Casual Academic hiring in MQ Department of Earth and Environmental Sciences – Frequently Asked Questions (Jun 2021)

1. **Can I submit an expression of interest (EOI) if I haven’t worked in the Department as a casual academic before?**

   Yes. We are keen for all interested and suitably qualified people to submit an expression of interest, whether they have worked in this Department previously as a casual academic or not. Opportunities for casual academic work are an important part of professional development and we are committed to equal opportunity.

2. **What qualification do I need to have?**

   You are required to have completed at least a Bachelor’s degree or equivalent, in a relevant field of study. This is in accordance with the Macquarie University policy for recruitment of academic staff.

3. **Why do you need to know my supervisor or academic referee?**

   As an HDR student it is essential that we confirm with your supervisor if they have any concerns that casual work for the Department might impact your progress. A supervisor or academic can also confirm if your skill set is a match for the work available. Your supervisor will not decide whether or not you are offered casual academic work, nor choose the nature or volume of that work.

4. **Who is going to consider my EOI and decide if I get casual work this session?**

   All expressions of interest submitted through the advertised process will be considered by the Department Manager in consultation with the convenors of those units for which casual work is available. Decisions on provision of casual academic work will be made in the same fashion.

5. **How many casual academic staff do you need and won’t you just give the work to people who have worked in the units before?**

   We are unable to determine how many staff are required, but do know how many hours are available in relevant units and the type of activities. In order that all who are interested in casual academic work in the Department are given a fair and real opportunity, we are taking expressions of interest rather than pre-selecting employees on the basis of past work.

6. **I don’t understand what is required for demonstrating in practicals or supporting fieldtrips but I would like to submit an EOI. Who can I ask for more information?**

   The unit guide for the relevant unit will provide the best opportunity to understand the various activities. Contact the unit convenor and request a copy of the unit guide, or advice about the specific nature of each activity.
7. Why can’t I just tell the unit convenor that I want to do casual academic work in their unit?

In order that all who are interested in casual academic work in the Department are given a fair and real opportunity, we are taking expressions of interest rather than pre-selecting employees on the basis of past work. Convenors will be included in the process of consideration and selection of casual academic staff in consultation with the Department Manager.

8. Why do want a CV?

If you’ve not done casual academic work in this Department in the past then a CV will allow us to learn a bit about you, your skills and your experiences in order to assess you for work. You might elect not to provide a CV; this may impact our ability to assess your suitability for casual work.

9. The process is different this year. Why is that?

The Department of Earth and Environmental Sciences is committed to providing fair and equitable outcomes and process in all aspects of employment and study. The process in place for 2021 fits with that commitment, and will maximise opportunity for all who are interested in taking on casual academic work to be considered.

10. Where can I find out more about casual academic employment at the University?

The MQ Academic Staff Enterprise Agreement 2018 details the conditions of academic casual work at the University https://staff.mq.edu.au/work/strategy-planning-and-governance/enterprise-agreement/academic-staff-enterprise-agreement-2018.

11. Do I get additional pay for casual academic work on weekends, or overnights (for example on fieldtrips)?

Academic staff, whether continuing or casual, are remunerated for the type of activity that they complete rather than for the time of week. This is in accordance with the MQ Academic Staff Enterprise Agreement 2018. In effect, this means that you are paid the same rate for the same type of work (e.g. fieldtrip support) whether that work is conducted on a weekday or after hours or on a weekend.

12. Where can I see the timetable?

The current timetable for units offered in 2021 can be found at the timetable website https://timetables.mq.edu.au/2021/.

13. Where can I find the current academic year and session calendar?

View important session dates for Macquarie University here > https://www.mq.edu.au/study/calendar-of-dates
14. Where can I find the unit descriptions?

Unit Guides are published just ahead of the start of session, but previous years unit guides for the Department can be found here > https://unitguides.mq.edu.au/units/show_year/2020/Department%20of%20Earth%20and%20Environmental%20Sciences

15. I don’t recognise the new unit codes. What are the old ones?

A mapping of old codes to new codes is not always as helpful as it might seem. It’s best to review the current unit guide to familiarise yourself with the content.

16. I haven’t done casual work in the new units but I have in the old ones. Can I still submit an EOI?

Of course. Expression of interest from all suitably qualified individuals is encouraged.

17. Will I have to attend an induction or training?

All casual academic staff in the Faculty of Science and Engineering are required to attend a faculty-led induction session at the commencement of session. You will be remunerated for the time taken to attend the session. Other training or familiarisation with experiments may also be required at direction of the unit convenor. You will also be remunerated for those hours, as directed.

18. Is my information confidential?

Your information will be kept private and confidential, in accordance with MQ Privacy policy. Your EOI and supporting documents (if provided) will be available only to the Department Manager and relevant unit convenors.

19. I have a question about this that I can’t find an answer to. Who do I contact?

If you have any questions that are not addressed her, please contact the Earth and Environmental Sciences administrative team on level 3 12WW, or by email at fse.earthenv-admin@mq.edu.au

20. Where can I submit an expression of interest?

In the online form available here > https://bit.ly/39QCJvq

21. When will I know if I have been successful?

All expressions of interest submitted for the S2/S3 round will be considered in the week commencing Mon 28 Jun 2021. It is anticipated that decisions will be communicated by COB Wed 14 Jul 2021, ahead of the start of session 2 on Mon 26 Jul. If you have submitted an expression of interest please be sure to monitor your MQ email address for advice.

22. I’m unhappy with the outcome of my EOI. Who do contact about that?

Contact the Department Manager: Emma Hastings.