E			
	2.55	0.1	E			
	3-3.05	0.1	Zoom student consultation			
	4.50	0.1	E			
5/5	11	0.1	E			
	2.15	0.1	E			
	4	0.1	E			
	5	0.1	E			
	5.50	0.1	E			
6/5	8	0.1	E			
	10-10.10	0.2	Waiting for student – non-attendance			
	4.30	0.1	E			
7/5	8.25	0.1	E			
	8.30	0.1	E			
	2.30	0.1	Set up zoom; student consultation			
	3.30-4.20	0.8	Student consultation-			
	5	0.1	E			
Sat 8/5	10	0.1	E	Admin: 3 hrs Marking: 2.6 hrs	Marking: 5 short essays x 20 mins = 1.7 hrs	Unpaid admin: 3 hrs Unpaid marking: 0.9 hrs Total unpaid: 3.9 hrs
Week 11 Monday 10/5	8-9.15	1.25	Tutorial prep – Young reading		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials)	
	9.25	0.1	Tutorial prep - gen			
	9.30-40	0.2	Check mark and E student			
	9.50	0.1	E –			
	9.55	0.1	Tutorial prep - gen			
	10-11.20	1.3	Lecture/Tutorial prep			
	11.25	0.1	E			

	1-2.30	1.5	Tutorial online (and speak to student afterwards)			
	3-3.10	0.2	Tutorial prep – set up padlets on Ex			
	3.20	0.1	E			
	3.25-3.35	0.2	Tutorial prep – set up padlets on Flex			
	3.45	0.1	E			
	4-4.10	0.2	Oral presentation marking –			
	5.30	0.1	E			
11/5	8.20-30	0.2	E			
	8.30	0.1	E			
	8.35	0.1	E			
	8.40	0.1	E			
	8.45	0.1	E			
	10.10	0.1	Tutorial prep			
	10.15	0.1	E			
	10.45-11	0.25	Tutorial prep			
	11-12.30	1.5	Tutorial 1			
	12.30-2	1.5	Tutorial 2			
	2.55	0.1	E			
	3.05	0.1	Es			
	3.20-30	0.2	Tutorial prep			
	3.30-5	1.5	Tutorial 2 online			
	5.55-6.05	0.2	Oral marking –			
	6.05-6.15	0.2	Oral marking –			
	6.15	0.1	E			
	6.20-35	0.25	Oral marking –			
	6.35-6.45	0.2	Oral marking –			
	6.45-6.55	0.2	Oral marking –			
12/5	9.35	0.1	E			
	12.30	0.1	E			
	5	0.1	E			
14/5	8.50	0.1	E	Tutorial prep: 3.7 hrs Admin: 2.1 hrs Marking: 1.25 hrs	Marking: 6 orals x 10 mins = 1 hr	Tutorial prep: 3.8 hrs credit Unpaid admin: 2.1 hrs Unpaid marking: 0.25 hrs Total credit 1.45 hrs
Week 12 17/5	8-9.15	1.25	Tutorial prep – Irwin article		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials)	
	9.45	0.1	Tutorial prep			
	9.55	0.1	Es			
	10-10.45	0.75	Lecture (tutorial prep)			
	11.15-11.25	0.2	Es re abstract			

	11.25	0.1	E and check extension -			
	11.30-45	0.25	Tutorial prep – set up padlets			
	11.45-12.15	0.5	Oral marking – Ex; and check records			
	1-2.30	1.5	Tutorial; check padlet			
	2.45	0.1	E			
	3.50-4	0.2	Oral marking; Ex			
	7.35	0.1	E			
18/5	8.55	0.1	E			
	9	0.1	E			
	9.15	0.1	E			
	11-12.30	1.5	Tutorial 1			
	12.30-2	1.5	Tutorial 2			
	3.20	0.1	E			
	5.40	0.1	E – read re Teval			
	5.45-6	0.25	Oral marking –			
	6-6.10	0.2	Oral marking –			
	6.10-25	0.25	Oral marking –			
	6.25-35	0.2	Oral marking –			
	6.35	0.1	Check late orals			
	6.40-50	0.2	Oral marking – Ex –			
	6.50-7.05	0.25	Oral marking – Ex –			
19/5	10.45-55	0.2	Check student’s abstract and E			
	10.55	0.1	E			
	11-11.10	0.2	Es re teval			
	4.25	0.1	E			
20/5	4.45	0.1	E			
21/5	9.55	0.1	E	Tutorial prep: 2.35 hrs Admin: 1.9 hrs Marking: 2.15 hrs	Marking: 8 orals x 10 mins = 1.3 hrs	Tutorial prep: 5.15 hr credit Unpaid admin: 1.9 hrs Unpaid marking: 0.85 hrs Total credit 2.4 hrs
<b>Week 13</b> 24/5	9	0.1	E		Tutorial prep: 7.5 hrs Tutorial delivery: 6 hrs (4 tutorials)	
	9.15-25	0.2	E and check student’s abstract			
	9.50-10	0.2	Check student’s abstract –			
	10	0.1	Zoom -			
	10.25-40	0.3	Check for late orals, send Es,			



			reminders re tutorial			
	10.40	0.1	E			
	10.45	0.1	E			
	10.50	0.1	E			
	10.55-11.05	0.2	Es			
	11.05-11.25	0.3	Tutorial prep – writing tips			
	11.30-50	0.3	Check student’s oral and respond to request			
	12.05	0.1	E			
	12.50-1	0.2	Tutorial prep			
	1-2.30	1.5	Tutorial 1 online			
25/5	10.20	0.1	E			
	11-12.30	1.5	Tutorial 1			
	12.30-2	1.5	Tutorial 2			
	3.30-5	1.5	Online tutorial			
	5	0.1	E to students re writing tips and secats			
	5.10	0.1	E to students re courses sem 2			
26/5	10.05	0.1	E			
	11.45	0.1	E			
28/5	10	0.1	E			
	10.25	0.1	E	Tutorial prep: 0.5 hrs Admin: 2.5 hrs		Tutorial prep: 7 hrs credit Unpaid admin: 2.5 hrs Total credit 4.5 hrs
<b>Revision Week</b> 31/5	10.05	0.1	E			
	11.40-12.05	0.4	Oral presentation marking –			
	12.10-12.30	0.3	Oral presentation marking –			
	12.35-1	0.4	Oral presentation marking –			
	3.25-3.40	0.25	Oral presentation marking –			
	4.30	0.1	E			
	4.45-5.45	1	Research Essay marking – set up and check for late subs			
1/6	11.10	0.1	E			
	11.15	0.1	E			
	11.20	0.1	E – record extension			
	11.25	0.1	E			
	11.35-12.20	0.9	Marking Research Essay –			
	12.20-12.55	0.6	Marking Research Essay –			

	1.45-2.25	0.6	Marking Research Essay –			
2/6	2	0.1	E			
3/6	7.45-8.30	0.75	Marking Research Essay –Ex			
	9-9.30	0.5	Marking Research Essay –Ex			
	9.40	0.1	E			
	11.30-12.05	0.6	Marking Research Essay			
	12.10-12.45	0.6	Marking Research Essay			
	2.55	0.1	check for missing oral			
4/6	7.10-7.45	0.6	Marking Research Essay –Ex			
	7.45-8.30	0.75	Marking Research Essay –Ex			
	8.50-9.20	0.5	Marking Research Essay –Ex			
	9.30-10	0.5	Marking Research Essay –Ex			
Sat 5/6	9.10	0.1	Admin – check late essays			
	9.15-9.55	0.7	Marking Research Essay –Flex			
	10-10.25	0.4	Marking Research Essay –			
	10.40-11.10	0.5	Marking Research Essay –			
	11.15	0.1	E	Admin: 2.3 hrs Marking: 9.65 hrs	Marking: 4 orals x 10 mins = 40 mins; 12 research essays x 30 mins = 6 hrs. Total: 6.7 hrs	Unpaid admin: 2.3 hrs Unpaid marking: 2.95 hrs Total unpaid: 5.25 hrs
<b>Exam week 1</b> 7/6	9.15-9.45	0.5	Marking Research Essay –			
	10.10-10.45	0.6	Marking Research Essay –			
	11-11.40	0.6	Marking Research Essay –			
	4.40-5.30	0.8	Marking Research Essay			
	5.50-6.30	0.6	Marking Research Essay –			
	6.50-7.30	0.6	Marking Research Essay –			
	7.35-8.10	0.6	Marking Research Essay –			
9/6	1.35-2.20	0.75	Marking Research Essay –			
	2.30-3.15	0.75	Marking Research Essay –			



	5-5.30	0.5	Marking Research Essay –			
	5.30-6	0.5	Marking Research Essay –			
	6-6.45	0.75	Marking Research Essay –			
	6.45-7.20	0.6	Marking Research Essay –	Marking: 8.15 hrs	Marking: 13 research essays x 30 mins = 6.5 hrs	Unpaid marking: 1.65 hrs Total unpaid: 1.65 hrs
Exam week 2 14/6	7.25-8.15	0.75	Marking Research Essay –			
	8.20-8.50	0.5	Marking Research Essay –			
	9	0.1	E			
	9.35-10.15	0.7	Marking Research Essay –			
	12.35-12.55	0.3	Marking Research Essay –			
15/6	2.15-2.45	0.5	Marking Research Essay –			
	2.45-3	0.25	Marking –			
16/6	7.35	0.1	Marking Research Essay –check lists; admin			
	7.40-8.20	0.7	Marking Research Essay –			
	8.20-9	0.7	Marking Research Essay –Ex -			
	10.35-11.20	0.75	Marking Research Essay –			
	11.25-11.50	0.4	Marking Research Essay –			
	11.50-12.10	0.3	Marking Research Essay –			
	12.45-1.30	0.75	Marking Research Essay –			
	2.25-3	0.6	Marking Research Essay –			
	3.10-3.45	0.6	Marking Research Essay –			
17/6	11.05-11.40	0.6	Marking Research Essay –			
	11.45-12.15	0.5	Marking Research Essay –			
	12.45-1.15	0.5	Marking Research Essay –			
	1.30-2.05	0.6	Marking Research Essay –			
	2.30	0.1	E			
18/6	8.30-9.20	0.8	Marking Research Essay –Ex			
	9.30-10	0.5	Marking Research Essay –			
	10.05-10.45	0.7	Marking Research Essay –			

	11.55	0.1	E			
19/6	9.10-9.50	0.8	Marking Research Essay –Ex			
	10-10.15	0.25	Marking Research Essay – (incomplete)			
	10.15-10.45	0.5	Marking Research Essay			
	11.15-11.25	0.2	Check late essays			
	11.25-12.10	0.6	Marking Research Essay –Flex			
	12.10-20	0.2	Check late essays			
	12.20-1.15	0.9	Marking Research Essay –Flex			
	3.05-3.37	0.5	Marking Research Essay –			
	3.40-4.20	0.7	Marking Research Essay –			
19/6	4.30-5.05	0.6	Marking Research Essay –			
	5.10-5.50	0.7	Marking Research Essay –			
	5.50-6.30	0.7	Marking Research Essay -			
20/6	10.05-10.55	0.8	Marking Research Essay –			
	10.55-11.20	0.4	Marking Research Essay –			
	11.45-12.20	0.6	Marking Research Essay –			
	12.20-12.35	0.25	Marking Research Essay –			
	12.40-45	0.1	Check late essays			
	12.45-1.10	0.4	Marking Research Essay –			
	1.10-20	0.2	E re student – clear attempt			
	1.25-35	0.2	student recording – attempt to mark but didn't work			
	1.50	0.1	E-			
	2.10-2.45	0.6	Marking Research Essay –student's 2 <sup>nd</sup> attempt			
	3-3.15	0.25	Check finals and E course convenor			
	3.40	0.1	E			
	3.45-4	0.25	late – mark oral			
	4.05-15	0.2	Re student requesting extension– write report and E			
30/6	8.50	0.1	E –re late essay			
	12.10	0.1	E			
1/7	11.30	0.1	E - Tevals	Admin: 2.15 hrs Marking: 21.65 hrs	Marking: 1 oral x 10 mins; 36 research essays x 30	Unpaid admin: 2.15 hrs

					mins = 18 hrs Total: 18.2hrs	Unpaid marking: 3.45 hrs Total unpaid: 5.6 hrs
						Total: 13 hrs unpaid (comprising 32.8 hrs unpaid admin; 17.9 hrs unpaid marking; 1.85 hrs unpaid lecture prep; less 39.35 hrs overpaid tutorial prep)

**Work-logging tables – Detail**

This document contains work-logging data and payment/employment information for undergraduate and postgraduate coursework teaching in the following UQ courses:

- POLS1601 Semester 2 2018
- POLS3803 Semester 2 2018
- POLS2603 Semester 1 2019
- POLS6315 Semester 1 2019
- POLS3803 Semester 2 2019
- POLS1301 Semester 2 2019
- POLS7013 Semester 2 2019
- POLS1301 Semester 1 2020
- POLS7013 Semester 1 2020

It also contains work-logging data for these additional activities:

- Guest lectures
- Supervision
- Research assistance
- Academic service and administration

Work-logging records are drawn from my personal account with the time-tracking app Toggl.

