



**HUMAN RESOURCES
CASUAL TEACHING EMPLOYMENT PROPOSAL**

Please ensure these documents have been submitted to Human Resources or are attached to this form (tick boxes to indicate forms already submitted/now attached)

Tax File Number Declaration form (otherwise maximum rate of tax will apply)
 Authorisation for Salary Transfer form (for payment to nominated account).
 copy Visa or Entry Permit (if applicable)

SECTION 1 - PERSONAL DETAILS (To be completed by the employee)

Employee number Title Family name

First names DOB (dd/mm/yy)

Gender Home tel. no.

Address (postal) P/code

Education/Qualifications

Are you an Australian/New Zealand citizen or a Permanent Resident? Yes No → please supply a copy of the Visa or Entry Permit that appears in your passport.

SECTION 2 - SCHOOL USE

Name of school

This is to confirm your appointment as a Casual Lecturer/Tutor/Demonstrator. The period of appointment will be from:

to

You will be required to perform the following duties:

| Unit Number | Number of | | Description | Comment |
|-------------|-----------|--------|-------------|---------|
| | Original | Repeat | | |
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- Additional marking, eg, examination papers
- You are required to attend lectures/come to meetings during the semester
- You are required to be available to consult with students during teaching weeks for hours per semester.
- You are required to conduct tutorials or consult with students during semester breaks or assessment period.
- You are required to mark the following assignments and provide the results to the Unit Co-ordinator, eg, 2 x 3000 word essays/ student.
- Other

NB: The rates for lectures/tutorials recognise the component of teaching & associated time such as preparation and marking.

| Unit | Co-ordinator | | Extension |
|-------------|--------------|-----------------|-----------|
| Unit Number | Unit Name | Unit Controller | |
| | | | |
| | | | |

In case of illness or any other reason that prevents you from attending a particular teaching activity you should advise the Unit Co-ordinator (name of Co-ordinator) on extension or the School on

Head of School/Authorised Nominee signature Date

SECTION 3 - ACCEPTANCE (Employee to complete)

Payment will be in accordance with the University's approved casual teaching schedule (at: www.his.admin.uwa.edu.au/his/cas_teach.asp). It should be noted that the rates for lectures/tutorials recognise the component of teaching and associated time such as preparation and marking. Please note as the number of students enrolled in the unit may fluctuate, it is possible that your appointment could be subject to variation or cancellation at any time during the semester.

Do you have any other teaching commitments at UWA this semester? No Yes → Hours per week

Name of School

I ACCEPT THE CONDITIONS OF APPOINTMENT AS SPECIFIED IN THIS CONTRACT

Employee Signature Date