Handbook for new academic sessional staff
Welcome to Arts

Professor Martina Möllering and the staff share their vision for the Faculty.

FROM THE EXECUTIVE DEAN AND SENIOR STAFF

Macquarie University pursues discovery, learning and service and aims to achieve international reach through outstanding research and a unique student experience. Both teachers and students are immersed in a pervasive research culture, where life-long enquiry and the pursuit of knowledge are strongly encouraged.

WHO WE ARE

The Faculty of Arts provides a distinctive background in the study of ancient, Indigenous, and contemporary cultures, a versatile education that opens avenues for future study and professional life.

In our Faculty, students will find the opportunity and support to take control of their own education, to engage in independent research, and to integrate their passions into their professional life.

Students will be in direct contact with leading scholars and researchers in their fields in the following Departments of:

- Ancient History
- Anthropology
- English
- Geography and Planning
- Indigenous Studies
- International Relations
- International Studies
- Law
- Media, Music and Cultural Studies
- Modern History
- Philosophy
- Politics
- Policing, Intelligence and Counter Terrorism
- Sociology

The Faculty provides a student-centred education that brings together research and teaching, making sure that the most up-to-date new findings enhance the student experience.

As a teacher in the Faculty of Arts at Macquarie you hold an important and ultimately rewarding position which is pivotal in assisting our students to reach their full potential. You will bring with you a wealth of experience, skills and interests which are key component in providing our students with a learning experience that is innovative, supportive and flexible.

The intention of this handbook is to introduce you to what we expect of you as a member of sessional staff and the numerous opportunities for professional development and support that are available to you to help you manage your academic career. The handbook provides guidance about where you can go for advice and assistance. I recommend that you make use of the expertise and resources available to you in the Faculty at the Learning and Teaching Centre and across the University.

I congratulate you on your appointment and I look forward to working with you in order to maintain Macquarie University’s high standards as well as achieving new goals. Good luck in your future endeavours.

Martina Möllering

HOW TO USE THE HANDBOOK

The purpose of this handbook is to provide general guidance to sessional teaching staff at Macquarie. Throughout the handbook, website addresses and contact details are included to help you find out more information in your areas of interest.

This handbook is divided into some key sections:
1. Prior to starting your job
2. What to do in week 1
3. What to do in week 2
4. What to do in your first month
Prior to starting your job

You should take the time to complete the following tasks:

COMPLETE AND SUBMIT APPOINTMENT FORM

As a member of sessional staff you should have completed an appointment form. This form includes information about your role and you will also have provided banking details so that your pay can be managed for you. Consult your Departmental Administrator (DA) for more information about your Appointment Form.

READ THE CODE OF CONDUCT AT MACQUARIE

The Code of Conduct for Macquarie University Staff aims to clarify for staff the conduct expected in the performance of their duties and to act as a guide for solving ethical dilemmas. The Code provides guidance on:

- conflicts of interest
- acceptance of gifts or benefits
- public comments
- use of official information
- use of official facilities and equipment, and
- outside work

A copy can be found at: staff.mq.edu.au/human_resources/about_hr/forms_and_policies/code_of_conduct/

READ THE ACCEPTABLE USE POLICY

The University ICT resources are to be used in a legal, ethical, responsible, and civil manner by all users and this policy outlines the acceptable use of Macquarie University Information and Communication Technology (ICT) resources by all users. A copy of the policy can be found at: mq.edu.au/policy/docs/acceptable_use/policy.html

MEET WITH THE UNIT CONVENOR OR HEAD OF DEPARTMENT

Make a time to meet with your supervisor (e.g. HOD or Unit Convenor) to make sure you have access to all the course materials (unit guide, course readings, lecture times, assessment criteria and standards, assessment submission dates, marking guidelines, assessment moderation processes, academic honesty policy, consultation protocols and opportunities for professional development etc.). Make sure enquire about obtaining room keys.

KEYS: Your DA will advise you how to sign for and collect your room keys.

Your first port of call for any information should be the University website mq.edu.au or your DA.