Employment information is drawn from my recollection of the work, from email records, and from publicly available records like Electronic Course Profiles.

Payment information is drawn from contracts and duty statements (where they exist) and cross-checked with payroll records and records of student enrolments and assessment.

Records of all of the above are available on request.

## POLS1601 Power, Politics, and Society Sem 2 2018

### Course description:

- First year political theory course
- Elective in all majors
- 115 students enrolled
- 8 tutorials – smaller class sizes than usual due to lower-than-expected enrolments and course coordinator standing their ground

### My role:

- Tutor – I took 4 tutorial groups of approx. 15 students each
- Marker – I marked the assessment for my 4 tutorials – 3 pieces of paid assessment, 2 required watching films and viewing an art exhibition that the students wrote about in their work

### Prior experience:

- I had tutored in this course three times previously, in 2007, 2008, and 2016

### Payment:

- Tutoring – 85 hours – 9 hours per week for 9 weeks of tutorials – 4 hours contact each week, 5 hours associated duties each week including preparation, student consultation, and contemporaneous marking – paid at AC20E and AC20F – plus 4 hours moderation and course meetings paid at AC50C
- Marking – 52 hours and 50 minutes – using the following formulae: assessment pieces under 1000 words in length requiring feedback paid at rate of 4 papers per hour; assessment pieces over 1000 words in length requiring feedback paid at rate of 4500 words per hour; assessment pieces not requiring feedback paid at rate of 6000 words per hour – all paid at AC30B

### Tutoring:

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Tutorial preparation – lecture attendance	6 hours		
Tutorial preparation – reading and lesson plans	12 hours 29 minutes		
Contemporaneous tasks: reading reports	1 hour 42 minutes		

Associated duties: viewing Defying Empire art exhibition for RR 2	2 hours 30 minutes		
Associated duties: Watching films for RR 1	1 hour		
Student consultation – in person	2 hours 35 minutes		
Student consultation – email	1 hour 32 minutes		
<b>Tutorial preparation, student consultation, and contemporaneous marking (TOTAL)</b>	<b>27 hours 48 minutes</b>	<b>45 hours</b>	<b>-17 hours 12 minutes</b>
Tutorial contact	36 hours	36 hours	
Communicating with course staff	5 hours 15 minutes	4 hours	1 hour 15 minutes
<b>Tutoring duties (TOTAL)</b>	<b>69 hours 3 minutes</b>	<b>85 hours</b>	<b>-15 hours 57 minutes</b>

**Marking:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Marking – Reflective Report 1 (59 x 1300 words)	22 hours 4 minutes	17 hours	5 hours 4 minutes
Marking – Reflective Report 2 (57 x 1300 words)	29 hours 14 minutes	16 hours 30 minutes	12 hours 44 minutes
Marking – Take Home Exam (58 x 2000 words)	19 hours 46 minutes	19 hours 20 minutes	26 minutes
<b>Marking (TOTAL)</b>	<b>71 hours 4 minutes</b>	<b>52 hours 50 minutes</b>	<b>18 hours 14 minutes</b>

**Totals – POLS1601 Semester 2 2018:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
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Tutoring	69 hours 3 minutes	85 hours	-15 hours 57 minutes
Marking	71 hours 4 minutes	52 hours 50 minutes	18 hours 14 minutes
<b>TOTALS</b>	<b>140 hours 7 minutes</b>	<b>137 hours 50 minutes</b>	<b>2 hours 17 minutes</b>



## POLS3803 Landmarks of Political Science Sem 2 2018

### Course description:

- Third year political theory course
- Compulsory for students in BA political science major
- Compulsory for students in BPPE
- 87 students enrolled
- 7 tutorials – much smaller class sizes than usual – continuing staff co-coordinator negotiated this as the Head of School is his good mate

### My role:

- Course coordinator – shared 50/50 with continuing staff member
- Lecturer – delivered 6 lectures, 4 I had not given before but had access to previous lecturer's slides, 2 I had given the year prior
- Tutor – I took 3 tutorial groups of approx. 12 students each
- Marker – I marked the assessment for my 3 tutorials – 4 pieces of paid assessment

### Prior experience:

- First time teaching this course as coordinator
- In 2017, I took all tutorials in the course (4) and did the marking for all students in the course (approx. 80 students)
- In 2017, I took 5 lectures in the course – 4 of these I developed from scratch (they had not been given previously in the course)

### Payment:

- Course coordination – 18 hours – 1 hour per week for 13-week semester plus 5 hours for meeting with co-coordinator – paid at AC10A
- Lecturing – 36 hours – 6 hours per lecture – 2 hours per lecture contact, 4 hours per lecture preparation – paid at AC10A
- Tutoring – 56 hours – 7 hours per week for 8 weeks of tutorials – 3 hours contact each week, 4 hours associated duties including preparation, student consultation, and contemporaneous marking – paid at AC20E and AC20F
- Marking – 45 hours 15 minutes – using the following formulae: assessment pieces under 1000 words in length requiring feedback paid at rate of 4 papers per hour; assessment pieces over 1000 words in length requiring feedback paid at rate of 4500 words per hour; assessment pieces not requiring feedback paid at rate of 6000 words per hour – all paid at AC30B

**Course coordination:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Grade processing and finalisation	1 hour 2 minutes		
Assessment moderation	2 hours 8 minutes		
Timetabling and tutorial sign-on	4 hours 6 minutes		
Communicating with other teaching staff	2 hours 42 minutes		
Lecture attendance	8 hours		
Reading course texts not associated with tutorials	3 hours 52 minutes		
Miscellaneous	2 hours 34 minutes		
<b>Course administration (TOTAL)</b>	<b>24 hours 24 minutes</b>		
Editing ECP	2 hours 15 minutes		
Developing additional assessment resources – FAQs, exemplars	4 hours 11 minutes		
<b>Course development (TOTAL)</b>	<b>6 hours 26 minutes</b>		
<b>Course coordination (TOTAL)</b>	<b>30 hours 50 minutes</b>	<b>18 hours</b>	<b>12 hours 50 minutes</b>

**Lecturing:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Lecture preparation – Rawls (first time given, access to previous lecturer’s slides)	15 hours 5 minutes	4 hours	11 hours 5 minutes

Lecture preparation – Hayek (first time given, access to previous lecturer's slides)	13 hours 6 minutes	4 hours	9 hours 6 minutes
Lecture preparation – Arendt (first time given, access to previous lecturer's slides)	13 hours 43 minutes	4 hours	9 hours 43 minutes
Lecture preparation – Standing (done once before)	8 hours 26 minutes	4 hours	4 hours 26 minutes
Lecture preparation – Fanon (first time given, access to previous lecturer's slides)	12 hours 50 minutes	4 hours	8 hours 50 minutes
Lecture preparation – Mackinnon (done once before)	8 hours 15 minutes	4 hours	4 hours 15 minutes
<b>Lecture preparation (TOTAL)</b>	<b>71 hours 25 minutes</b>	<b>24 hours</b>	<b>47 hours 25 minutes</b>
Lecture contact	12 hours	12 hours	
<b>Lecturing duties (TOTAL)</b>	<b>83 hours 25 minutes</b>	<b>36 hours</b>	<b>47 hours 25 minutes</b>

**Tutoring:**

Task	Work Performed	Work Paid	Unpaid Labour
Tutorial preparation	11 hours 35 minutes		
Contemporaneous tasks (reading reports & tutorial participation including written work in lieu of participation)	7 hours 30 minutes		
Student consultation – in person	1 hours 26 minutes		

Student consultation – email	17 hours 17 minutes		
<b>Tutorial preparation, student consultation, and contemporaneous marking (TOTAL)</b>	<b>37 hours 48 minutes</b>	<b>32 hours</b>	<b>5 hours 48 minutes</b>
Tutorial contact	24 hours	24 hours	
<b>Tutoring duties (TOTAL)</b>	<b>61 hours 48 minutes</b>	<b>56 hours</b>	<b>5 hours 48 minutes</b>

**Marking:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Marking – CYOPT 1 (33 x 600 words)	6 hours 30 minutes	8 hours 15 minutes	-1 hour 45 minutes
Marking – CYOPT 2 (31 x 800 words)	14 hours 31 minutes	7 hours 45 minutes	6 hours 46 minutes
Marking – CYOPT 3 (31 x 2000 words)	29 hours 45 minutes	13 hours 45 minutes	16 hours
Marking – Take Home Exams (31 x 3000 words)	20 hours 52 minutes	15 hours 30 minutes	5 hours 22 minutes
<b>Marking (TOTAL)</b>	<b>71 hours 38 minutes</b>	<b>45 hours 15 minutes</b>	<b>26 hours 23 minutes</b>

**Totals – POLS3803 Semester 2 2018:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Course coordination	30 hours 50 minutes	18 hours	12 hours 50 minutes
Lecturing	83 hours 25 minutes	36 hours	47 hours 25 minutes
Tutoring	61 hours 48 minutes	56 hours	5 hours 48 minutes
Marking	71 hours 38 minutes	45 hours 15 minutes	26 hours 23 minutes
<b>TOTALS</b>	<b>247 hours 41 minutes</b>	<b>155 hours 15 minutes</b>	<b>92 hours 26 minutes</b>



## POLS2603 Gender and Global Politics Sem 1 2019

### Course description:

- Second year gender and politics course
- Elective for POLS majors
- Elective in Gender Studies minor
- 143 students enrolled
- 7 tutorials – tried to get an 8<sup>th</sup> tutorial but School Manager said no
- Lectures and tutorials on different topics, so unique preparation required for each

### My role:

- Course coordinator
- Lecturer – delivered 12 lectures, all I had given before in one form or another – 7 with minor revisions, 4 with significant revisions, 1 with major revisions (added lots of new material)
- Tutor – I took 4 tutorial groups of approx. 22 students each
- Marker – I marked the assessment for my 4 tutorials – 3 pieces of paid assessment
- Course involves significant contemporaneous marking – two peer marked pieces of assessment, and lots of written work in lieu of participation emailed to course coordinator

### Prior experience:

- Taught twice before (2017, 2018) as coordinator/lecturer/tutor, one additional time as tutor (2008)
- In 2017, I re-developed the course significantly – I took it over from a retiring staff member who had been the only coordinator in the last 15 years – most of her resources were in her head so I had to write all the lectures from scratch, significantly re-design the BB site and ECP, as well as the assessment regime – still getting returns from this work in 2018 and 2019

### Payment:

- Course coordination – 39 hours – 3 hours per week for 13-week semester based on size of course (2 hours per week for course up to 100 students, pro-rata for courses larger than 100) – paid at AC10A
- Lecturing – 72 hours – 6 hours per lecture – 2 hours per lecture contact, 4 hours per lecture preparation – paid at AC10A
- Tutoring – 72 hours – 9 hours per week for 8 weeks of tutorials – 4 hours contact each week, 5 hours associated duties each week including preparation, student consultation, and contemporaneous marking – paid at AC20E and AC20F
- Marking – 90 hours 10 minutes – using the following formulae: assessment pieces under 1000 words in length requiring feedback paid at rate of 4 papers per hour;

assessment pieces over 1000 words in length requiring feedback paid at rate of 4500 words per hour; assessment pieces not requiring feedback paid at rate of 6000 words per hour – all paid at AC30B

**Course coordination:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Communicating with students (cohort)	2 hours 39 minutes		
Communicating with tutors	6 hours 9 minutes		
Managing extensions	2 hours 15 minutes		
Managing SAPDs	1 hour 5 minutes		
Managing assessment	8 hours 18 minutes		
Timetabling and tutorial sign-on	3 hours 33 minutes		
Moderating grades	2 hours 39 minutes		
Processing and communicating grades	4 hours 32 minutes		
Miscellaneous	3 hours 58 minutes		
<b>Course administration (TOTAL)</b>	<b>35 hours 8 minutes</b>		
Creating & maintaining Blackboard site	8 hours 28 minutes		
Developing ECP	13 hours 12 minutes		
Extra resources for Independent Study	4 hours 9 minutes		
<b>Course development (TOTAL)</b>	<b>25 hours 49 minutes</b>		
<b>Course coordination (TOTAL)</b>	<b>60 hours 57 minutes</b>	<b>39 hours</b>	<b>21 hours 57 minutes</b>



**Lecturing:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Lecture preparation – Intro to the course – done twice before, minor revisions	5 hours 32 minutes	4 hours	1 hour 32 minutes
Lecture preparation – What is gender? – done twice before, minor revisions	5 hours 4 minutes	4 hours	1 hour 4 minutes
Lecture preparation – What is feminism? – done twice before, minor revisions	4 hours 12 minutes	4 hours	12 minutes
Lecture preparation – The global gender equality regime – done once before, expanded pre-existing shorter lecture	4 hours 59 minutes	4 hours	59 minutes
Lecture preparation – Gender and global development – done once before, minor revisions	5 hours 59 minutes	4 hours	1 hour 59 minutes
Lecture preparation – Gender and the global economy – done once before, minor revisions	5 hours 17 minutes	4 hours	1 hour 17 minutes
Lecture preparation – Gender and political representation – done once before, minor revisions	6 hours 35 minutes	4 hours	2 hours 35 minutes
Gender, war, & peace – done twice before, significant revisions	9 hours 30 minutes	4 hours	5 hours 30 minutes

Gender and human rights – done once before, major revisions	12 hours 56 minutes	4 hours	8 hours 56 minutes
Gender, culture, and difference – done twice before, significant revisions	8 hours 14 minutes	4 hours	4 hours 14 minutes
Gender and colonialism – done twice before – significant revisions	9 hours 20 minutes	4 hours	5 hours 20 minutes
Course review and conclusion – done twice before, minor revisions	4 hours 49 minutes	4 hours	49 minutes
<b>Lecture preparation (TOTAL)</b>	<b>82 hours 27 minutes</b>	<b>48 hours</b>	<b>34 hours 27 minutes</b>
<b>Lecture delivery</b>	<b>24 hours</b>	<b>24 hours</b>	
<b>Lecturing duties (TOTAL)</b>	<b>106 hours 27 minutes</b>	<b>72 hours</b>	<b>34 hours 27 minutes</b>

**Tutoring:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Tutorial preparation	14 hours 51 minutes		
Student consultation – email	24 hours 13 minutes		
Student consultation – in person	17 hours 8 minutes		
Contemporaneous marking (participation including written work in lieu of participation)	15 hours 40 minutes		
<b>Preparation, student consultation and contemporaneous marking (TOTAL)</b>	<b>71 hours 52 minutes</b>	<b>40 hours</b>	<b>31 hours 52 minutes</b>

Tutorial contact	32 hours	32 hours	
<b>Tutoring duties (TOTAL)</b>	<b>103 hours 52 minutes</b>	<b>72 hours</b>	<b>31 hours 52 minutes</b>

**Marking:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Marking – Research Proposals (78 x 1000 words)	47 hours 7 minutes	19 hours 30 minutes	27 hours 37 minutes
Marking – Research Essays (76 x 3000 words)	52 hours 44 minutes	50 hours 40 minutes	2 hours 4 minutes
Marking – Take Home Exams (80 x 1500 words)	16 hours 53 minutes	20 hours	-3 hours 7 minutes
<b>Marking (TOTAL)</b>	<b>116 hours 44 minutes</b>	<b>90 hours 10 minutes</b>	<b>26 hours 34 minutes</b>

**Totals – POLS2603 Semester 1 2019:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Course coordination	60 hours 57 minutes	39 hours	21 hours 57 minutes
Lecturing	106 hours 27 minutes	72 hours	34 hours 27 minutes
Tutoring	103 hours 52 minutes	72 hours	31 hours 52 minutes
Marking	116 hours 44 minutes	90 hours 10 minutes	26 hours 34 minutes
<b>TOTALS</b>	<b>387 hours 58 minutes</b>	<b>273 hours 10 minutes</b>	<b>114 hours 50 minutes</b>

## POLS6315 Creativity and Design in Political Research Sem 1 2019

### Course description:

- Honours ‘methods’ course
- Compulsory for all students studying Honours in POLSIS
- 18 students enrolled
- Run as 12 2-hour seminars with all 18 students – hybrid lecture/tutorial model

### My role:

- Lecturer/seminar facilitator – delivered 4 seminars – 1 brand new that I developed from scratch, 3 based on last year’s course but needed some re-development
- Marker – I marked the first two pieces of assessment, plus a small number of papers in the last piece of assessment
- There was acknowledgement that some course development and coordination work would be required – I negotiated for this with the School Manager and secured the 6 hours of coordination work plus a higher rate for seminar preparation to take account of student consultation work generated by my role in the course

### Prior experience:

- First time teaching into this course

### Payment:

- Course coordination – 8 hours – By negotiation with School Manager – paid at AC10A
- Lecturing/seminar facilitation – 40 hours – 10 hours per seminar – 2 hours per seminar contact, 8 hours per seminar preparation and associated duties – paid at AC10A
- Marking – 13 hours 20 minutes – using the following formulae: assessment pieces under 1000 words in length requiring feedback paid at rate of 4 papers per hour; assessment pieces over 1000 words in length requiring feedback paid at rate of 4500 words per hour; assessment pieces not requiring feedback paid at rate of 6000 words per hour – all paid at AC30B

### Course coordination:

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Updating Blackboard resources	3 hours 42 minutes		
Making marking criteria and rubrics	6 hours 42 minutes		

<b>Course development (TOTAL)</b>	<b>10 hours 24 minutes</b>		
Communicating with course coordinator	2 hours 19 minutes		
Miscellaneous	1 hour 14 minutes		
<b>Course administration (TOTAL)</b>	<b>3 hours 33 minutes</b>		
<b>Course coordination and development (TOTAL)</b>	<b>13 hours 57 minutes</b>	<b>8 hours</b>	<b>5 hours 57 minutes</b>

**Lecturing/seminar work:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Seminar preparation – Standpoint approaches – new seminar, prepared from scratch	17 hours 10 minutes		
Seminar preparation – Research design – first time given – had access to previous course materials	7 hours 39 minutes		
Seminar preparation – Literature reviews – first time given – had access to previous course materials	7 hours 38 minutes		
Seminar preparation – Writing – first time given – had access to previous course materials	5 hours 38 minutes		
<b>Seminar preparation (TOTAL)</b>	<b>38 hours 5 minutes</b>		

Student consultation – email	6 hours 42 minutes		
Student consultation – in person	10 hours 42 minutes		
<b>Student consultation (TOTAL)</b>	<b>17 hours 24 minutes</b>		
Seminar delivery	8 hours	8 hours	
<b>Seminar duties (TOTAL)</b>	<b>63 hours 29 minutes</b>	<b>40 hours</b>	<b>23 hours 29 minutes</b>

**Marking:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Marking – Statements of Intent (18 x 1250 words)	11 hours 13 minutes	5 hours	
Marking – Annotated Bibliographies (16 x 1700 words)	9 hours 42 minutes	6 hours	
Marking – Essays (3 x 3500 words)	4 hours 41 minutes	2 hours 20 minutes	
<b>Marking (TOTAL)</b>	<b>25 hours 36 minutes</b>	<b>13 hours 20 minutes</b>	<b>12 hours 16 minutes</b>

**Totals – POLS6315 Semester 1 2019:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Course coordination	13 hours 57 minutes	8 hours	5 hours 57 minutes
Lecturing/seminar work	63 hours 29 minutes	40 hours	23 hours 29 minutes
Marking	25 hours 36 minutes	13 hours 20 minutes	12 hours 16 minutes
<b>TOTALS</b>	<b>103 hours 2 minutes</b>	<b>61 hours 20 minutes</b>	<b>41 hours 42 minutes</b>

## POLS3803 Landmarks of Political Science Sem 2 2019

### Course description:

- Third year political theory course
- Compulsory for all students in BA political science major
- Elective for BPPE students
- 86 students enrolled
- Run as 13 3-hour seminars with all students in the room together – 3-hour seminar replacing 2-hr lecture plus 1-hr tutorial each week

### My role:

- Seminar facilitator – supporting course coordinator who acted as lecturer for these seminars – I attended for her lectures and facilitated small group work in class – I did this for 11 seminars across semester
- Seminar leader – presenting lecture portion of seminar and designing the lesson plan for the 3 hours with course coordinator supporting me (though she wasn't there for one seminar) – I did this for 2 seminars across semester
- Responsible for student consultation work for approximately half the course (around 42 students)
- Marker – I marked all assessment in the course – split two assessment items 50/50 with course coordinator due to budget constraints
- There was no pay for course development or coordination but I assisted course coordinator to redesign the course in seminar mode, which entailed some coordination work

### Prior experience:

- Taught in 2017 as tutor, lecturer, and marker
- Taught in 2018 as course coordinator, lecturer, tutor, and marker

### Payment:

- Seminar duties as lecturer – for each seminar I was in the lecturer role, I was paid 1 AC10B hour (4 hours total) plus 2 AC20E hours (6 hours in total) – for a total of 10 hours per seminar, 4 hours of which were for lecturing work, 6 hours of which were for tutoring work
- Seminar duties as tutor – for each seminar I was in the tutor role, I was paid 1 AC50C hour for attending coordinator's lecture plus 2 AC20E hours (6 hours in total) – for a total of 7 hours per seminar, 6 hours of which were for tutoring work, 1 hour for attending lecture
- Marking – 96 hours 30 minutes – using the following formulae: assessment pieces under 1000 words in length requiring feedback paid at rate of 4 papers per hour; assessment pieces over 1000 words in length requiring feedback paid at rate of 4500



words per hour; assessment pieces not requiring feedback paid at rate of 6000 words per hour – all paid at AC30B

NOTE: marking load was very high in this course due to re-designed assessment regime – one assessment item also allowed for multi-media submission, meaning I was marking podcasts, videos, blogs etc under the same 4500 words per hour rate

**Course coordination:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Communicating with other teaching staff	8 hours 27 minutes		
Course development – ECP, BB resources, survey feedback	3 hours 50 minutes		
<b>Course coordination (TOTAL)</b>	<b>12 hours 17 minutes</b>		<b>12 hours 17 minutes</b>

**Seminar work – as lecturer:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Seminar preparation – Standing – given once before as 2 hr lecture plus tutorial	11 hours 45 minutes	3 hours	8 hours 45 minutes
Seminar preparation – Butler – given once before as 2 hr lecture plus tutorial	12 hours 13 minutes	3 hours	9 hours 13 minutes
Seminar contact – as lecturer	2 hours	2 hours	
<b>Seminar duties (as lecturer) (TOTAL)</b>	<b>25 hours 58 minutes</b>	<b>8 hours</b>	<b>17 hours 58 minutes</b>

**Seminar work – as tutor:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Seminar preparation	22 hours 13 minutes		
Contemporaneous tasks (weekly	3 hours 21 minutes		

summaries and seminar participation)			
Student consultation – in person	2 hours 53 minutes		
Student consultation – email	11 hours 14 minutes		
Student consultation – written work in lieu of participation	2 hours 27 minutes		
<b>Preparation, consultation, and associated duties (TOTAL)</b>	42 hours 8 minutes	52 hours	-9 hours 52 minutes
Seminar contact – as tutor	37 hours	37 hours	
<b>Seminar duties (as tutor) – TOTAL</b>	<b>79 hours 8 minutes</b>	<b>89 hours</b>	<b>-9 hours 52 minutes</b>

**Marking:**

Marking – CYOPT 1 (36 x 600 words)	5 hours 51 minutes	9 hours	-3 hours 9 minutes
Marking – CYOPT 2 (70 x 800 words)	28 hours 56 minutes	17 hours 30 minutes	11 hours 26 minutes
Marking – CYOPT 3 (76 x 2000 words)			
Papers	38 hours 31 minutes		
Podcasts	7 hours 9 minutes		
Blogs	5 hours 33 minutes		
Videos (1)	54 minutes		
Admin	57 minutes		
<b>TOTAL CYOPT 3</b>	<b>53 hours 4 minutes</b>	<b>34 hours</b>	<b>19 hours 4 minutes</b>
Marking – Extended Summaries (40 x 1000 words)	18 hours 3 minutes	10 hours	8 hours 3 minutes

Marking – Take Home Exams (78 x 2000 words)	21 hours 4 minutes	26 hours	-4 hours 56 minutes (!)
<b>Marking (TOTAL)</b>	<b>126 hours 58 minutes</b>	<b>96 hours 30 minutes</b>	<b>30 hours 28 minutes</b>

**Totals – POLS3803 Semester 2 2019:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Course coordination	12 hours 17 minutes		12 hours 17 minutes
Seminar duties (as lecturer)	25 hours 58 minutes	8 hours	17 hours 58 minutes
Seminar duties (as tutor)	79 hours 8 minutes	89 hours	-9 hours 52 minutes
Marking	126 hours 58 minutes	96 hours 30 minutes	30 hours 28 minutes
<b>TOTALS</b>	<b>244 hours 21 minutes</b>	<b>193 hours 30 minutes</b>	<b>50 hours 51 minutes</b>