Day 1

TOUR OF THE CAMPUS

Organise to take a tour of the Campus in order to familiarize yourself with the facilities. The building names are mostly oriented around the East (“E”), Central (“C”), and West (“W”) parts of the campus. For example the Campus Hub is building C10A, in the Central part of the campus. A copy of the Campus map can be found at: mq.edu.au/on_campus/maps/campus_map/

CAMPUS CARDS

Campus cards are issued to all staff upon appointment. You need your Campus Card to access a range of important services and it provides:

- a University ID, the only official proof of identity for University purposes
- library borrowing, printing and photocopying services
- building access, with an integrated contactless card for use in all University buildings and properties
- access to lecterns and audio visual (AV) equipment (see page 7)

APPLY FOR A CAMPUS CARD

To obtain your Campus Card:

1. Speak to your DA and collect your active staff number
2. Go to Student Connect on level 2 of MUSE (C7A)
3. Show Photo ID such as a driver’s license or passport
4. Your Campus Card will be issued while you wait

NOTE: Campus Cards are more fragile than a credit card. For lost or damaged cards staff are entitled to one free replacement per year. A $15.00 fee is charged for additional replacement of lost or damaged cards.

ACTIVATE YOUR CAMPUS CARD

In order to enable the swipe access function on your new Campus Card you should speak to your DA. Your DA will require your MQ staff number and the CDX number on the back of your Campus Card. The DA will then notify the Faculty Facilities Officer with the room access that is required. Your Campus Card will then be activated.

In order for you to access the library you should attend the Library Help Desk in person.

The first week

WORKPLACE HEALTH AND SAFETY (WHS)

In the first week you need to take the time to familiarize yourself with the University Health and Safety requirements. You are required to complete the ‘Office Safety’ module which can be found by following the link: staff.mq.edu.au/human_resources/health_and_safety/training_induction/

OFFICE SAFETY

All work related Health and Safety policies can be found at: staff.mq.edu.au/human_resources/health_and_safety/policies-procedures-guidelines_forms/

Any WHS matters should be discussed with your Supervisor in the first instance. WHS is everyone’s responsibility.
SECURITY

Macquarie University security can be contacted 24 hours day, 7 days a week. Security assists with lost property, access cards, and can offer an after-hours escort vehicle (during University term). To contact security, phone 02 9850 7112 or internal extension 7112. The main Security Office, marked by an illuminated “Information” sign is located in Building C1A on Macquarie Drive.

IN THE CASE OF AN EMERGENCY

Emergencies are situations where you would normally contact the national 000 number. In an emergency, security can be contacted from any help phone, lift phone, or by visiting the security office in Macquarie Drive. Should the police, ambulance, or fire departments be required, Security Services will liaise directly with them.

EMERGENCY EVACUATION PROCEDURES

An emergency will generally be notified by the building’s fire detection system, security staff, or one of the Area Wardens.

Maps of evacuation assembly points, indicating the location of the nearest assembly area, are located in all campus buildings, classrooms, lecture theatres, and near building exits. Please take time to familiarise yourself with the emergency procedures and assembly points.

* It is essential that all staff keep a class list for every oncampus teaching session. In the event of an emergency staff are responsible for students in the class, thus staff need to know who was in the room.

In the event you are required to evacuate a building, you should:

• Not panic
• Follow all instructions provided by the (fire) Wardens
• Take personal belongings with you (but only if safe to do so)
• Leave the building by the nearest, safe exit
• Proceed to the designated assembly point (the location for each building can be found on the evacuation diagram in the building)
• Notify (fire) Wardens of the location of any people who may be still in the building, are injured, or have a disability
• Await instructions from the (fire) Wardens

ORIENTATION TO DEPARTMENTAL RESOURCES

Organise to meet with your DA for an orientation to the Department. All staff should be provided with sufficient resources to function in their job, and for teaching staff (including casuals) this includes access to appropriate office facilities such as:

• desk space
• stationery (including white board markers etc.)
• photocopying
• telephone and fax
• mail collection point discuss with DA

• email account
• computer facilities
• copies of unit outlines, laboratory manuals and readers, if relevant.