## POLS1301 Introduction to Political Ideas Sem 2 2019

### Course description:

- First year political theory course
- Compulsory for POLS majors
- 227 students enrolled
- 13 tutorial groups (approx. 17 students per tutorial)
- 9 weeks of tutorials

### My role:

- Course coordinator
- Lecturer – delivered 12 lectures – 5 I had done before, 7 were new to me but I had access to previous course materials for these topics
- Tutor – I took 2 tutorial groups of approx. 17 students each
- Marker – I marked the assessment for my 2 tutorials – 2 pieces of paid assessment as first piece replaced by multiple choice quiz requiring no human input to mark – this was a budget decision made two years prior in exchange for an extra week of tutorials which was since cut from the course

### Prior experience:

- Taught once before (2017) as lecturer – I did five lectures in the course to offer relief to the coordinator, but had no role in tutoring or coordinating
- Taught once before as tutor and marker (2007)
- Taught as relief marker and tutor several times (2008, 2009)

### Payment:

- Course coordination – 114 hours – 5 hours per week for 13-week semester based on size of course (2 hours per week for course up to 100 students, pro-rata for courses larger than 100) – plus additional hours for first time coordinating, not sure how we got to 114, I think some of the prep hours were supposed to be paid for lecturing but went in to the system as coordination instead – some POLS7013 work included here – paid at AC10A
- Lecturing – 78 hours – 6 hours per lecture – 2 hours per lecture contact, 4 hours per lecture preparation – paid at this rate for one week where I didn't lecture but we had a guest lecturer instead – paid at AC10A
- Tutoring – 45 hours – 5 hours per week for 9 weeks of tutorials – 2 hours contact each week, 3 hours associated duties each week including preparation, student consultation, and contemporaneous marking – paid at AC20E and AC20F
- Marking – 25 hours 50 minutes – using the following formulae: assessment pieces under 1000 words in length requiring feedback paid at rate of 4 papers per hour; assessment pieces over 1000 words in length requiring feedback paid at rate of 4500

words per hour; assessment pieces not requiring feedback paid at rate of 6000 words per hour – all paid at AC30B

**Course coordination:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Communicating with students (cohort)	4 hours 43 minutes		
Communicating with tutors	11 hours 34 minutes		
Assessment admin – quizzes	5 hours 27 minutes		
Assessment admin – exam	2 hours 18 minutes		
Assessment admin – deferred/supp exams	4 hour 56 minutes		
Assessment admin – extensions	25 minutes		
Assessment admin – grade moderation	13 hours 5 minutes		
Assessment admin – grade upload and finalisation	4 hours 9 minutes		
Managing SAPDs	2 hours 41 minutes		
Managing guest lecture	4 hours 9 minutes		
Student integrity and academic misconduct	1 hour 45 minutes		
Timetabling and sign-on queries	1 hour 27 minutes		
CAHP and contract admin	1 hour 19 minutes		
Miscellaneous (FCE, late enrolment, etc.)	1 hour 18 minutes		
<b>Course administration (TOTAL)</b>	<b>59 hours 16 minutes</b>		
Developing ECP	13 hours 16 minutes		
Creating and maintaining course Blackboard site	10 hours 26 minutes		

Updating essay questions	1 hour 40 minutes		
Updating exam questions	5 hours 8 minutes		
Updating essay marking criteria	1 hour 28 minutes		
Developing essay writing resources	6 hours 10 minutes		
Meeting with prior course coordinators	1 hour 49 minutes		
<b>Course development (TOTAL)</b>	<b>39 hours 57 minutes</b>		
<b>Course coordination and development (TOTAL)</b>	<b>99 hours 13 minutes</b>	<b>114 hours</b>	<b>-14 hours 47 minutes</b>

**Lecturing:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Lecture preparation – Introduction – first time given, access to previous course materials	10 hours 27 minutes		
Lecture preparation – Classical liberalism – first time given, access to previous materials	10 hours 36 minutes		
Lecture preparation – Contemporary liberalisms – given once before	9 hours 14 minutes		
Lecture preparation – Conservatism – given once before	6 hours 5 minutes		
Lecture preparation – Socialism – first time given, access to previous materials	10 hours 14 minutes		

Lecture preparation – Social democracy – first time given, access to previous materials, expanded from 1 hour to 2 hours	9 hours 48 minutes		
Lecture preparation – Essay writing – first time given, access to previous materials – prepared on short notice to cover for guest lecturer illness	1 hour 35 minutes		
Lecture preparation – Anarchism and Green Political Thought – gave 1-hour anarchism lecture before, first time for green political thought – access to previous years’ materials	14 hours 59 minutes		
Lecture preparation – Feminism – given twice before	7 hours 35 minutes		
Lecture preparation – Nationalism, Populism, and Fascism – first time given, access to previous materials	15 hours 7 minutes		
Lecture preparation – Secularism and Fundamentalism – given once before	9 hours 49 minutes		
Lecture preparation – Course review and conclusion	7 hours 8 minutes		
<b>Lecture preparation (TOTAL)</b>	<b>112 hours 37 minutes</b>	<b>52 hours</b>	<b>60 hours 37 minutes</b>



Lecture delivery	24 hours	26 hours	- 2 hours
<b>Lecturing duties (TOTAL)</b>	<b>136 hours 37 minutes</b>	<b>78 hours</b>	<b>58 hours 37 minutes</b>

**Tutoring:**

Task	Work Performed	Work Paid	Unpaid Work
Tutorial preparation (lesson plans only – reading accounted for in lecture preparation)	6 hours 39 minutes		
Student consultation – email	18 hours 27 minutes		
Student consultation – in person	6 hours 1 minute		
Contemporaneous marking – participation and reading reports	3 hours 13 minutes		
Contemporaneous marking – written work in lieu of participation	6 hours 3 minutes		
Preparation, consultation, and associated duties (TOTAL)	40 hours 23 minutes	27 hours	13 hours 23 minutes
Tutorial contact	18 hours	18 hours	
<b>Tutoring duties (TOTAL)</b>	<b>58 hours 23 minutes</b>	<b>45 hours</b>	<b>13 hours 23 minutes</b>

**Marking:**

Task	Work Performed	Work Paid	Unpaid Work
Marking – Research Essay (28 x 2000w)	20 hours 23 minutes	12 hours 30 minutes	7 hours 53 minutes
Marking – Exam (40 x 2000w)	10 hours 27 minutes	13 hours 20 minutes	- 2 hours 53 minutes

<b>Marking (TOTAL)</b>	<b>30 hours 50 minutes</b>	<b>25 hours 50 minutes</b>	<b>5 hours</b>
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**Totals – POLS1301 Semester 2 2019:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Course coordination	99 hours 13 minutes	114 hours	-14 hours 47 minutes
Lecturing	136 hours 37 minutes	78 hours	58 hours 37 minutes
Tutoring	58 hours 23 minutes	45 hours	13 hours 23 minutes
Marking	30 hours 50 minutes	25 hours 50 minutes	5 hours
<b>TOTALS</b>	<b>325 hours 3 minutes</b>	<b>262 hours 50 minutes</b>	<b>62 hours 13 minutes</b>

## POLS7013 Foundations in Political Ideas Sem 2 2019

### Course description:

- Foundational Masters-level political theory course
- Compulsory for students enrolled in a POLS Masters course whose previous degree was not in a POLS or related field of study
- 15 students enrolled
- 1 seminar group
- 13 weeks of seminars, though 1 week did not include any associated duties (just preparation and contact – was added when students requested a session on essay writing)
- Course content cross-badged with POLS1301 – POLS7013 students attend the lectures in POLS1301, attend a weekly seminar in POLS7013, and complete a slightly different assessment regime to POLS1301
- Course has separate Blackboard and ECP which have to be set up

### My role:

- Course coordinator, seminar facilitator, marker
- Course coordinator – setting up BB, ECP, developing course curriculum, assessment regime, handling all course admin
- Seminar facilitator – I took 13 1-hour seminars across semester
- Marker – I marked all assessment in the course, apart from a final multiple-choice quiz which is marked by computer

### Prior experience:

- First time teaching this course

### Payment:

- Course coordination – 5 hours – allocated for setting up Blackboard and ECP – all other course coordination included in payment for POLS1301
- Seminars – 38 hours – 3 hours per week for 12 weeks of seminars – 1 hour contact each week, 2 hours associated duties each week including preparation, student consultation, and contemporaneous marking – paid at AC20E and AC20F – one seminar paid as 1 hour contact, 1 hour preparation, at AC50C – this seminar was added when students requested extra support with essay writing
- Marking – 15 hours 50 minutes – using the following formulae: assessment pieces under 1000 words in length requiring feedback paid at rate of 4 papers per hour; assessment pieces over 1000 words in length requiring feedback paid at rate of 4500 words per hour; assessment pieces not requiring feedback paid at rate of 6000 words per hour – all paid at AC30B

**Course coordination:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Communicating with students (cohort)	45 minutes		
Managing assessment (quiz)	5 hours 40 minutes		
Finalising and processing grades	1 hour 12 minutes		
<b>Course administration (TOTAL)</b>	<b>7 hours 37 minutes</b>		
Developing ECP	3 hours 49 minutes		
Creating and maintaining course Blackboard site	4 hours 50 minutes		
Developing extra resources – quizzes and essay	1 hour 11 minutes		
<b>Course development (TOTAL)</b>	<b>9 hours 50 minutes</b>		
<b>Course coordination (TOTAL)</b>	<b>17 hours 27 minutes</b>	<b>5 hours</b>	<b>12 hours 27 minutes</b>

**Seminar duties – as tutor:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Seminar preparation (lesson plans only – reading included in lecture prep for POLS1301)	10 hours 49 minutes		
Student consultation – email	12 hours 51 minutes		
Student consultation – in person	2 hours 31 minutes		

Student consultation – written work in lieu of participation	1 hour 1 minute		
<b>Preparation, consultation, and associated duties (TOTAL)</b>	<b>27 hours 12 minutes</b>	<b>25 hours</b>	<b>1 hour 11 minutes</b>
Seminar contact	15 hours 42 minutes	13 hours	2 hours 42 minutes
<b>Seminar duties (TOTAL)</b>	<b>42 hours 54 minutes</b>	<b>38 hours</b>	<b>4 hours 54 minutes</b>

**Marking:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Marking – Reflective Report 1 (15 x 1000w)	5 hours 39 minutes	3 hours 45 minutes	
Marking – Reflective Report 2 (15 x 1000w)	6 hours 21 minutes	3 hours 45 minutes	
Marking – Essay (15 x 2500w)	11 hours 54 minutes	8 hours 20 minutes	
<b>Marking (TOTAL)</b>	<b>23 hours 54 minutes</b>	<b>15 hours 50 minutes</b>	<b>8 hours 4 minutes</b>

**Totals – POLS7013 Semester 2 2019:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Course coordination	17 hours 27 minutes	5 hours	12 hours 27 minutes
Seminar duties	42 hours 54 minutes	38 hours	4 hours 54 minutes
Marking	23 hours 54 minutes	15 hours 50 minutes	8 hours 4 minutes
<b>TOTALS</b>	<b>84 hours 15 minutes</b>	<b>58 hours 50 minutes</b>	<b>25 hours 25 minutes</b>

## POLS1301 Sem 1 2020

### Course description:

- First year political theory course
- Compulsory for POLS majors
- 204 students enrolled
- 11 tutorial groups (approx. 18 students per tutorial)
- 9 weeks of tutorials
- NOTE: due to COVID-19, the whole course moved to remote delivery in Week 4

### My role:

- Course coordinator
- Lecturer – delivered 12 lectures – 11 I had done before, 1 was a new addition in line with changing political context
- Tutor – I took 4 tutorial groups of approx. 17 students each
- Marker – I marked all assessment for my 4 tutorials

### Prior experience:

- Taught once before as coordinator, lecturer, tutor, marker (2019)
- Taught once before as lecturer (2017)
- Taught once before as tutor and marker (2007)
- Taught as relief marker, relief tutor, and guest lecturer several times (2008, 2009, 2018)

### Payment:

- Course coordination – 101 hours – 4.75 hours per week for 13-week semester based on size of course (2 hours per week for course up to 100 students, pro-rata for courses larger than 100, i.e. 0.26 hr per student based on estimated enrolments of 240) – plus 2 hours attendance at guest lecture – plus 8 hours associated with lecture calculations – plus 29 hours for Pause Week work to move both POLS1301 and 7013 online – paid at AC10A except for 29 hours Pause Week paid at 6 x AC10A, 12 x AC20E/F, 11 x AC50C
- Lecturing – 72 hours – 6 hours per lecture – 2 hours per lecture contact, 4 hours per lecture preparation – paid at AC10A
- Tutoring – 81 hours – 9 hours per week for 9 weeks of tutorials – 4 hours contact each week, 5 hours associated duties each week including preparation, student consultation, and contemporaneous marking – paid at AC20E and AC20F
- Marking – 61 hours 40 minutes – using the following formulae: assessment pieces under 1000 words in length requiring feedback paid at rate of 4 papers per hour; assessment pieces over 1000 words in length requiring feedback paid at rate of 4500

words per hour; assessment pieces not requiring feedback paid at rate of 6000 words per hour – all paid at AC30B

**Course coordination:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Communicating with students (cohort)	15 hours 32 minutes		
Communicating with tutors	19 hours 52 minutes		
Assessment admin – academic integrity module	3 hours 20 minutes		
Assessment admin – remarks	30 minutes		
Assessment admin – deferred/supp exams	49 minutes		
Assessment admin – extensions	1 hour 2 minutes		
Assessment admin – grade moderation, upload, and finalisation	17 hours 45 minutes		
Managing SAPDs	2 hours 15 minutes		
Managing guest lecture	5 hours 24 minutes		
Student integrity and academic misconduct	2 hours 46 minutes		
Timetabling and sign-on queries	3 hours 26 minutes		
CAHP and contract admin	2 hours 38 minutes		
Institutional communication and policy compliance (esp. with online learning)	11 hours 54 minutes		
Miscellaneous (FCE, late enrolment, etc.)	4 hours 23 minutes		



<b>Course administration (TOTAL)</b>	<b>91 hours 36 minutes</b>		
Developing ECP	8 hours 18 minutes		
Creating and maintaining course Blackboard site	10 hours 27 minutes		
Updating course readings	22 hours		
Updating essay questions	3 hours 16 minutes		
Writing take home exam	6 hours 38 minutes		
Additional resources, e.g. FAQs, learning guides	18 hours 35 minutes		
Learning to use online teaching technologies	7 hours 38 minutes		
Professional development for online pedagogy	8 hours 7 minutes		
Developing lecture notes for students with problems accessing audio-visual materials	33 hours 28 minutes		
<b>Course design and development (TOTAL)</b>	<b>118 hours 27 minutes</b>		
<b>Course coordination (TOTAL)</b>	<b>210 hours 3 minutes</b>	<b>101 hours</b>	<b>109 hours 3 minutes</b>

**Lecturing:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Lecture preparation – Intro to the course – done once before, some revisions in	9 hours 59 minutes	4 hours	5 hours 59 minutes

line with changes to course assessment and content			
Lecture preparation – Liberalism – done once before, major revisions, combining two 2-hour lectures into one 2-hour lecture	14 hours 13 minutes	4 hours	10 hours 13 minutes
Lecture preparation – Conservatism – done twice before, minor revisions	10 hours 42 minutes	4 hours	6 hours 42 minutes
Lecture preparation – Socialism – done once before, major revisions to shift to online delivery for the first time	12 hours 11 minutes	4 hours	8 hours 11 minutes
Lecture preparation – Anarchism and social democracy – done anarchism twice before, minor revisions – done social democracy once before, minor revisions, condensing 2-hour lecture into 1-hour lecture	5 hours 26 minutes	4 hours	1 hour 26 minutes
Lecture preparation – Neoliberalism and the New Right – done once before, major revisions – expanding 1-hour neoliberalism lecture into 2-hour lecture and adding new content on New Right	6 hours 3 minutes	4 hours	2 hours 3 minutes

Lecture preparation – Essay writing – done once before, minor revisions	3 hours 57 minutes	4 hours	-3 minutes
Lecture preparation – Green political thought – done once before, major revisions, expanding 1-hour lecture into 2-hour lecture	11 hours 40 minutes	4 hours	7 hours 40 minutes
Lecture preparation – Feminism – done three times before, minor revisions	3 hours 45 minutes	4 hours	-15 minutes
Lecture preparation – Democracy and populism – new lecture, developed from scratch	16 hours 32 minutes	4 hours	12 hours 32 minutes
Lecture preparation – Nationalism and fascism – done once before, major revisions	8 hours 49 minutes	4 hours	4 hours 49 minutes
Lecture preparation – Course review and conclusion – done once before, minor revisions	3 hours 12 minutes	4 hours	-48 minutes
<b>Lecture preparation (TOTAL)</b>	<b>106 hours 29 minutes</b>	<b>48 hours</b>	<b>58 hours 29 minutes</b>
Lecture contact (in person and live Zoom)	18 hours		
Lecture recording	15 hours 13 minutes		
Lecture uploading	3 hours 41 minutes		
<b>Lecture delivery (TOTAL)</b>	<b>36 hours 54 minutes</b>	<b>24 hours</b>	<b>12 hours 54 minutes</b>

<b>Lecturing (TOTAL)</b>	<b>143 hours 23 minutes</b>	<b>72 hours</b>	<b>71 hours 23 minutes</b>
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**Tutoring:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Tutorial preparation (lesson plans for online learning – reading largely included in lecture preparation)	22 hours 45 minutes		
Student consultation – email	49 hours 19 minutes		
Student consultation – in person	2 hours 50 minutes		
Student consultation – discussion boards	3 hours 15 minutes		
Contemporaneous marking – participation and reading reports	6 hours 44 minutes		
Preparation, student consultation, and associated duties	84 hours 53 minutes	45 hours	39 hours 53 minutes
Tutorial delivery	36 hours	36 hours	
<b>Tutoring (TOTAL)</b>	<b>120 hours 53 minutes</b>	<b>81 hours</b>	<b>39 hours 53 minutes</b>

**Marking:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Marking – Reflective Reports (48 x 1000w)	21 hours 40 minutes	12 hours	9 hours 40 minutes
Marking – Research Essays (63 x 2000w)	38 hours 4 minutes	28 hours	10 hours 4 minutes
Marking – Take Home Exam (65 x 2000w)	16 hours 16 minutes	21 hours 40 minutes	-5 hours 24 minutes

<b>Marking (TOTAL)</b>	<b>76 hours</b>	<b>61 hours 40 minutes</b>	<b>14 hours 20 minutes</b>
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**Totals – POLS1301 Semester 1 2020:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Course coordination	210 hours 3 minutes	101 hours	109 hours 3 minutes
Lecturing	143 hours 23 minutes	72 hours	71 hours 23 minutes
Tutoring	120 hours 53 minutes	81 hours	39 hours 53 minutes
Marking	76 hours	61 hours 40 minutes	14 hours 20 minutes
<b>TOTALS</b>	<b>550 hours 19 minutes</b>	<b>321 hours 40 minutes</b>	<b>234 hours 39 minutes</b>

## POLS7013 Semester 1 2020

### Course description:

- Foundational Masters-level political theory course
- Compulsory for students enrolled in a POLS Masters course whose previous degree was not in a POLS or related field of study
- 25 students enrolled
- 1 seminar group
- 13 weeks of seminars
- Course content cross-badged with POLS1301 – POLS7013 students attend the lectures in POLS1301, attend a weekly seminar in POLS7013, and complete a slightly different assessment regime to POLS1301
- Course has separate Blackboard and ECP which have to be set up

### My role:

- Course coordinator, seminar facilitator, marker
- Course coordinator – setting up BB, ECP, developing course curriculum, assessment regime, handling all course admin
- Seminar facilitator – I took 13 1-hour seminars across semester – these function like an additional tutorial in POLS1301, i.e. same preparation for both courses
- Marker – I marked all assessment in the course

### Prior experience:

- Taught once before as coordinator, seminar facilitator, marker (2019)

### Payment:

- Course coordination – 6 hours – allocated for setting up Blackboard and ECP – all other course coordination included in payment for POLS1301 (this includes payment for moving course online in Pause Week due to COVID)
- Seminars – 39 hours – 3 hours per week for 13 weeks of seminars – 1 hour contact each week, 2 hours associated duties each week including preparation, student consultation, and contemporaneous marking – paid at AC20E and AC20F
- Marking – 27 hours 12 minutes – using the following formulae: assessment pieces under 1000 words in length requiring feedback paid at rate of 4 papers per hour; assessment pieces over 1000 words in length requiring feedback paid at rate of 4500 words per hour; assessment pieces not requiring feedback paid at rate of 6000 words per hour – all paid at AC30B

**Course coordination:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Communicating with students (cohort)	3 hours 3 minutes		
Managing SAPDs	1 hour 18 minutes		
Finalising and processing grades	40 minutes		
Student integrity and academic misconduct	1 hour 20 minutes		
Miscellaneous	1 hour 40 minutes		
<b>Course administration (TOTAL)</b>	<b>8 hours 1 minute</b>		
Developing ECP	2 hours 44 minutes		
Creating and maintaining course Blackboard site	2 hours 33 minutes		
Developing extra resources for online learning	56 minutes		
<b>Course development (TOTAL)</b>	<b>6 hours 13 minutes</b>		
<b>Course coordination (TOTAL)</b>	<b>14 hours 14 minutes</b>	<b>6 hours</b>	<b>8 hours 14 minutes</b>

**Seminar duties (tutoring):**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Seminar preparation	6 hours 59 minutes		
Student consultation – email	17 hours 26 minutes		
Student consultation – in person	5 hours 48 minutes		



Contemporaneous marking – participation and reading reports	1 hour 58 minutes		
<b>Preparation, student consultation, and associated duties (TOTAL)</b>	<b>32 hours 11 minutes</b>	<b>26 hours</b>	<b>6 hours 11 minutes</b>
Seminar contact	16 hours 27 minutes	13 hours	3 hours 27 minutes
<b>Seminar duties (TOTAL)</b>	<b>48 hours 38 minutes</b>	<b>39 hours</b>	<b>9 hours 38 minutes</b>

**Marking:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Marking – Reflective Report (25 x 1000w)	9 hours 16 minutes	6 hours 15 minutes	3 hours 1 minute
Marking – Research Essay (22 x 2500w)	17 hours 51 minutes	12 hours 12 minutes	5 hours 39 minutes
Marking – Take Home Exam (21 x 2500w)	6 hours 31 minutes	8 hours 45 minutes	-2 hours 14 minutes
<b>Marking (TOTAL)</b>	<b>33 hours 38 minutes</b>	<b>27 hours 12 minutes</b>	<b>6 hours 26 minutes</b>

**Totals – POLS7013 Semester 1 2020:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Labour</b>
Course coordination	14 hours 14 minutes	6 hours	8 hours 14 minutes
Seminar duties	48 hours 38 minutes	39 hours	9 hours 38 minutes
Marking	33 hours 38 minutes	27 hours 12 minutes	6 hours 26 minutes
<b>TOTALS</b>	<b>96 hours 30 minutes</b>	<b>72 hours 12 minutes</b>	<b>24 hours 18 minutes</b>

### Guest Lectures

#### POLS1601 – Pay Equity – 2018:

- 1-hour guest lecture on request of course coordinator
- Paid at AC10B (developed lecture) – 3 hours preparation and 1 hour contact
- New lecture but I had material from a lecture in POLS2603 (Gender and the Global Economy – a half hour case study on pay equity in Australia) that I could draw on

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Lecture preparation	6 hours 49 minutes	3 hours	3 hours 49 minutes
Lecture contact	1 hour	1 hour	
<b>TOTAL</b>	<b>7 hours 49 minutes</b>	<b>4 hours</b>	<b>3 hours 49 minutes</b>

#### POLS1601 – Pay Equity – 2019:

- 1-hour guest lecture – repeat of previous year’s lecture
- Paid at AC10B again for the 1-hour guest spot – 3 hours preparation and 1 hour contact
- I also filled in for the course coordinator due to illness for the second hour of the lecture – was paid 1 hour at AC10A for this (2 hours preparation for 1 hour lecture) even though I couldn’t do 2 hours preparation as I only filled in with 2 hours’ notice and I had to finish preparing the guest lecture

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Lecture preparation	4 hours 2 minutes	5 hours	-58 minutes
Lecture contact	2 hours	2 hours	
<b>TOTAL</b>	<b>6 hours 2 minutes</b>	<b>7 hours</b>	<b>-58 minutes</b>

**POLS2222 – Gender and Peacekeeping – 2018:**

- 2-hour guest lecture at request of course coordinator
- Paid at AC10B (developed lecture) – 6 hours preparation and 2 hours contact
- New lecture but I drew on material I had prepared for POLS7523 in 2017 – I also had to select the readings for this week of the course and send them to the coordinator to make available on the course BB site