LEARNING TECHNOLOGIES

Learning technologies at Macquarie University consist of online technologies such as iLearn and Echo360, and audio visual technologies such as lecterns in teaching spaces.

• iLearn is the name for Macquarie University’s online Learning Management System (LMS) which provides the framework for the courses and tools available to students and staff. It enables learning, teaching, communication and collaboration by providing access to lecture notes, readings, quizzes, discussion forums and digital lectures recordings online.

• Echo360: allows you to schedule lecture recordings as well as provide self-recorded material online through iLearn.

• Audio Visual systems: familiarise yourself with learning technologies in teaching spaces. From basic projection through to interactive technologies in rooms.

To get started login using your MQ One Id to the Learning Technologies primer on ilearn.mq.edu.au/course/view.php?id=5690

Once logged in, you will need this keyword: mqlearntech

There are many different Quick Guides available to assist you in using Macquarie’s Learning Technologies.

POLICIES AND PROCEDURES

Policy Central mq.edu.au/policy/ is the single source for all approved Macquarie University policies, procedures, guidelines and schedules.

Documents on Policy Central take precedence over policy documents on any other University website. Please ensure you are familiar with key policies or procedures that are required knowledge for your position. You may wish to bookmark this page for future reference.

SOCIAL INCLUSION AT MACQUARIE UNIVERSITY

Macquarie University has made significant moves to promote an equitable, diverse and exciting campus community for the benefit of staff and students. Part of creating an inclusive community is for staff and students to understand the importance and relevance of Equal Opportunity.

An online learning module can be accessed at eoonline.uow.edu.au/. This module will give you an overview of Equal Opportunity and your rights and responsibilities as a member of staff at Macquarie University.

When you access your class lists you should check with your HOD or Unit convenor and make sure you are aware of any students in your class who have identified with a particular learning requirement such as a recognized disability. It is your responsibility to make sure that the learning opportunities for which you are responsible are accessible to all students. If you have any concerns about this you can either contact:
LIBRARY
The Macquarie University Library provides an extensive service to support academics needs, such as document supply, EndNote download and training, as well as Reserve and e-Reserve services. If you are convening a unit, you will need to advise e-Reserve in advance on the unit’s readings to be available online for students. For more information, see: mq.edu.au/on_campus/library/

ONLINE ACADEMIC TIMESHEET USER GUIDE
To ensure you receive payment for your work it is essential that your timesheet is completed and submitted. Details of how to complete this task can be found in the online Academic Timesheet User Guide which can be accessed via the following link:
staff.mq.edu.au/human_resources/about_hr/online_timesheets/casual_academic/
Online Academic Timesheet User Guide provides step-by-step instructions for casual academic staff members to submit their timesheets via HR Online.

SHARED IDENTITY
'Our Shared Identity' is one of the twenty-one strategic projects identified in that strategic framework. Shared Identity encompasses the entire university under one narrative with the aim to build a stronger global brand. To learn more about the Shared Identity Project visit, mq.edu.au/about_us/offices_and_units/marketing/our_shared_identity_project/

GLOSSARY
Macquarie University has an online glossary mq.edu.au/glossary/search that lists the key acronyms, abbreviations, terminology, and definitions used by University staff and students, which may help you understand the language of the University.

The second week

CONTACT THE ASSOCIATE DEAN OF LEARNING AND TEACHING
It is essential that all new tutors contact the Associate Dean of Learning and Teaching via email peter.keegan@mq.edu.au and arrange to complete the Tutor Induction program, arts.mq.edu.au/tutor-induction.

TEACHING @ MACQUARIE UNIVERSITY
The Learning and Teaching Centre (LTC) supports colleagues both new to teaching and academic life through to experienced staff wishing to pursue their scholarship in learning and teaching. The LTC website mq.edu.au/ltc/ provides access to its:
- Learning Technologies. These include iLearn,iTeach, Echo360, Lecture Recordings, audiovisual technologies, UNITS and Helpdesk.
ACADEMIC INTEGRITY ONLINE MODULE

All staff are encouraged to complete the Academic Integrity Online Learning Module which aims to enhance awareness of Macquarie University policies and good practice around Academic Integrity. The module covers the following learning outcomes through a range of activities and resources.