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Lecture preparation and associated duties	12 hours 25 minutes	6 hours	6 hours 25 minutes
Lecture contact	2 hours	2 hours	
<b>TOTAL</b>	<b>14 hours 25 minutes</b>	<b>8 hours</b>	<b>6 hours 25 minutes</b>

**Totals – Guest lectures:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Lecture preparation	23 hours 16 minutes	14 hours	9 hours 16 minutes
Lecture contact	5 hours	5 hours	
<b>Guest lectures (TOTAL)</b>	<b>28 hours 16 minutes</b>	<b>19 hours</b>	<b>9 hours 16 minutes</b>

**Totals – Undergraduate and postgraduate coursework teaching:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Course coordination	458 hours 58 minutes	291 hours	167 hours 58 minutes
Lecturing	587 hours 35 minutes	325 hours	262 hours 35 minutes
Tutoring	580 hours 42 minutes	505 hours	75 hours 42 minutes
Marking	576 hours 22 minutes	428 hours 37 minutes	147 hours 45 minutes
<b>Undergraduate and postgraduate coursework teaching (TOTAL)</b>	<b>2203 hours 37 minutes</b>	<b>1549 hours 37 minutes</b>	<b>654 hours</b>





## Supervision

### Honours (Lucy):

- Supervising an Honours student to develop and complete their thesis project
- Thesis is 16,000 words
- First time Head of School had given permission for me to supervise despite several former students approaching me about this
- Paid 20 hours at AC50C – hours to be spread across 12 months – no guidance on how these hours are to be used, i.e. no ‘contract’ or duty statement for this work
- Work is ongoing despite having claimed and been paid for all 20 hours, and despite losing access to School email lists and office space

Task	Work Performed	Work Paid	Unpaid Work
Reading drafts and preparing feedback	5 hours 41 minutes		
Communicating with student – email	3 hours 57 minutes		
Communicating with student – in person (meetings)	14 hours 45 minutes		
Administration (e.g. arranging meetings, filling out forms, Honours conference etc.)	3 hours 27 minutes		
<b>Supervision (TOTAL)</b>	<b>27 hours 50 minutes</b>	<b>20 hours</b>	<b>7 hours 50 minutes</b>

### POLS3802 – Charmaine:

- Supervising an undergraduate student to complete an independent study – equivalent to regular 2# course
- Student completes a 2000-word research plan and a 6000-word essay – I am responsible for helping the student develop these as well as marking and assigning final grades in the course
- Paid 8 hours at AC50C – work to be spread across a semester – no guidance on how to use these hours, i.e. no ‘contract’ or duty statement

Task	Work Performed	Work Paid	Unpaid Work
Reading drafts and preparing feedback	7 hours 31 minutes		

Communicating with student – email	2 hours 29 minutes		
Communicating with student – in person (meetings)	12 hours 16 minutes		
Finding resources/readings for Charmaine	3 hours 12 minutes		
<b>Supervision (TOTAL)</b>	<b>25 hours 28 minutes</b>	<b>8 hours</b>	<b>17 hours 28 minutes</b>

**Totals – Supervision:**

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
POLS3802 (Charmaine)	25 hours 28 minutes	8 hours	17 hours 28 minutes
Honours (Lucy)	27 hours 50 minutes (ongoing)	20 hours	7 hours 50 minutes (ongoing)
<b>Supervision (TOTAL)</b>	<b>53 hours 18 minutes</b>	<b>28 hours</b>	<b>25 hours 18 minutes</b>

## Research Assistance

### Gender and Student Evaluations of Teaching:

- Employed by Head of School to write a literature review on gender and student evaluations of teaching
- No one in project (including me) has ever worked in this field before so lots of groundwork needed
- Able to keep track of hours and claim for hours worked – a first!
- Unpaid hours largely relate to additional work requested 6-12 months after literature review completed – work to revise and resubmit the journal article based on my review

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
Communicating with project team	4 hours 56 minutes		
Literature searching	14 hours 56 minutes		
Literature review: first draft	10 hours 19 minutes		
Literature review: second draft	6 hours 18 minutes		
Literature review: third draft	5 hours 57 minutes		
Literature review: final draft	44 hours 1 minute		
Commenting on resubmission draft	6 hours 53 minutes		
Contributing to resubmission draft	2 hours 52 minutes		
<b>TOTAL</b>	<b>96 hours 12 minutes</b>	<b>86 hours</b>	<b>10 hours 12 minutes</b>



## Academic Service and Administration

### Casual staff representative in POLSIS (2020):

- New rep/service role created in POLSIS
- Volunteered for role only because no one else would do it – acted in this role for Semester 1 2020 only
- Purpose is to represent casual teaching staff in School decision-making fora – involves communicating with casual staff to ascertain issues and taking these to School leadership/admin staff as well as staff meetings – also involves reporting back from these meetings to other casual staff who are not allowed to attend
- Paid 5 hours at AC50C – 1 hour for each meeting at which attendance is required – 2 x School staff meetings, 2 x School Teaching and Learning Committee meetings, 1 x School meeting of casual staff after shift to online teaching

Task	Work Performed	Work Paid	Unpaid Work
Communicating with casual staff	8 hours 36 minutes		
Communicating with School leadership/admin	2 hours 19 minutes		
Communicating with continuing staff	1 hour		
Preparing for School meetings	2 hours 22 minutes		
Attending School meetings	6 hours 36 minutes		
<b>Casual staff representative (TOTAL)</b>	<b>20 hours 53 minutes</b>	<b>5 hours</b>	<b>15 hours 53 minutes</b>

### Academic service with students:

- Work generated in relation to students, including current PhD students, Honours students, and former undergraduate students I have taught who contact me for references, support, questions etc.
- This kind of service work is expected of continuing staff but unclear how it is factored into academic workloads

Task	Work Performed	Work Paid	Unpaid Work
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Meeting with ex-undergraduate students	8 hours 57 minutes		
Referee reports	1 hour 32 minutes		
Academic reader for PhD confirmation	14 hours 9 minutes		
Academic reader for Honours conference	7 hours 24 minutes		
Honours thesis marking	8 hours 6 minutes	4 hours	4 hours 6 minutes
Communicating with Honours students	2 hours 57 minutes		
<b>Academic service with students (TOTAL)</b>	<b>43 hours 5 minutes</b>	<b>4 hours</b>	<b>39 hours 5 minutes</b>

**General academic service and admin:**

- Other service and administrative work generated by being an academic
- Work expected but not usually required by continuing staff and unclear how it would be factored into academic workloads
- Much of the email category would count as required work, e.g. compliance with institutional processes and remaining up to date with institutional policies and procedures
- This is not a complete record and is indicative only – all of the email category, all of the CAHP category, and most of the communication categories are from Semester 1 2020 only and represent only a semester’s worth of this work

<b>Task</b>	<b>Work Performed</b>	<b>Work Paid</b>	<b>Unpaid Work</b>
CAHP (payroll system)	2 hours 42 minutes		
Communicating with POLSIS admin/leadership	11 hours 36 minutes		
Communicating with colleagues	10 hours 1 minute		
Professional development	4 hours		
School seminars	6 hours 32 minutes		
Ramsay Centre – curriculum	10 hours 51 minutes		

consultation, staff feedback, and staff meetings			
Institutional administration (completing surveys etc.)	1 hour 33 minutes		
Email (miscellaneous)	16 hours 24 minutes		
<b>General service and admin (TOTAL)</b>	<b>63 hours 39 minutes</b>		<b>63 hours 39 minutes</b>

**Totals – Academic service and administration:**

Task	Work Performed	Work Paid	Unpaid Work
POLSIS casual staff representative	20 hours 53 minutes	5 hours	15 hours 53 minutes
Academic service with students	43 hours 5 minutes	4 hours	39 hours 5 minutes
General service and administration	63 hours 39 minutes		63 hours 39 minutes
<b>Academic service and administration (TOTAL)</b>	<b>127 hours 37 minutes</b>	<b>9 hours</b>	<b>118 hours 37 minutes</b>

Appendix CR1

**Work logging 2021 Sem 1 – ARTT1106, Looking at Art –** 

General admin: emailing, downloading files, organising docs.

Class planning: course readings, tutorial prep, etc.

Paid activities: Admin (1hr per semester). Tutorial prep: 2hrs per 1hr tutorial. Tutorial: 1.5hr.

Marking: 1hr per student per semester. Class size: 15 students.

NTEU WORKLOGGING SEMESTER 1, 2021, ARTT1106

Week	Date	Type of Work	Time	Totals
1	25/02/2021	Watching lecture	1:00 hours	1:00
	26/02/2021	Planning meeting with course coordinator	0:40 hours	1:40
<b>End of week 1</b>			<b>Week total 1:40 vs paid 1:00</b>	<b>1:40 vs paid 1:00</b>
2	01/03/2021	General admin *	0:20 hours	2:00
	01/03/2021	Watching lecture	1:30 hours	3:30
	02/03/2021	Class planning **	0:10 hours	3:40
	02/03/2021	Class planning	0:20 hours	4:00
	03/03/2021	Class planning	1:50 hours	5:50
	04/03/2021	Class planning	1:00 hours	6:50
	04/03/2021	Delivery of tutorial	1:30 hours	8:20
	05/03/2021	General admin	0:10 hours	8:30
<b>End of week 2</b>			<b>Week total 6:50 vs paid 4:30</b>	<b>8:30 vs paid 5:30</b>
3	07/03/2021	General admin	0:20 hours	8:50
	09/03/2021	General admin	0:10 hours	9:00
	09/03/2021	Watching lecture	1:30 hours	10:30
	10/03/2021	Class planning	1:10 hours	11:40
	10/03/2021	Class planning	0:35 hours	12:15
	11/03/2021	Class planning	0:25 hours	12:40
	11/03/2021	Delivery of tutorial	1:30 hours	14:10
	<b>End of week 3</b>			<b>Week total 5:40 vs paid 4:30</b>
4	15/03/2021	General admin	0:15 hours	14:25
	15/03/2021	General admin	0:15 hours	14:40
	15/03/2021	Watching lecture	1:30 hours	16:10
	16/03/2021	Class planning	0:20 hours	16:30
	17/03/2021	Class planning	1:00 hours	17:30
	18/03/2021	Class planning	0:15 hours	17:45
	18/03/2021	Delivery of tutorial	1:30 hours	21:15
<b>End of week 4</b>			<b>Week total 5:05 vs paid 4:30</b>	<b>21:15 vs paid 14:30</b>

\* General admin: emailing, downloading files, organising docs || \*\* Class planning: course readings, tutorial prep, etc

Week	Date	Type of Work	Time	Totals
5	19/03/2021	General admin.	0:10 hours	21:25
	22/03/2021	Class planning.	0:10 hours	21:35
	23/03/2021	Class planning.	1:45 hours	23:20
	23/03/2021	General admin.	0:30 hours	23:50
	23/03/2021	Watching lecture.	1:30 hours	25:20
	24/03/2021	Class planning.	1:20 hours	26:40
	25/03/2021	Delivery of tutorial.	1:30 hours	28:10
	<b>End of week 5</b>			<b>Week total 6:55 vs paid 4:30</b>
6	29/03/2021	General admin.	0:25 hours	28:35
	30/03/2021	Watching lecture.	1:40 hours	30:15
	30/03/2021	Class planning.	0:50 hours	31:05
	31/03/2021	Class planning.	1:35 hours	32:40
	01/04/2021	Class planning.	0:15 hours	32:55
	01/04/2021	Delivery of tutorial	1:30 hours	34:25
	04/04/2021	General admin.	0:10 hours	34:35
	<b>End of week 6</b>			<b>Week total 6:25 vs paid 4:30</b>
MS	06/04/2021	General admin.	0:10 hours	34:45
	07/04/2021	General admin.	0:10 hours	34:55
<b>End of MS Break</b>			<b>Week total 0:20 vs paid 0:00</b>	<b>34:55 vs paid 23:30</b>
7	12/04/2021	Watching lecture.	1:30 hours	36:25
	13/04/2021	General admin.	0:20 hours	36:45
	13/04/2021	Class planning.	2:00 hours	38:45
	14/04/2021	Class planning.	1:00 hours	39:45
	15/04/2021	General admin.	0:10 hours	39:55
	15/04/2021	Class planning.	0:15 hours	40:10
	15/04/2021	Delivery of tutorial	1:30 hours	41:40
	<b>End of week 7</b>			<b>Week total 6:45 vs paid 4:30</b>



Week	Date	Type of Work	Time	Totals
<b>8</b>	16/04/2021	General admin.	0:10 hours	41:50
	19/04/2021	General admin.	0:40 hours	42:30
	19/04/2021	Watching lecture.	1:30 hours	44:00
	19/04/2021	Downloading readings.	0:10 hours	44:10
	20/04/2021	Class planning.	0:15 hours	44:25
	21/04/2021	Class planning.	0:30 hours	44:55
	22/04/2021	Class planning.	0:30 hours	45:25
	22/04/2021	Delivery of tutorial.	1:30 hours	46:55
	22/04/2021	General admin.	0:10 hours	47:05
	<b>End of week 8</b>			<b>Week total 5:25 vs paid 4:30</b>
<b>9</b>	29/04/2021	General admin	0:20 hours	47:25
	30/04/2021	General admin	0:15 hours	47:40
	<b>End of week 9</b>			<b>Week total 0:35 vs paid 0:00</b>
<b>10</b>	03/05/2021	General admin	0:20 hours	48:00
	05/05/2021	Watching lecture.	1:30 hours	49:30
	05/05/2021	Class planning.	1:10 hours	50:40
	06/05/2021	Class planning.	1:20 hours	52:00
	06/05/2021	Delivery of tutorial.	1:30 hours	53:30
	<b>End of week 10</b>			<b>Week total 5:50 vs paid 4:30</b>
<b>11</b>	10/05/2021	Watching lecture.	1:00 hours	54:30
	11/05/2021	Class planning.	0:30 hours	55:00
	11/05/2021	Watching lecture.	0:15 hours	55:15
	12/05/2021	Class planning.	0:30 hours	55:45
	13/05/2021	Class planning.	0:10 hours	55:55
	13/05/2021	Delivery of tutorial.	1:30 hours	57:25
	<b>End of week 11</b>			<b>Week total 3:55 vs paid 4:30</b>



Week	Date	Type of Work	Time	Totals
12	17/05/2021	Watching Lecture.	1:00 hours	58:30
	18/05/2021	General admin.	0:15 hours	58:45
	18/05/2021	Class planning.	3:00 hours	61:45
	19/05/2021	Class planning.	1:10 hours	62:55
	20/05/2021	Delivery of tutorial.	1:30 hours	64:25
<b>End of week 12</b>			<b>Week total 6:55 vs paid 4:30</b>	<b>64:25 vs paid 46:00</b>
13-	23/05/2021	Student consultation.	0:15 hours	
	24/05/2021	Student consultation.	0:20 hours	
<b>End of semester</b>			<b>Week total 6:55 vs paid 0:00</b>	<b>64:25 vs paid 46:00</b>

#### ARTT1106 Marking, Sem 1, 2021.

Week	Date	Type of Work	Time	Totals
5	24/03/2021	Marking (VA assessment)	0:35 hours	0:35
	26/03/2021	Marking (worksheet 1)	0:10 hours	0:45
6	31/03/2021	Marking (VA assessment)	1:45 hours	2:30
	03/04/2021	Marking (worksheet 2)	0:10 hours	2:40
	04/04/2021	Marking (VA assessment)	1:00 hours	3:40
MS	07/04/2021	Marking (VA assessment)	1:40 hours	5:20
7	16/04/2021	Marking (worksheet 3)	0:20 hours	5:40
8	22/04/2021	Marking (worksheet 4)	0:20 hours	6:00
9	30/04/2021	Marking (AB and EP)	1:15 hours	7:15
	02/05/2021	Marking (AB and EP)	1:25 hours	8:40
10	03/05/2021	Marking (AB and EP)	1:45 hours	10:25
	04/05/2021	Marking (AB and EP)	1:05 hours	11:30
-	09/06/2021	Marking (essay)	1:40 hours	13:10
	10/06/2021	Marking (essay)	1:10 hours	14:20
	11/06/2021	Marking (essay)	3:40 hours	18:00
	14/06/2021	Marking (essay)	0:45 hours	18:45

Appendix ES1

Time recording 2020 Sem 2 – Contemporary Literature ENGL1500 – [REDACTED]

[sample of itemised data; full data available upon request]

E = Email

Paid activities: Admin (1 hr per semester). Tutorial prep: 2 hrs per 1 hr first tutorial; 1 hr prep for repeat tutorials Tutorial: 1.5 hr

Marking: 1 hr per student per semester. Guest lecture: 1.5hr lecture (plus 2 hrs lecture prep per 1 hr delivery so 3 hrs total prep) x 2 lectures

Date	Time	Hours	Activity	Weekly total	Cumulative Total Hours	Hours paid	Unpaid time - week	Unpaid time - cumulative total
<b>O-Week</b> Tues 28/7	12:30-3:40pm	3hrs 10 mins	Admin: 1500 Classroom prep for flexible delivery	Admin: 5 hrs 36 mins Tutorial prep: 2 hrs 56 mins	8.53 hrs	0	Admin: 5 hrs 36 mins Tutorial prep: 2 hrs 56 mins	8.53 hrs
Wed 29/7	11:30-11:45	15 mins	Admin: 1500 Course Planning					
Thurs 30/7	10:26-10:57 , 1:45-4:12	2hrs 56 mins	Tutorial Prep: 1500 Lesson prep					
Thurs 30/7	10:58-11:51	1 hr	Admin: ENGL1500 planning meeting					
Sunday 2/8	6:44-7:55	1 hr 11 mins	Admin: 1500 Course Planning					
<b>Week 1</b> (3/8-7/8) 3/8 Monday	9:30-11:36 , 12:59-1:56 , 3:24-3:57	4 hrs 13 mins	Tutorial Prep: 1500 Lesson planning and lecture moderation	Tutorial prep: 4hrs 58 mins Admin: 4.8hrs	9.7hrs	3 hrs tutorial prep, 1 hr admin 4.8 hrs	Tutorial prep: 1hrs 58 mins Admin: 3.8hrs	5.7 hrs
3/8	11:36-11:51	14 mins	Admin 1500					

3/8	4:30-6pm	1 hr 30 min	ENGL1500 Class					
4/8 Tuesday	9:53-10:42 , 11:13-11:21 , 11:44-12:23 , 4:49-5:11 , 5:46-5:57	1 hr 54 mins	1500 Admin					
5/8 Wednesday	9:40-9:54	14 mins	1500 Admin					
5/8	10:12-10:22	10 mins	Tutorial prep 1500					
5/8	10:29-10:56 , 10:58-11:05 , 2:45-2:55 , 3:59-4:08	51 mins	1500 Admin					
5/8	11:09-11:13	3 mins	Tutorial prep 1500					
6/08 Thursday	9:19-9:23	3 mins	1500 Admin					
6/08	9:23-9:48	25 mins	Tutorial prep 1500					
6/08	10:13-10:21	7 mins	Tutorial prep 1500					
6/08	10:48-11:50	2 mins	1500 Admin					
6/08	3-4:30	1 hr 30 mins	Class ENGL1500					
6/08	4:30-4:45	15 mins	1500 Admin					
6/08	4:48-5:02 , 5:07-5:17	23 mins	1500 Admin					

7/08	10:14- 10:57 , 12:36- 12:46	53 mins	1500 Admin					
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Appendix ES2

Time recording 2020 Sem 2 – Austen ENGL2065

[sample of itemised data; full data available upon request]

E = Email

Paid activities: Admin (1 hr per semester). Tutorial prep: 2 hrs per 1 hr first tutorial; 1 hr prep for repeat tutorials Tutorial: 1.5 hr

Marking: 1 hr per student per semester. Guest lecture: 1.5hr lecture (plus 2 hrs lecture prep per 1 hr delivery so 3 hrs total prep) x 2 lectures

Date	Time	Hours	Activity	Weekly total	Cumulative Total Hours	Hours paid	Unpaid time - week	Unpaid time - cumulative total
<b>O-Week</b> Mon 27/7	11-58am-1:20pm , 1:40-2:08	1 hr 40 mins	Tutorial Prep: Reading Northanger Abbey	3.25 hrs tutorial prep .18 hrs admin	3.43hrs	0	3.25 hrs tutorial prep .18 hrs admin	3.43hrs
Tues 28/7	9:17-9:32	14 mins	Tutorial Prep: Reading Northanger Abbey					
Wed 29/7	6:38-6:55	17 mins	Tutorial Prep: Reading Northanger Abbey					
Friday 31/7	10:35-10:47	11 mins	Admin: 2065					
31/7	11:09-11:40 , 12:02-12:36	1 hr 4 mins	Tutorial Prep: 2065 Lesson prep					
<b>Week 1</b> (3/8-7/8) 3/8	1:56-2:53	56 mins	2065 Lesson prep; lecture mod	4.6hrs tutorial prep .18 hrs admin	4.78hrs	3 hrs tutorial prep, 1 hr admin	4.6hrs tutorial prep .18 hrs admin	4.78hrs
3/8	4:03-4:13	10 mins	Tutorial Prep: Reading Northanger Abbey					
3/8	6:17-6:45	28 mins	Tutorial Prep: Reading					

			Northanger Abbey					
6/08	9:48-10:13	24 mins	Tutorial prep 2065					
6/08	10:21-10:48	27 mins	Tutorial prep 2065					
6/08	10:51-11:25	34 mins	Tutorial prep 2065					
7/08 Friday	10:03-10:14	11 mins	Admin 2065					
7/08	11:02-12:13 , 12:48-1:01 , 1:12-1:31	1 hr 41 mins	ENGL2065 lesson prep					
7/08	3pm-6pm	3 hrs	ENGL2065 class					



**Unpaid Academic Activities 2019 sem 1 – [REDACTED]**

The following categories of work are standard academic activities that continuing staff are paid for but casuals are not, even though this work benefits the university, in direct and indirect ways.

**Categories**

Me: Mentoring of students

S: Supervision of M.Phil student requested by SCA, unpaid

TS: Teaching skills; collaboration with colleagues

R: research, writing projects (textguide; monograph; edited volumes; conference papers)

O: Outreach

C: Conference

A: Admin

Date	Category	Comments	Time	Total
19/2/19	Me	Student Reference	30 mins	
19/3/19	TS	Writing proposal for UQ Teaching Toolkit event	20 mins	
20/3/19	R	Edited volume: <i>Shakespeare and the Supernatural</i>	1.5 hr	
21/3/19	O	Organising International Summer School in Verona	1 hr	
25/3/19	R:	Writing book (textguide): <i>Much Ado About Nothing</i> (commissioned Insight)	2 hrs	
25/3/19	R	Revising typescript for monograph project	2 hrs	
25/3/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	2 hrs	
25/3/19	R	Conference Paper – Digital Shakespeares Conference 2019	30 mins	
26/3/19	R	Writing book (textguide): <i>Much Ado About Nothing</i>	2 hrs	
26/3/19	R	Revising typescript for monograph project	3 hrs	
26/3/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	1 hr	
27/3/19	O:	Organising UQ Employability letter for student participant in Verona summer school	15 mins	
29/3/19	R	Conference Paper – Digital Shakespeares Conference 2019	45 mins	March total: <b>17 hrs</b>
2/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	2 hrs	
3/4/19	O	Organising International Summer School in Verona	1 hr	



8/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	3 hrs	
9/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	3 hrs	
10/4/19	O:	Organising Verona summer school	30 mins	
10/4/19	S	MPhil - admin: contact student to provide relevant research materials; and email re meeting set up	15 mins	
12/4/19	A:	Working out CAHP and claiming for supervision	30 mins	
14/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	6 hrs	
15/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	2 hrs	
16/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	2 hrs	
16/4/19	S	MPhil – supervision - meeting with primary supervisor and student	1.5 hr	
17/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	2 hrs	
17/4/19	O:	Organising International Summer School in Verona	2 hrs	
23/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	4 hrs	
23/4/19	R	Edited volume <i>King Lear on Screen</i>	2.5 hrs	
24/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	3 hrs	
25/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	6 hrs	
26/4/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	6 hrs	
28/4/19	A	CAHP - attempting (unsuccessfully) to claim for M.Phil supervision; sending emails	30 mins	
30/4/19	R	Conference seminar organising – <i>Romeo and Juliet on screen</i>	1 hr	
30/4/19	R	Conference paper - <i>Romeo and Juliet on screen</i>	6 hrs	April total: 55 hrs
1/5/19	R	Organising ESRA seminar in Rome	30 mins	
1/5/19	R	Conference paper - <i>Romeo and Juliet on screen</i>	3 hrs	
3/5/19	R	Conference paper for South Africa conference	1 hr	
3/5/19	R	Edited volume <i>King Lear on Screen</i> – line editing	1.5 hr	
6/5/19	R	Conference paper for South Africa conference	3 hrs	
7/5/19	O:	Organising International Summer School in Verona	2 hrs	
8/5/19	R	Edited volume <i>King Lear on Screen</i> – line editing	1.5 hr	
9/5/19	S	MPhil supervision - Putting materials together for student and email	15 mins	
16/5 – 18/5	C:	<i>Shakespeare and Social Justice</i> conference, South Africa	2.5 days	
22/5/19	O:	Organising International Summer School in Verona	30 mins	
22/5/19	Me	Student reference –	30 mins	
22/5/19	R	Conference paper for ESRA, Rome	2 hrs	
27/5/19	O:	Organising International Summer School in Verona	1 hr	
29/5/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	4 hrs	