- Understanding Academic Integrity
- Relevant Macquarie University policy documents and resources
- Differentiating between the different types of plagiarism and academic honesty scenarios
- Reflect on alternative approaches to assessment that may prevent academic integrity issue from arising
- Identify appropriate steps to manage a suspected breach of the Academic Honesty policy

The module takes approximately one hour to complete and to register for the module visit, ilearn.mq.edu.au/login/index.php

LEARNING SKILLS

Learning Skills offers a wide range of services and online resources for all students and staff designed to enhance academic skills development and performance. Learning Advisers also act as Academic Literacy Consultants.

Learning Skills services and resources include:

- Workshops on academic writing and communication to meet the academic literacy needs of students and staff
- Online and print resources for students
- A Learning Help Desk in the library where students can get help with issues such as researching, referencing, analysing assignment questions and planning their assignments
- The integration of the teaching of academic literacy with the teaching of disciplinary content (e.g., collaboration with faculty teaching staff, resource design)

More information about their services can be found at: students.mq.edu.au/support/learning_skills/

Month 1

Make yourself familiar with the range of services available to help academic staff:

LEARNING AND TEACHING CENTRE

The Learning and Teaching Centre aims to enhance the quality of learning and teaching at the University through professional development opportunities in scholarly learning and teaching and research supervision, as well as support for technologies in learning and teaching. For more information, please visit: mq.edu.au/ltc/

TEACHING EVALUATION FOR DEVELOPMENT SERVICE (TEDS)

TEDS is an integral part of the Learning and Teaching Centre. It aims to provide advice and assistance to teaching staff, including sessional staff, on the evaluation of teaching, course units and academic programs, and the integration of evaluation into the professional development of all University staff involved in teaching and into unit and program review processes. The Service is available to all staff teaching on Macquarie programs. For more information about TEDS visit, staff.mq.edu.au/teaching/evaluation/surveys/forms/

INFORMATICS AND IT HELP

ITS provides helpdesk support for staff and students on all computing needs, including user accounts, software installation, emails, networking, wireless, as well as phone services. To log a help request, call HELP (x4357) or log a ticket using the OneHelp system on a tab on the University staff page, staff.mq.edu.au/home/

LECTERNS AND ELECTRONIC WHITEBOARDS IN TEACHING SPACES

There are different rooms for teaching across campus. Centrally Allocated Pool (CAP) rooms may contain a lectern and other audio visual equipment. For help with this equipment phone the AVTS Help Desk on Ext: 7571. The AVTS run courses in the use of lecterns, information about this can be found by following this link

staff.mq.edu.au/teaching/learning_technologies/av_services/

For help with equipment in local Faculty rooms phone Ext: 4357.

WARAWARA - DEPARTMENT OF INDIGENOUS STUDIES

Warawara is an academic department located within the Faculty of Arts. Apart from teaching Indigenous studies across the university, Warawara facilitates an alternative entry program aimed at providing access for Indigenous people to undergraduate courses across the University. Part of our role within the university is to promote Indigenous student access, participation and success. Warawara staff takes this role seriously and can be contacted by teaching staff for more information about our services if required.

WELLBEING SUPPORT SERVICES

The Wellbeing Support Service provides a confidential, short-term counseling service for staff. Their website also contains information on how to deal with students in distress or crisis. For more information:

students.mq.edu.au/campus_life/campus_wellbeing_support_services/

MEET THE EXECUTIVE DEAN

Professor Martina Möllering has Open Office Hour sessions in her office on a regular basis, during which time all staff are welcome to briefly “drop in” and meet with the Executive Dean. The time and day of the Open Office Hour is posted on the door to W6A 222. The Faculty newsletter “Dot Points” also provides a schedule of Open Office Hours. Please note that they may be subject to change at short notice. To ensure you receive the newsletter and other important Faculty announcements, please check with John McEvoy via john.mcevoy@mq.edu.au that you have been added to the Faculty of Arts email group.