29/5/19	R	Organising for Montpellier seminar - <i>Romeo and Juliet on screen</i>	30 mins	
30/5/19	R	Organising for Montpellier seminar - <i>Romeo and Juliet on screen</i>	2 hrs	
30/5/19	Me	Student reference	20 mins	
30/5/19	O:	Organising International Summer School in Verona	30 mins	
30/5/19	R	Edited volume <i>King Lear on Screen</i> - proofs	15 mins	
30/5/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	1 hr	
31/5/19	R	Edited volume <i>Shakespeare and the Supernatural</i>	30 mins	
31/5/19	O:	Organising Verona summer school	20 mins	
31/5/19	R	Edited volume <i>King Lear on Screen</i> - proofs	3 hrs	
31/5/19	R	ESRA seminar paper	3 hrs	May total: 48.6
1/6/19	R	ESRA – organising seminar	45 mins	
9/6/19	O:	Organising Verona summer school	30 mins	
10/6/19	R	ESRA – organising seminar	2 hrs	
10/6/19	O:	Organising Verona summer school	1 hr	
13/6/19	R	Edited volume <i>King Lear on Screen</i> - proofs	6 hrs	
13/6/19	O:	Organising Verona summer school	1 hr	
13/6/19	S	MPhil supervision– checking outline and meeting with student	1 hr	
17/6/19	O:	Organising Verona summer school	2.5 hrs	
17/6/19	R	ESRA – organising seminar	2 hrs	
18/6/19	R	Writing lectures for Verona summer school	3 hrs	
18/6/19	R	ESRA – prep and organising seminar	2 hrs	June total: 21.75
				<b>Total:</b> 142.35

This data set did not record further categories of unpaid work such as: email (general UQ emails, School emails, student emails), liaising with colleagues, admin such as submitting time through CAHP. Estimate: 1 hr per week.

Appendix VB5

Unpaid Academic Activities 2019 Sem 2 – [REDACTED]

The following categories of work are standard academic activities that continuing staff are paid for but casuals are not, even though this work benefits the university, in direct and indirect ways.

Categories

O: Outreach

TS: Teaching skills

R: research, writing projects (textguide; monograph; edited volumes; conference papers)

C: Conference

PR – peer review for journals

Date	Category	Comments	Time	Total
1-5/7/19	O:	Shakespeare Summer School Verona with UQ students	5 days x 6 hrs - 30 hrs	
9-12/7/19	C:	European Shakespeare Conference Rome – co-convening seminar	4 days x 7 hrs - 28 hrs	
23/7/19	R	Writing – <i>Much Ado</i> text guide	2 hrs	
24/7/19	R	Editing – Shakespeare and the Supernatural – emails; checking proofs	1.5 hrs	
25/7/19	PR	Peer review for <i>Exchanges</i> (Uni of Warwick)	30 mins	
25/7/19	R	Editing – Shakespeare and the Supernatural – checking proofs	3 hrs	
30/7/19	R	Writing – <i>Much Ado</i> text guide	2 hrs	
30/7/19	R	<i>Shakespeare on Screen: King Lear</i> – proofs, cover	30 mins	
5/8/19	R	Writing – <i>Much Ado</i> text guide	3 hrs	
5/8/19	PR	Peer review for <i>Exchanges</i> (Uni of Warwick)	2 hrs	
7/8/19	R	Editing – Shakespeare and the Supernatural – checking proofs	2 hrs	
8/8/19	TS:	Professional development: Headspace workshop on supporting LGBTIQ young people. This workshop has been invaluable for informing my teaching approaches and implementing inclusive practices.	6 hrs	80.5 hrs



## Time recording 2020 Sem 2 – Unpaid Activities – [REDACTED]

CC – Casuals’ Caucus organising

E- Email

Date	Time	Hours	Activity	Total
30/7	11.45-12	0.25	Meeting – Literature Area	
	12-1.30	1.5	CC Launch	
31/7	9.30	0.1	E – lit meeting	
	9.40	0.1	E – general UQ	
	1.50	0.1	E – general UQ	
	4.30-5	0.5	CC – organise time logging	
	5-5.30	0.5	Editing – <i>Shakespearean Appropriations</i> volume	July: 3hrs
3/8	9-9.10	0.2	CC- organise time logging	
4/8	8.15-8.45	0.5	Editing – <i>Shakespearean Appropriations</i> volume	
	9	0.1	Editing – E	
5/8	1-2.30	1.5	CC - meeting	
	3-3.30	0.5	Review – <i>Cahiers</i> journal	
	4.20-5	0.7	Editing – <i>Shakespearean Appropriations</i> volume	
7/8	9-9.10	0.2	E – general UQ	
	11.30-12	0.5	Article: <i>As You Like It</i> article	
	1-1.45	0.75	Article: <i>As You Like It</i>	
10/8	8.15-8.45	0.5	Article: <i>As You Like It</i>	
	11.15	0.1	E – general UQ	
	1.15-2	0.75	CC – pre-meeting -	
	2-3	1	CC – Exec Dean meeting	
14/8	3.15-5	1.75	Time logging	
17/8	9.15	0.1	E – general UQ	
	9.25	0.1	E – general UQ	
	9.55	0.1	E – general UQ	

	10-10.10	0.2	E – survey union	
18/8	12-12.30	0.5	Training workshop – Orcid – library session	
	12.30-1.30	1	CC meeting	
20/8	7am-8	1	Article: <i>As You Like It</i>	
	8.50-9.30	0.6	Article: <i>Shakespeare and Social Justice</i>	
21/8	10	0.1	Article - <i>Shakespeare and Social Justice</i>	
	10.05	0.1	E - <i>As You Like It</i> article	
25/8	8.30	0.1	E – general UQ	
	9.05	0.1	E – general UQ	
	11.30	0.1	E – general UQ	
	12.30	0.1	E – general UQ	
26/8	2-3	1	Union – National briefing/Time logging	
27/8	2-3	1	CC Time logging meeting	
28/8	3-4.15	1.25	CC Meeting/Time logging	Aug: 16.5hrs
1/9	4-4.15	0.25	CC – conversion clause update; E	
2/9	10.30-11.30	1	CC – conversion clause meeting	
7/9	1.10-2	0.8	CC meeting	
8/9	8.15-9	0.75	Article: <i>As You Like It</i>	
	9	0.1	E – general UQ	
	1-2	1	CC (Fighback)	
9/9	8.45-9.15	0.5	Article: <i>As You Like It</i>	
	12-1	0.75	Library workshop on researcher profiles	
	7p,-9pm	2	Time logging	
11/9	9.30-10	0.5	Pay CAHP	
14/9	8.55	0.2	UQ – general email	
15/9	1-2.30	1.5	Editing - Tatters	
	2.45-3.30	0.75	Editing - Tatters	
	4-5	1	Article: AYLI	
16/9	9.10	0.1	Review – Sh Bulletin	
	10-12.30	2.5	Application for Tutor’s Award	
17/9	9.15-9.30	0.25	Review – Sh Bulletin	

	9.30	0.1	E re Application for Tutor's Award	
	10.30	0.1	E re Application for Tutor's Award	
18/9	8.45-9	0.25	UQ general	
21/9	4-4.40	0.66	Article: AYLI	
22/9	9.20	0.25	Editing – <i>Shakespearean Appropriations</i> volume	
	1.15-2	0.75	Article: AYLI	
	3.30-4.30	1	Editing – <i>Shakespearean Appropriations</i> volume	
	4.30-5	0.5	Article: AYLI	
23/9	8.30-9	0.5	Article: AYLI	
	9.30-12	2.5	Article: AYLI	
	3.10-4.30	1.3	Peer review for <i>Shakespeare Bulletin</i>	
24/9	9.15	0.1	E - Article - <i>Shakespeare and Social Justice</i>	
	1.30-2.30	1	CC meeting and Time logging	
	3-5	2	Article: AYLI	
28/9	8.45	0.1	Editing – <i>Shakespearean Appropriations</i> volume	
	8.55	0.1	Editing – <i>Shakespearean Appropriations</i> volume	
	11.40-12.30	0.8	Peer review for <i>Shakespeare Bulletin</i>	
	1-2.30	1.5	Peer review for <i>Shakespeare Bulletin</i>	
	3.15-5.15	2	Article: AYLI	
29/9	8-9	1	Article: AYLI	
	2-3	1	Article: AYLI	
	3.30	0.5	Article: Royal Bodies post peer review revision	
30/9	8-9	1	Article: AYLI	
	9	0.1	E – general UQ	
	9.15-9.50	0.6	Article: Royal Bodies post peer review revision	
	10-12	2	Article: AYLI	Sept: 35.6 hrs
6/10	9.30-11.30	2	Article: AYLI	
	1.45-2.15	0.5	Editing – <i>Shakespearean Appropriations</i> volume	

	4.15-5.15	1	Editing – <i>Shakespearean Appropriations</i> volume	
7/10	2-2.45	0.75	CC meeting	
8/10	11-12	1	Article: AYLI	
9/10	10.15	0.5	Pay – CAHP	
12/10	1-1.45	0.75	Article: AYLI	
13/10	9.15-9.45	0.5	Article: AYLI	
13/10	1.45-2.15	0.5	Article: AYLI	
13/10	6.30-8	1.5	Time logging	
14/10	9-10	1	Article - AYLI	
	10-11.30	1.5	UQ Workshop – Supporting the welfare of HDR students	
15/10	7.15-7.30	0.25	Article: AYLI	
	7.50-9.05	1.25	Article: AYLI	
	11-12	1	Article: AYLI	
16/10	7.40-8.40	1	Article: AYLI	
	8.55	0.1	CC	
	9.10-10	0.8	Editing – Sh Ap	
	10-11	1	CC Time logging meeting	
	2.30-3	0.5	Editing- Sh Ap	
20/10	2-3.45	1.75	CC meeting	
21/10	3.30-5	1.5	Article: AYLI	
23/10	9.20	0.1	E	
	10.25	0.1	E	
	10.40-11.40	1	Article:AYLI	
	4.30-5	0.5	CAHP – pay	
26/10	6-6.30	0.5	Article:AYLI	
	7.45-8.45	1	Article:AYLI	
27/10	4-5	1	Article:AYLI	
	5.05-6.05	1	Article:AYLI	
	7.45-8.30	0.75	Article:AYLI	
28/10	7.30-8	0.5	Article:AYLI	
	4.15-4.45	0.5	Article:AYLI	Oct: 27.6hrs
2/11	8.35	0.1	E- CC	
	8.45	0.1	E – student enquiry	
	10-11	1	CC – Time logging catch up	
	11-12	1	New UQ Lit society meeting support students	
	1.05-2.05	1	Zoom - Fightback	



	2.05	0.1	E -	
	4.25	0.1	CC – E	
3/11	10-10.45	0.25	AYLI	
4/11	8-9	1	AYLI	
5/11	9.30	0.1	M.Phil supervision	
6/11	10.30-11	0.5	CAHP – pay claim	
	12-1	1	Attend SCA talk – Jude – Friday series	
9/11	11.50	0.1	CC	
	12-12.10	0.2	CC	
11/11	7.45-8.45	1	Article: AYLI	
22/11	10.45	0.2	Es	
30/11	9.35-10.05	0.5	Routledge – Book Tree of life	Nov: 8.25hrs
1/12	1-5	4	Routledge – Book Tree of life	
2/12	8-9	1	Editing – <i>Shakespearean Appropriations</i> volume	
	9-10	1	Editing – <i>Shakespearean Appropriations</i> volume	
	11.30-12.30	1	Editing – <i>Shakespearean Appropriations</i> volume	
	1.30-2.30	1	Editing – <i>Shakespearean Appropriations</i> volume	
3/12	11-12	1	Editing – <i>Shakespearean Appropriations</i> volume	
4/12	9-12.30	3.5	Article – Lear – check proofs	
7/12	8-9	1	Routledge – Book Tree of life	
	9.45-10.15	0.5	Editing – <i>Shakespearean Appropriations</i> volume	
	3-5.30	2.5	Wage theft – data consolidation	
8/12	10-11	1	CC meeting – wage theft	
16/12	2-4	2	Editing – <i>Shakespearean Appropriations</i> volume	
17/12	10-12	2	Routledge – Book Tree of life	Dec: 21.5
				Total: 112hrs